

UNIVERSITY OF
MARYLAND
EXTENSION

MASTER
GARDENER 

Volunteer Policies and other admin topics

Maxine Yoon – Home Horticulture Educator



**FEARLESSLY
FORWARD**



Code of Conduct

- **I will be trustworthy.** I will be honest in all my activities, and I will not lie, knowingly give false information, or be dishonest in any other way. I will not engage in illegal or unethical behavior.
- **I will be dependable.** I will follow through on commitments I make and responsibilities I accept. If I am unable to complete a commitment, I will notify the appropriate parties in a timely manner. I will step up to help other volunteers when needed.
- **I will be respectful.** I will show courtesy and consideration to everyone, including youth participants, other adults/volunteers, those in authority, and myself. I will act and speak respectfully. I will not use vulgar or abusive language or cause physical, mental, or emotional harm. I will dress in a manner that is appropriate and respectful. I will take care of property and facilities and will not intentionally cause harm or damage. I will appreciate diversity in skill, ability, gender, ethnicity, family, and personal beliefs. I understand that University of Maryland Extension does not tolerate statements or acts of discrimination or prejudice.
- **I will be responsible.** I will be accountable and self-disciplined in my volunteer work. I will live up to high expectations so I can be proud of my work and conduct. I accept my personal responsibility to be informed of and follow policies, rules, and procedures of the UME Master Gardener Program and events or activities in which I am involved. I will be accountable for my choices and actions and I will take responsibility for any mistakes or misconduct in which I participate.
- **I will be caring.** I will be caring in my relationships with others. I will be kind and show compassion for other people and living things. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members of my group to have a good experience by striving to include everyone.
- **I will be a good citizen.** I will be a contributing and law-abiding member of the organization, community, and society. I will not abuse illegal or illicit substances. I will refrain from using tobacco, tobacco products, or tobacco substitutes at UME Master Gardener events. I will not act in a manner that is threatening, harassing, demeaning, or violent toward others, and I will not use technology or media to promote such actions. I will be respectful to the environment and contribute to the greater good. I will promote a spirit of inclusion by welcoming individuals from all backgrounds in my class and our community. I will positively represent the UME Master Gardener program.



Collecting Demographic Information

Types of Activities that Require Collection of Demographic Information:

- Educational programs (including those hosted as part of a larger event)
- Webinars
- Workshops
- Youth, staff, and families that benefit from a school garden (the best way to get this data is from the school)
- Youth gardening programs (the best way to get this data is from the school)
- Recipients of food donations (this data can be provided by the food bank)

Types of Activities that DO NOT Require Collection of Demographic Information (but still need a total number of participants):

- Visitors to a demonstration garden
- Information table visitors
- Website visits, email contacts, or newsletter contacts
- Phone calls
- Social media contacts



For Master Gardeners

The VMS section includes the information you'll need to file your volunteer and training hours, explaining what's counted and why.

The Project Chairs section includes information that may be of importance to a project chair or EAB liaison.

Publicity and Policies & Guidelines includes important documents and forms for reference.

If you have any questions or concerns, please email Maxine Yoon (maxyoon@umd.edu) with your comments, changes, or updates.

Volunteer Management System (VMS)

Volunteer Management System

Master Gardener Time Tracking System

- [Return Login](#)

[How to Record Hours](#)

[VMS Sites and Activities](#)

[Indirect Contact Demographic Data Worksheet](#)

[Direct Contact Demographic Data Worksheet](#)



Become a Master Gardener



Events



Master Gardener Projects



Resources



For Master Gardeners



AAMG Newsletters



AAMG and EAB Monthly Meetings



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<https://extension.umd.edu/locations/anne-arundel-county/master-gardener-program/>

Drugs, Alcohol, and Smoking

- UMD has a Smoke-Free policy that prohibits tobacco and smoking-related products on institution property (owned, leased, or controlled), except as designated by the President. This includes Extension offices and research centers. Review the Policy on [Smoking at the University of Maryland](#) and [Policy on Smoking and USM Institutions](#) for more information on this policy.
- Drug and alcohol use is strictly prohibited at any activity sponsored or supported by UME or the MG program. That includes field trips and bus trips, and events that are held on non-UMD property.



Political Activity

- State of Maryland volunteers are treated the same as State of Maryland employees regarding political activity. Consistent with Md. Code Ann., State Personnel and Pensions Article, Section 2-304:
- A. Employees have the right to participate freely in any political activity and express any political opinion.
- B. Employees may not be required to provide any political service or make a political contribution.
- C. An employee may not:
 1. Engage in political activity on the job during working hours;
 2. Use institution resources to advance the employee's political activities; or
 3. Advocate the overthrow of the government by unconstitutional or violent means.



Separation of Church and State

- MG programs are frequently asked for services/technical assistance (e.g., garden design) from private schools, schools with a religious affiliation, or places of worship.
- If all other parts of the project are reasonable and in alignment with UME policies, volunteers may provide technical assistance or presentations for the entity. If a place of worship asks for a program that we offer to other groups, we can fulfill this request. It would also be ok to have a booth at a private school or place of worship event, as long as it was open to the public.
- The MG role is to assist in garden planning and design if requested, and to train/support garden leaders. MGs should not be maintaining gardens (i.e., weeding, watering, harvesting, etc.).
- We should not be agreeing to write regular columns for the school or place of worship newsletter/ blog, or agree to be onsite to provide programming or services on a regular basis.

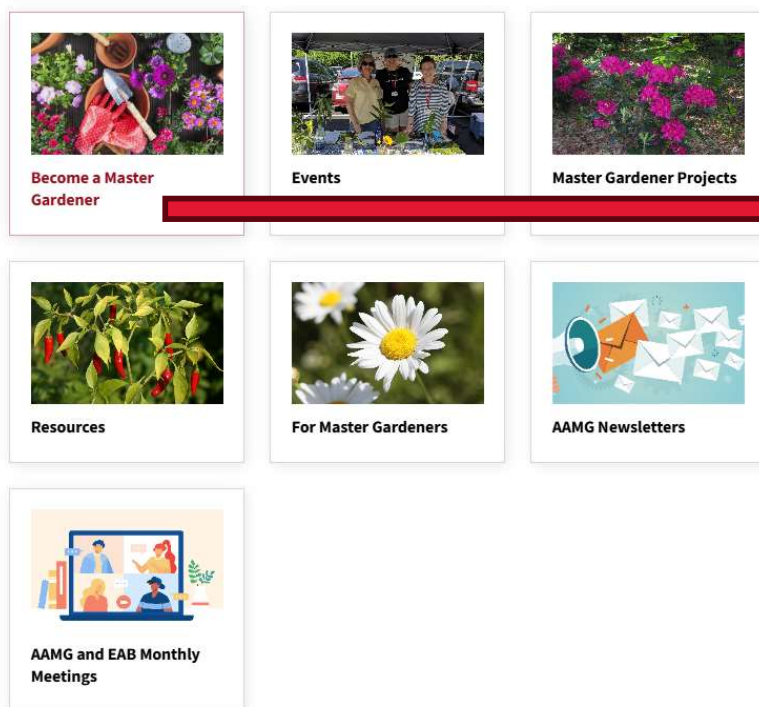


Spring and Fall Training

- Fall Training (in-person, county)
 - Timeline of classes will be every Wednesday night 6-8PM from the first week of September to the week before Thanksgiving at the Anne Arundel County Extension office.
- Spring Training (virtual, statewide)
 - The Anne Arundel County MG program participates in the state-wide MG training in the Spring. It will be held online virtually and the classes are from the first week of February to the first week of May, every Wednesday from 6-9 PM.



Spring and Fall Training



How to Become a Master Gardener

Fall Training (in-person, county)

For the first step, please complete the [volunteer application](#), email/mail it to Maxine Yoon (maxyoon@umd.edu), and let her know when would be a good time to come in for an interview (in-person or virtual). Once she has completed all the interviews, she will then have to send in your information to our background check system by the end of July and send out a Qualtrics survey to your references. This will give us enough time, the month of August, for the background and reference checks to go through. When your background check clears, I will then accept payment of \$350. Do not order your textbooks. I will order the textbooks for everyone and they will be here ready for pick up on the first day of class.

Timeline of classes will be every Wednesday night 6-8PM from the first week of September to the week before Thanksgiving at the Anne Arundel County Extension office. We will be covering topics such as Entomology and Invasive Insects, Plant Pathology, Botany, Integrated Pest Management, Soil Science, Plant Nutrition, Ecology, Bay-Wise and Conservation Landscaping, Vegetables, Native Plants, and Plant Identification. This will primarily be in-person, but we do have some guest speakers that will be presenting via zoom. The virtual component is mainly an option for those that need it as an accommodation and for recording purposes. If you would like to take this course virtually, the statewide spring training is yearly and is held via zoom. Please pick the option that you think would work best for you, both options have their own benefits and drawbacks.

Spring Training (virtual, statewide)

The Anne Arundel County MG program participates in the state-wide MG training in the Spring. It will be held online virtually and the classes are from the first week of February to the first week of May, every Wednesday from 6-9 PM.

For the first step, please complete the [volunteer application](#), email/mail it to Maxine (maxyoon@umd.edu), and let her know when would be a good time for us to come in for an interview (in-person or virtual). Once she has completed all the interviews, she will then have to send in your information to our background check system by the end of November and send out a Qualtrics survey to your references. This will give us enough time, the month of December, for the background and reference checks to go through. When your background check clears, I will then accept payment of \$350 minus the cost of the textbook (TBD). Please order your own textbook from here: (TBD)

The spring training will be covering topics such as Entomology and Invasive Insects, Plant Pathology, Botany, Integrated Pest Management, Soil Science, Plant Nutrition, Ecology, Bay-Wise and Conservation Landscaping, Vegetables, and Native Plants. The spring training is held entirely online and virtually via zoom. If you would like to take this course in-person, the fall training is held yearly and held mostly in-person. Please pick the option that you think would work best for you, both options have their own benefits and drawbacks.



Budget

- Soft cap of \$400 / project / year
- June 2023 – June 2024: FY 2024
- June 2024 – June 2025: FY 2025
- Sam will change formatting so excel sheet shows spending from January - December of same year



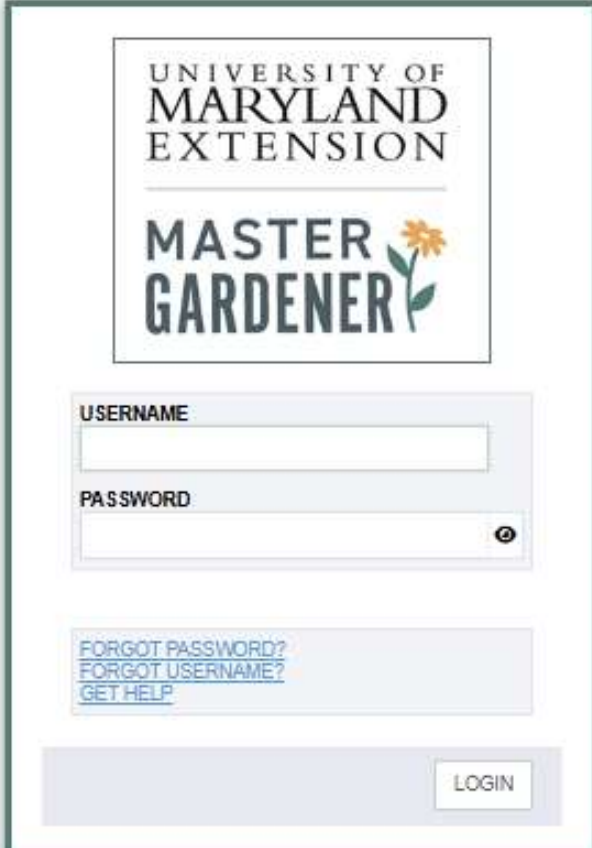
Purchasing

- From the main office: reimbursements will no longer be honored
- Just let me handle payment
- Project Chairs can pick up orders if necessary



VMS – Volunteer Management System

- Update photos and email address
- <https://extension.umd.edu/programs/environment-natural-resources/program-areas/home-and-garden-information-center/master-gardener-program/volunteer-resources/record-and-report-volunteer-data/>
- Carole Fullager: cjfullager@yahoo.com
- Maxine Yoon: maxyoon@umd.edu



The screenshot shows the login interface for the University of Maryland Extension Master Gardener program. At the top, the text 'UNIVERSITY OF MARYLAND EXTENSION' is displayed above the 'MASTER GARDENER' logo, which includes a stylized flower. Below the logo are two input fields: 'USERNAME' and 'PASSWORD'. The password field has a small eye icon to its right. Underneath the input fields are three links: 'FORGOT PASSWORD?', 'FORGOT USERNAME?', and 'GET HELP'. At the bottom right of the form is a 'LOGIN' button.



VMS – inputting hours

- Driving time considered for volunteer hours, not cont. edu.
- File correct Activity and Site when logging hours
- Input volunteer hours and Miles
- Show Contacts – Demographic Collection
- Don't procrastinate inputting your hours!
- Hours due yearly every 12/31 or 1/15



Annual Requirements

- Please let me know if you cannot meet the volunteer hour requirement for the year (medical, family, etc.)
- I am happy to work with you to find a solution that works for both of us
- Spring Training 2024 – 40 hours by June 2025, but 20 hours by 12/31/2025.



Tax Deductions

- Time spent volunteering does not qualify for a tax deduction
- However, some expenses resulting from volunteering like mileage, parking, tolls, trips, uniforms, out-of-pocket expenses can be claimed.
- Refer to your tax expert... I'm not well versed in this



Background Checks from Sterling

- If you do not get your background check done every three years, you will be separated from the program
- Please double check your email and contact information in Sterling
- If you need assistance, call 855-326-1860
- Please do not email Joan anymore for assistance



Media Consent and Release Form

- Will be looked into
- Language needs to be updated
- I will keep you updated on any updates



Website Changes

- <https://extension.umd.edu/locations/anne-arundel-county/master-gardener-program/>
- New webpage for newsletters and monthly meeting agenda, recordings, and minutes.
- EOY Project Report



End of Year Project Reports

- For project chairs, EOY report due by 12/20
- Required even if you do not wish to continue your project moving forward
- Template can be found on website



Consumer Horticulture Faculty Programming Discussion

- We are at a historic moment in consumer horticulture education programming with UME
- Three new faculty members and a fourth coming off of sabbatical
- Maddie Potter – Entomology
- Lisa Kuder – Native Plants Specialist
- Stacy Small-Lorenz – Conservation Landscaping



FMLA – Upcoming Medical Leave

- From January 10th until April 10th
- I should be able to work from home for the 3rd month
- Will determine later, depends on how well recovery is going
- Contact Stephanie Pully and/or Kaitlyn Baligus for any questions
- pully@umd.edu || kbaligus@umd.edu
- Office related questions: contact Christie Germuth and/or Sam Miller
- ckneipp@umd.edu || s4miller@umd.edu
- Office phone number: 301 – 226 - 7470



Monthly Meetings

- Virtual meetings will be run by MG State Office
- (Zoom) January – Paula Becker DNR - Living on the Edge of the Wildlife/Human Interface, or How to Be a Good Neighbor
- February – Project Showcase in-person @ Trinity United Methodist Church
- (Zoom) March – ??



Holiday Party

ANNOUNCING THE 2024 MG HOLIDAY PARTY!

Tuesday, December 10th

New time!!! 6:30-8:30pm

Harundale Presbyterian Church, 1020 Eastway, Glen Burnie

All Master Gardeners welcome, with one guest

GET READY TO RAFFLE!!

Go wild! Create a Basket to Die for! (or at least for someone to treasure)

Some ideas: Food, Chocolate, Tools, Books, Birds, Pets, Art, Handmade Treasures, Coffee or Tea, Yard Art, All Things Gardening, or Something Completely Different**

(**As in the past, winners can only win one basket. If you win again, you may choose the second basket and we will redraw for the first basket.)



Holiday Party

AND DON'T FORGET MYSTERY BOTTLES AND BONBONS!!
(Wine = Fruit and we all know Chocolate is just naturally good)

Donate a **BOTTLE** of wine (red, white, sparkling or dessert – we suggest in the \$15 range), preferably in a gift bag, OR some delicious **BONBONS** (any candy is fine), preferably in a gift box or bag. The **Bottles and BonBons** will be hidden and only identified by different colored ribbons. You choose the ribbon of the wine type you prefer or go for a BonBon. **NO PEEKING** allowed!

Bottles and BonBons will be grouped around ONE raffle can and will be raffled off in between our other major raffle items. One B&BB per person and no exchanges.

(Note: You can win BOTH one Raffle Item AND one Bottle or BonBon)

LET'S NOT FORGET DINNER!

Please bring a dish according to the first letter of your last name. (Remember: no electrical outlets available but Sternos are OK.)

A-L Main Course

M-O Dessert or Fruit

P-S Salad or Vegetable

T-Z Appetizer

AND!!! If you want to volunteer to work the party, please contact Cindy or Janet.

Please RSVP (attendance AND raffle items) by Friday, December 6th

Cindy Wells, 410-703-5953, cwells5953@cs.com

Janet Clauson, 410-987-2027, janetclauson301@gmail.com



Required Slide:

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

***In addition, please include the full Green or Blue version of the “And Justice for All” poster (please see next slide for approved versions.)**



SNAP Only



All other programs





AND JUSTICE FOR ALL



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:
(833) 256-1665 o (202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.



AND JUSTICE FOR ALL



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

mail:
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

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go.umd.edu/mg

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HANDBOOK

go.umd.edu/mghandbook