

Jefferson/Harrison Master Gardener Volunteers Volunteer Coordinator's 2018 County Policy

Bad Weather: In the event that schools in either Jefferson or Harrison are closed due to weather, MGV meetings and events will be cancelled. If schools are on holiday break and there is inclement weather, the Extension Educator will notify MGVs via email and send out a notice to WTOV9.

Volunteer and Continuing Education Hours: All Jefferson/Harrison MGVs will be required to obtain 20 volunteer hours and 10 continuing education hours during 2018 to remain on active status. Continuing education videos are available on VMS. If MGVs do not have access to VMS, hours for the Educator to enter into the system will need to be submitted every other month.

Inactive Status: Volunteers may request to be placed on inactive status by submitting a letter or email to the OSU Extension, Jefferson County office. Those who do not meet the 20 volunteer requirement and 10 continuing education hour requirement before December 1 will receive a phone call and a letter notifying the volunteer that they will be placed on inactive status if hours are not entered immediately into VMS. If the ANR Educator does not receive a response or hours are not updated by December 15th, the volunteer will be placed on inactive status and notified in writing. If the volunteer does not contact the office about remaining a volunteer within 3 years, the volunteer will be notified in writing that they have been given resignation status.

If a volunteer wishes to return to active status from inactive status, the ANR Educator needs to be notified in writing.

Resignations: If a volunteer resigns from the Jefferson/Harrison Master Gardener Volunteers, they will receive a confirmation letter from the OSU Extension, Jefferson County office. Resignations should only be used in the event a volunteer does not plan to return to the Jefferson/Harrison Master Gardener program. If the volunteer would like to join again at a future date, the volunteer will need to either A) retake the class (all fees included) or B) test out with a 50 question test closed book and pay a \$20 fee (this includes the state support fee for the year). **Only resign if you are 100% sure.**

Projects: All projects need approval from the Jefferson/Harrison MGVs and the Jefferson County ANR Educator. Hours for projects not approved will not be accepted in VMS.

External Agreements & Grants: OSU policy states that OSU Extension staff and volunteers may not sign contracts or agreements while working on related projects. All contracts or agreements needing signatures are to be submitted to CFAES Finance using the process outlined at <https://cfaesfinance.osu.edu/training/grants-contracts/contract-submission-process>. This includes building use forms; therefore, plan ahead if a location requires a form with a signature. Contact the county ANR Educator for assistance with this process.

Grant applications need to be approved by the Jefferson/Harrison MGVs and the ANR Educator. No volunteer should apply for a grant on their own for a MGV project without prior approval. Disregard for this policy may result in dismissal of the volunteer. All MGV funds, including grants, need to be housed in the OSU Extension, Jefferson County office.

State Support Fee: A \$10 state support fee is required for 2017 to be paid before the deadline (February/March).

Non-Extension Related Events for Continuing Education: All MGVs submitting hours for non-Extension related events *need to get approval by the ANR Educator* for events to be used as continuing education. This will help the Educator determine whether the information is science-based and to prevent overlap in programming.

Plant Sales (and General Finances): In order to have a plant sale, we need a nursery license. Therefore, these events need to be planned out well in advance and with majority approval from the MGVs and from the ANR Educator. Furthermore, money raised from these events needs to have a purpose – it cannot just sit in the account. Use “Reimbursement Forms” to get reimbursed for MGV-related purchases. ***Purchases must be approved by the group and ANR Educator before the purchase is made.***

Educational Materials: Presentations, demonstrations, articles, posters (that do not just say Jefferson/Harrison Master Gardeners), etc. are considered educational materials. Any of these materials not previously approved by the ANR Educator needs to be approved by the ANR Educator. Previously approved materials and templates will be made available to MGVs on VMS.

Advisory Board: All active members of the Jefferson/Harrison MGVs are considered Advisory Board members for 2018. There will be no 2018 officers, but we will have elections in November 2018 for 2019 positions.

Meetings: Meetings will be held every month from January to May and every other month from June to December unless a majority of active volunteers vote otherwise. Meetings will last 2 hours (start on time and end on time). These meetings will count as volunteer hours with a max of 2 hours per meeting and 1 continuing education hour if the meeting starts with an educational program. The ANR Educator needs to be present at Jefferson/Harrison MGV meetings held in 2018. All volunteers are required to attend at least 2 meetings in 2018 (there may be exceptions due to external commitments, but volunteers need to work with the ANR Educator).

ANR Educator: If you need materials from the ANR Educator (printing, articles, posters, etc.), give the ANR Educator one business week advance notice.

All MGV projects need to follow the Master Gardener Volunteer Mission:

Master Gardener Volunteers Mission

We are Ohio State University Extension trained volunteers empowered to educate others with timely research-based gardening information.

Our initiatives:

Integrated pest management (focuses on teaching and demonstrating IPM techniques in the garden and landscape)

Invasive species (focuses on teaching our clientele about the potential damage that invasive species might cause to the environment, and managing/eradicating invasive species)

Backyard and local foods (focuses on community gardens, local food councils/policies, urban agriculture/farms, and teaching and demonstrating how to grow vegetables)

Environmental horticulture (focuses on a wide variety of horticulture programs including storm water management, rain gardens, good plant selection practices, demonstration gardens, and more)

Ohio State University Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.