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UNIVERSITY OF  
**MARYLAND**  
EXTENSION  
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## Administrative Guide

Dear Harford County Master Gardeners!

We hope that this document will be useful in fulfilling your role as a Master Gardener volunteer for the University of Maryland Extension. Our mission is “to educate Maryland residents about safe, effective, and sustainable horticultural practices that build healthy gardens, landscapes, and communities.”

Who is a Master Gardener – an individual who has been screened, interviewed, and accepted into the training program and who has completed the basic training program and 40 hours of volunteer service in the first year of internship.

### ANNUAL RESPONSIBILITIES

- To maintain active status, a Master Gardener must complete 20 hours of volunteer service and 10 hours of continuing education each calendar year.
- Each January after completion of the Intern year, complete the Annual Information Update Form. A voluntary contribution of \$15 is requested to help with the costs of maintaining quality programs. Submit the form and contribution to the Treasurer.
- Complete volunteer activity/education hours log sheet and submit on line or to office before the end of each calendar year.

### VOLUNTEER HOURS

Volunteer hours can be accrued by participation in any of the following activities:

- Attendance at monthly MG meetings and/or at monthly Planning Meetings.
- Participation in approved projects. A list of committee chairs of existing projects is attached to this document. Planning time and driving time to and from an event accrue volunteer hours.
- Write a newsletter article.
- New Master Gardener projects may be submitted for approval at a monthly planning meeting.

### EDUCATION HOURS

The requirement for 10 continuing education hours can be met by attendance at any of the following:

- Daytime or evening study group sessions
- Program portion of monthly meetings
- Annual Master Gardener UMD Training Day
- Other approved classes

- Driving time to education classes does not accrue hours.

### **MONTHLY MEETINGS**

Master Gardener meetings are held on the first Thursday of each month at the Extension office. Meetings alternate between daytime (10 am) and evening (7 pm) meetings, beginning with a morning meeting in January. The April evening meeting is the Volunteer Recognition night, held at Liriodendron Mansion. Volunteer pins are distributed at this meeting and the Volunteer of the Year is recognized. The December meeting is a holiday celebration dinner, also held at Liriodendron Mansion.

Monthly Planning Meetings are held on the last Thursday morning of each month at the Extension office. Board Officers are expected to attend and all interested Master Gardeners are urged to attend and participate.

### **EVENT PARTICIPATION PROTOCOL**

If you are in charge of a Master Gardener event or are speaking to a group as a Master Gardener, there are a number of administrative duties that are necessary to enable the office to document the event and to insure coverage and protection for all participants.

- Pick up an Event Folder or Speaker Folder at the Extension office. It contains all the paperwork necessary to document the event as well as information that will help the event run smoothly.
- Contact the Extension office to inform them of the date of the event and all Master Gardener participants. (This includes Bay-Wise garden certifications, talks at Garden clubs – all MG events.) You may either call the office and ask to be put on the calendar, or list your event on the calendar posted at the office.
- Pick up tri-folds, displays, kits, and handouts at the MG office. Sign out the items that you are borrowing on the clipboard posted in the closet.
- After the event, turn in the paperwork to Joyce – this includes evaluations, volunteer log, and the After Event Summary forms.
- Return all displays and kits to the office. Try to maintain order in the MG closet – space is tight and we all need to make sure it stays as organized as possible. Please note on the clipboard posted in the closet when you return the items.
- If you need to borrow a computer, LCD projector, or other AV equipment for a special event, contact one of the Office Administrative Assistants, to reserve the equipment in advance. Sign out the equipment when you pick it up and make sure that you sign it back in when you return.

### **PAPERWORK AND EDUCATIONAL DISPLAYS**

As with any organization, there is a certain amount of paperwork that is necessary to keep track of money, service and education hours, and volunteer participation. The following is a list of papers that you may need to find:

- Volunteer Hour/Education Log Sheets – blank log sheets are located in the “cubbies” opposite the restrooms. Completed log sheets are returned to the same

location. Boxes are clearly marked for “Blank Log Sheets” and “Completed Log Sheets”

- Expense Forms – If you have spent MG funds for an event you must complete an Expense Form to be reimbursed. These forms are located in the “cubbies” opposite the restrooms in a box marked “Expense Forms”. Complete the form, attach original receipts, clear it with the committee chair responsible for the event (Grow It Eat It, Bay-Wise for example) and submit the form to the Treasurer for payment.
- Event and Speaker Folders – This paperwork is located on the shelves in the Master Gardener Office. See the red notebooks for the master copies.
- Grow It Eat It and Bay-Wise folders, and other handouts are located on the shelves in the Master Gardener office.
- Displays, tri-folds, publicity banners and signs, first aid kits, and other useful supplies are located in the Master Gardener closet on the right-hand side of the hall.

### **ADMINISTRATIVE TIPS**

- Master Gardener 2015 officers include:  
President –Ellen Haas Vice President – Anne Spelman  
Secretary –Carrole Kesselring  
Treasurer – Kathy Ullrich  
Officers are elected annually at the February meeting. All current active Master Gardeners in good standing may vote.
- Diane Payne serves as our “Post-Mistress” for emails. If you need to send a general information email to all Master Gardeners, send it to Diane for distribution. No endorsement of personal products or businesses, please.
- If your contact information changes, send the new information to both Diane Payne and to Joyce to make sure that you continue to receive informational emails. If you do not use email, please inform Master Gardener Coordinator so that we can make arrangements for you to receive MG information. Please note that a lot of information is distributed through email.
- Use the Master Gardener website to obtain information about upcoming classes and events. MG State Policies and Guidelines are available on the website. Our Master Gardener Harford County web address is <http://www.extension.umd.edu/harford-county>
- Monthly newsletters are sent out by email.
- How to go on Hiatus – If you wish to become inactive due to personal circumstances, please send a written request to Joyce. You will then be placed on hiatus for up to 3 years. You will continue to receive monthly newsletters and other communications while on hiatus. To return to active status, begin serving volunteer and education hours and submit a log sheet.

*The University of Maryland, College of Agriculture and Natural Resources programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, or gender identity and expression.*