

# McLean County Master Gardener Policies and Procedures

## Office Hours:

All master Gardeners and interns will be required to work in the office as part of their initial or annual volunteer requirements. Beginning January 1, 2003, all Master Gardeners will be required to volunteer the following annually: 20 volunteer, 10 office, 10 continuing education (8-14-02 BM)

Interns will be required to provide 20 hours covering the office (4-4-2001 BM).

Hours spent manning MG event booths, answering questions on radio, or manning the Q/A desk at Normal Public Library can be counted as equal to office hours (1-21-04 BM).

MGs should only work at the Farmers Market two shifts each season. Interns may work three shifts each season (04-18-07 BM).

## Volunteer Hours:

In order to receive credit, hours volunteered should be for MG sponsored events or be recognized standard activities, such as writing newsletter articles, committee work, hotline work, staffing display booths, workshop presentations, etc. Projects not falling into these categories should have prior approval before the activity takes place. New interns may count hours for projects conducted in April or after graduation. Master Gardener shirts or nametags should be worn at each event for which volunteer hours will be claimed. To maintain certification, MGs must volunteer 30 hours each year and earn 10 hours of approved educational credit each year. Our association hopes to assign specific hours of credit, either volunteer or educational to each activity we sponsor (7-26-00 BM).

Trainees must complete their required 60 volunteer service hours within 2 calendar years (1-15-03 BM).

MG Volunteer service credit for manual labor projects at events co-sponsored by MGs can be allowed provided the events have been approved in advance by the Board (3-16-05 BM).

A maximum of 10 volunteer hours will be allowed for preparation and maintenance work for MGs who host internal and external garden walks. Volunteer hours will also be earned for the time MGs spend acting as a host or hostess in their garden on the day(s) of the walk. MG badges must be worn (5-16-07 BM).

MGs can count time spent traveling to and from presentations they make as volunteer time (11-28-07 BM).

## Continuing Education Hours:

½ hour education credit per garden will be allowed for MG sponsored garden walks when clear educational objectives for the walk have been established (7-17-02 BM).

2 hours education credit will be awarded to anyone who reviews any of the approved educational CDs available in the MG office. (7-20-05 BM).

See Attached Form (March 19, 2008 BM).

## New Projects:

New projects must be: educational, fulfill the mission and objectives of the Association, and labor and co-sponsored events must have signage acknowledging the MG Association's involvement (4-20-05 BM).

Members seeking approval for new projects for which volunteer hours could be earned should submit the new updated form to the appropriate committee for review. The committee chair involved would then bring the request to the Board for final approval. The form will be posted on the MG website (6-20-07 BM).

## Committee Responsibilities/Structure:

Committee chairs will be asked to submit their reports using the Monthly Committee Report Form (5-20-01 BM).

As a matter of policy when chairs cannot attend a Board meeting, they should schedule a substitute representative from their committee (5-30-01 BM).

See attached Committee Structure (March 2007).

## Scholarships to State MG Conference:

The association will cover the State MG Conference fee for current President to attend (5-30-2001 BM).

The five existing scholarships for first time attendees to the State MG conference will be increased to \$150. Members receiving the \$150 scholarships will be required to either write an article or make a presentation about some aspect of the State conference (4-14-04 BM).

The ten \$50 scholarships for members attending at least one day of the State Conference who have attended a prior conference will be dropped (9-17-08 BM).

**Board Minutes/ Records :**

An Office Procedures Manual will be kept in the Master Gardener Office (5-22-02 BM).

The Board Minutes will be posted in the MG office, making them available to the full membership (10-10-07 BM).

**Building Use Policies:**

An Extension staff member must be present in the building when an after-hours event is held (1-16-08 BM).

**Legal/Financial:**

University of Illinois will act as secondary insurer when MGs drive to Association events (5-22-02 BM).

\$500 will be allocated as a separate line item in the budget to a new MG project that arises during the fiscal year. Board would approve projects and expenses (7-16-03 BM).

Non-master Gardener guest speakers will be offered an honorarium of \$50 (6-16-04 BM).

\$50 will be issued to the MG parent of a newborn which can be used to purchase a tree of the parents' choice in commemoration of their child's birth (10-15-03 BM).

A fee of \$165 will be collected for the Master Gardener training program. A "one time use" MG merchandise award to a MG who completes their intern hours (maximum \$25 of MG merchandise ordered through us) will be given as an appreciation of the hours of service. (1-21-09 BM)

A new account effective May 2008 called Master Gardener Foundation Account was established. Gross Proceeds from HLG Day 2008 will be deposited into it. Both the secretary and the treasurer will record this money as intended for the Idea Garden (2-20-08 BM).

Master Gardener Funds and Fund Raising Policy (Don Meyer) - See Attached

**Accepting Fees/Donations:**

Because of the lack of storage space, MGs must limit the acceptance of donations. Donations can be received for activities such as the group sale and designated gardening projects at the appropriate times. The acceptance of a donation would be determined by the Client Services Committee. Current designated projects in cooperation with other organizations are Mayor's Manor, Holton Homes, Unity Center, Bloomington Jr. High, David Davis Mansion and Normal Parks and Rec (3/21/02 BM).

MGs will not charge a fee for presentations, however, individual MGs may personally accept a mileage reimbursement if it is offered (5-21-08 BM).

**Memorials:**

Up to \$100 toward a memorial gift for a MG or their spouse may be given with preference toward a Hort-related item or some other activity which meets the wished of the family.

The MG Association will not administer memorial scholarships because we lack the expertise needed and current funds do not warrant a long-term arrangement. (10-18-06 BM).

**Communication Policies:**

The MG internal newsletter will be published the Monday following the monthly board meeting (8-14-02 BM).

Emails to association members should not be used for fundraising efforts for other organizations and should be restricted to MG business (3-20-03 BM).

**Meetings:**

A quarterly meeting schedule was established (5-30-2001 BM).

**Returning to active status:**

If a person is gone for more than 2 years- they may need additional training. The amount and timing of the additional training is usually left up to the county coordinator who will work with the volunteer to determine which sessions they feel they could use the review in. (State MG policy)

**Other:**

It is common courtesy to always ask for permission of the author before using their presentation. This should hold true for our MGs as well. The person should always reference the author of the presentation. Telenets presented by University of Illinois Extension Hort Educators can be taken and used to teach clients (Monica David - email communication 7-07-08).

Revised 2/18/09