

Yavapai County Master Gardener Volunteer Program Policy

May 27, 2019

Requirements for Training and Certification, Volunteer Activities, Documentation, and Use of the Master Gardener Title

The Master Gardener Program, administered by the University of Arizona Cooperative Extension in Yavapai County, is a partnership between Cooperative Extension and volunteers enrolled in the program. Cooperative Extension trains, certifies, and supervises Master Gardener volunteers who help Cooperative Extension provide home horticulture information, endorsed by the University of Arizona, to the public.

TRAINING AND CERTIFICATION

Upon acceptance into the Master Gardener Volunteer Training Program, volunteers are designated as Associate Master Gardeners. In order to become Certified Master Gardeners, Associate Master Gardeners must:

1. Complete the Master Gardener Volunteer Training Course. Attendance is mandatory and no more than 3 absences will be excused (make-ups are required for excused absences).
2. Complete the final exam.
3. Complete and document 50 hours of approved volunteer service by June 30th of the year following the completion of training (i.e. a little over 1 year after training).
4. Provide Program with current contact information.
5. Sign the Terms of Agreement.
6. Complete the Designated Campus Colleague process.

Note: Master Gardeners from other counties/states must complete the Yavapai County Master Gardener course before becoming active Master Gardeners in Yavapai County.

VOLUNTEER SERVICE

To remain certified, Master Gardeners must:

1. Submit documentation of completion of approved 25 volunteer hours and 6 continuing education hours per fiscal year. The fiscal year runs from July 1st to June 30th.
2. Abide by UofA Designated Campus Colleague / Master Gardener Volunteer Program Policy and Terms of Agreement.

In order for activities to count toward approved volunteer service, the Master Gardener must be identified as a Master Gardener by wearing a Master Gardener Badge. If applicable, promotion of the event should include reference to the contribution made by Master Gardeners.

The following activities count toward approved volunteer service:

- A. Performing free educational activity that provides information on non-commercial horticulture and gardening to the public when you are represented as a UofA Cooperative Extension Master Gardener.
- B. Staffing the Master Gardener Help Desk at a Yavapai County Cooperative Extension Office.
- C. Conducting unpaid horticulture presentations, demonstrations, tours, plant clinics, staffing exhibits, helping with seminars, etc., when you are represented as a UofA Cooperative Extension Master Gardener.
- D. Making unpaid radio and TV appearances, webinars, YouTubes, etc.

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- E. Writing unpaid articles for a newspaper or newsletter and preparing publications. The byline must include "University of Arizona Master Gardener."
- F. Spending time organizing, researching, planning, and preparing for a talk, plant clinic, educational exhibit, seminar, or other Master Gardener project or event.
- G. Preparing art work, posters, fliers, or displays that benefit the Master Gardener Program or the Cooperative Extension.
- H. Spending time on committees or as a coordinator for any Master Gardener purpose.
- I. Working with other groups as an educator or organizer of a horticultural event.
- J. Organizing reference materials and performing clerical or administrative work for the Master Gardener Program or Cooperative Extension.
- K. Picking up and delivering supplies for a talk, clinic, exhibit, seminar, or other Master Gardener functions.
- L. Working on research projects and reports for the purpose of developing and disseminating information on non-commercial horticulture or pest control topics under the supervision of a Cooperative Extension advisor.

Notes:

- 1) Hours beyond the minimum requirement may not be carried over to the next year.
- 2) Materials (e.g. presentations, photographs, artwork, documents, etc.) that are created or modified under the auspices of the Master Gardener Program shall become the property of the Yavapai County Master Gardener Volunteer Program and are public domain; i.e. may be used by other Master Gardeners, may be accessed by the public from our website, and/or may be used in publications, etc.

The activities described above are by no means a complete list. Please consult the Program Advisor if you have any questions or are in doubt about a project being eligible to fulfill your volunteer requirement.

ACTIVITIES THAT DO NOT COUNT TOWARDS VOLUNTEER HOURS OF SERVICE

- Physical labor for a community garden, home garden, or community group cannot be counted unless it is being done to teach others. However, installation, maintenance and support of sanctioned educational gardens may be counted as volunteer hours. Contact the Program Advisor to find out if a project is eligible. Keep in mind that we are educators, not a free source of labor for other agencies or community groups.
- Any activity for which you charge a fee.

CONTINUING EDUCATION

As representatives of the UofA Cooperative Extension, Master Gardener volunteers are expected to keep abreast of current local horticulture issues and current UofA recommendations, and in general are encouraged to continue to increase their knowledge of home gardening. The requirement of 6 hours of continuing education per fiscal year can be achieved by **attending** such things as: local garden seminars, agriculture related classes (classroom time only), talks by experts in specific horticulture/agriculture fields, etc.

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HOURS REPORTING

Records of volunteer service and continuing education must be submitted on the official reporting form (either electronically or manually). Documentation must be legible and contain a sufficient description for each activity. Submit to the Yavapai County Cooperative Extension Office monthly. Retain a copy for your records. Both volunteer and continuing education hours must be reported by June 30th for fiscal year reports and by December 31st for annual reports.

EXCEPTIONS

Master Gardeners who have not completely fulfilled the volunteer &/or continuing education requirement may submit a written waiver request to the Program Advisor. With waiver approval, hours not completed will be required the next fiscal year, in addition to the 25 Volunteer and 6 continuing education hours due the next year.

Master Gardeners who do not meet these criteria due to illness, family emergency, or other reasons may submit a written request for a Leave of Absence to the Program Advisor. Master Gardeners on L of A will be required to complete only the current year's requirements during the next year.

Master Gardeners who resign or have been "inactive" (no hours submitted for 12 months) may submit a reinstatement request to the Program Advisor. Request should include plans for completing 25 volunteer and 6 continuing education hours within 12 months. Reinstated Master Gardeners must complete the Designated Campus Colleague process.

USE OF THE MASTER GARDENER TITLE

As a Master Gardener Volunteer you are representing the University of Arizona Cooperative Extension. Your Master Gardener name badge must be worn when you are engaged in Master Gardener activities.

You may not charge for services you provide as a Master Gardener, except to request reimbursement for personal expenses that are approved in advance.

Master Gardener credentials may be proudly displayed, except when the use of such implies endorsement by the University of Arizona or Yavapai County Cooperative Extension for monetary gains.

MASTER GARDENER DESIGNATIONS

Following are the Master Gardener volunteer program titles and statuses.

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Title	Status	Criteria	MGA Membership
Associate Master Gardener	Class Participant	<ul style="list-style-type: none"> - Attending Master Gardener volunteer training 	Non-voting member
	Active	<ul style="list-style-type: none"> - Completed MG training and Designated Campus Colleague process - Working on first 50 volunteer hours - Signed Terms of Agreement on file 	Non-voting member
Certified Master Gardener	Active	<ul style="list-style-type: none"> - First 50 volunteer hours completed & submitting 25 volunteer hours and 6 continuing education hours each subsequent fiscal year; DCC process completed <p style="text-align: center;">or</p> <ul style="list-style-type: none"> - Approved Waiver or Leave of Absence on file 	Voting member
	Inactive	<ul style="list-style-type: none"> - Submitted less than 25 volunteer and 6 continuing education hours in a fiscal or calendar year, or has not completed 50 volunteer hours within one fiscal year of class completion and no approved Waiver, Extension, or Leave of Absence on file <p style="text-align: center;">or</p> <ul style="list-style-type: none"> - Has not completed Designated Campus Colleague process <p><u>To be reinstated as a MG</u></p> <ol style="list-style-type: none"> 1. Submit written request, with plan for completing first 50 hours or 25 volunteer and 6 continuing education hours within 12 months. If no hours submitted within first six months, will be moved back to inactive status. 2. Complete the Designated Campus Colleague process 	Non-voting member
Master Gardener Emeritus	Active	<ul style="list-style-type: none"> - 10 consecutive years or more with an active status - Submits volunteer hours (no continuing education hours required) - Completed Designated Campus Colleague process 	Voting member
	Inactive	<ul style="list-style-type: none"> - 10 consecutive years or more with an active status - Not submitting volunteer hours 	Voting member
Honorary Master Gardener	NA	<p>The title may be bestowed by the Program Advisor to someone who may or may not have completed the Master Gardener training, but who has made significant "above and beyond" contributions to the Yavapai County Master Gardener program. The Honorary designation does not in itself entitle one to present himself/herself as a Master Gardener.</p> <p>The plan to bestow the title will be discussed with the MGA Executive Board and Membership Committee in advance.</p>	Only if the MG class has been completed

Note: Fiscal year = July 1st to June 30th