

PROGRAM POLICIES

Georgia Master Gardener Extension Volunteer Program

LEARN
SERVE
GROW



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This material has been prepared for the use of a Georgia Master Gardener Extension Volunteer in his or her volunteer experience with UGA Extension.

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Program Purpose

The Master Gardener Extension Volunteer (MGEV) program in Georgia is a volunteer program designed to help University of Georgia Extension meet its mission to extend lifelong learning to the people of Georgia. MGEVs are plant enthusiasts who help Extension transfer research-based information about gardening and related subjects to the public by partnering with volunteer educators. Master Gardener Extension Volunteers are active in many Georgia counties. Through this program, Extension is able to reach out and serve more citizens with educational programming and demonstrations. The Georgia MGEV Program is focused on extending education in five priority areas, referred to as state initiatives. These priorities include:



Environmental Stewardship

Increasing consumer awareness and knowledge of landscape and garden management for the optimum use and protection of the environment, including management of all aspects of the residential landscape (soil, plants, insects, diseases, and wildlife); and understanding and proper use of equipment, pesticides, fertilizers, and other landscaping inputs to have the greatest value with little negative impact on the environment.



Home Food Production

Teaching the benefits of home food production and developing skills and knowledge in growing food, managing community gardens, or contributing to food banks or kitchens.



Gardening with Youth

Increasing young people's awareness and understanding of the value of horticulture and landscaping, using horticulture as a tool to increase responsibility and leadership for youth, and teaching individuals and professionals (i.e., teachers and therapists) how to use horticulture to reach young people.



Value of Landscapes

Developing within communities the knowledge and skill to ensure proper design, installation, and maintenance of sustainable landscapes for economic benefit to residents, state and local government employees and agencies, and professionals in impacted fields, such as tourism and real-estate development.



Health Benefits of Gardening

Teaching the value of the interior and exterior landscape to human health, well-being, and quality of life, transferring knowledge and skills to intended audiences that they might utilize this information for personal health and a healthier workplace and community.

Our Master
Gardener
mission
statement
is:

To assist Cooperative Extension by training Master Gardener Extension Volunteers to provide unbiased horticultural information to Georgians through volunteer community service and educational gardening projects using applied research and the resources of the University of Georgia.

Learn

Serve

Grow

Why Volunteer?

Volunteers benefit from the training, networking with other garden enthusiasts, and the opportunity to serve their communities. To build a consistent and cohesive Master Gardener Extension Volunteer Program across the entire state of Georgia, the following policies and procedures serve as the foundation for agents, staff, and individuals connected to the Georgia MGEV program.

Local Program Structure

Successful Georgia MGEV programs function under the direction of a local Extension agent, a local Program Coordinator or program assistant, and a team-based organizational structure. MGEVs are supervised by an Extension agent or a program coordinator.

The local Extension Agent or Program Coordinator guides and directs the educational programming conducted by MGEVs and approves all projects to be conducted under the auspices of Cooperative Extension. Extension agents and program coordinators are encouraged to establish a team-based organizational structure for the MGEV program and have regularly scheduled planning sessions with team leaders for communication, decision-making, and project approval. Often, this takes the form of a Master Gardener Organization (see page 19).

A team-based structure includes a tier of project/team coordinators and supporting team members who collaborate with UGA Extension to develop educational programming. Team leaders participate in regular planning sessions with the Agent/Program Coordinator to ensure MGEV-led projects and programming continue to meet local issues and needs and can be served by the existing volunteer corps. Project leaders are eligible for special training opportunities and recognition. This team structure contributes to the strength and longevity of Extension programming within a community.

Program Structure

Extension Agent

Program Coordinator

MGEV Team Leaders

MGEV Team Members

Volunteer Service

The purpose of the Master Gardener Extension Volunteer Program in Georgia is to increase Extension's ability to educate the public about consumer horticulture and gardening topics.

Volunteer service is the essence of the MGEV Program. Individuals are recruited to assist Extension in delivering educational programs for plant enthusiasts covering sustainable gardening concepts. MGEVs have a passion for plants and people that inspires and energizes Extension programming. MGEVs also have many connections to the community that, when multiplied by the number of MGEVs, greatly expand Extension's spheres of influence. MGEVs find their project experiences very rewarding.

The project is, in essence, the identity of the local MGEV program and should reflect the mission and goals of Extension. Traditional projects include:

Extension Help Desk

MGEVs greet the public in the Extension office to solve client issues and provide solutions for consumer horticulture and gardening questions. MGEVs are trained to analyze samples and offer a diagnosis, becoming knowledgeable about insect, disease, and cultural problems that affect home landscapes and gardens.

Plant Clinics

A plant clinic is a mobile help desk that is set up out in the community. Usually held at a public venue, such as a library, farmers' market, or local retail store, plant clinics allow MGEVs to go into the community and help solve gardening questions and issues.

Presentations and Demonstrations

MGEVs prepare to deliver Extension presentations on select gardening topics. They respond to public requests for short presentations on gardening topics.

Gardens

A landscape or garden planting designed and maintained under the supervision of an Extension agent can be used to teach horticultural principles and practices as part of an Extension education program. When combined with workshops and presentations

for the public, these gardens are used to model gardening techniques or plant choices that are part of Extension recommendations. There are several types of gardens, including:

Demonstration gardens

Demonstration gardens are for teaching horticultural principles and practices as part of an Extension education program. These gardens offer a great way for people to learn through observation, interpretive materials, or tours led by MGEVs.

Community gardens

Community gardens are places for growing fresh food. MGEVs often help develop community gardens as well as share Extension-based directions for growing fruits and vegetables.

Historic gardens

MGEVs can provide much needed horticultural expertise at historic gardens that have local cultural and economic importance. Involvement with and support of these locally significant gardens can be helpful for building partnerships.

Horticultural Shows

These are events designed to allow both expert and beginner growers to showcase their gardening ability in a friendly, yet competitive setting. MGEVs plan, organize, and sponsor horticultural shows to promote horticultural

awareness and skill within their communities.

Exhibits

Exhibits addressing horticultural/ environmental topics offer an opportunity to bring Extension's resources and the MGEV program to the public as part of a community or regional event. Every exhibit staffed by MGEVs is clearly identified and connected to UGA Extension and the Georgia MGEV Program.

Written Materials

MGEVs research, write, and edit materials about gardening topics for homeowner audiences. These materials may be used for printed resources, such as a local newspaper column, magazine articles, or newsletters, or could be used on Extension's website or social media sites. Materials may also be considered for fact sheets, brochures, and PowerPoint presentations. Extension staff must approve these materials prior to release and distribution.

TV & Radio Programs

MGEVs help to provide timely information on horticultural/ environmental topics broadcast through regular radio programs, podcasts, and television programs. Extension staff must approve these materials prior to release and distribution.

Community Projects

Improvement and beautification projects can be opportunities for MGEVs to lead other community members or groups in gardening activities that can be used to teach and educate about sustainable horticulture.

Youth Horticulture Projects

MGEVs are involved in projects that teach youth about horticulture and gardening.

Proposing New Projects

Project Proposal Forms are used to submit project requests to Extension for consideration. New projects should be submitted to the Agent/Coordinator for review and approval via the Project Proposal Form (either paper copy or within MGLOG) prior to volunteer activity. Project Proposal Forms for projects intended for youth audiences should also be reviewed by 4-H program staff prior to approval to ensure appropriate steps for youth events.



Training & Preparation of MGEVs

Training and preparation of individuals is critical to mission success. The Georgia MGEV Program has three levels of training.

Level 1: Core Horticultural Training

To provide consistency in the Georgia MGEV training and preparation, all MGEV Trainees complete 42 hours of core horticultural training covering required and elective topics. Thirty-four core training hours are to be spent covering required topics, and a minimum of six hours should be spent on elective topics. Tours may supplement but not replace the required 42 hours of classroom instruction.

REQUIRED topics include:

Introduction to Cooperative Extension and the Master Gardener Extension Volunteer Program; Basic Botany; Plant Physiology; Soil and Plant Nutrition; Basic Entomology; Basic Pathology; Weed Identification and Control; Integrated Pest Management; Vegetable and Herb Gardening, including insects and diseases; Herbaceous and Woody Ornamentals, including insects and diseases; Planting and Maintenance of Ornamentals; Troubleshooting Ornamental Plant Problems; Developing a Water-Wise Landscape; Turf Selection and Maintenance, including

insects and disease; Composting, Grasscycling, and Mulching; Gardening with Youth; and Leadership, Communications, and Basic Office Procedures.

ELECTIVE topics include:

Fruit Gardening; Indoor Plants; Landscape Design Principles; Plant Propagation; Structural and Household Pests; Living and Gardening with Wildlife; Plants and People; Water Gardening; Gardening with Children, and Wildflower and Butterfly Gardening.

Level 2: Continuing Education (CE)

Continuing education is informal instruction on a gardening or related topic. It keeps the MGEV informed and knowledgeable about the latest gardening topics and research. Continuing education tends to be informal education events, such as an organized class, workshop, or seminar, where the MGEV is the student. Appropriate events should have some structure, like a speaker, defined time and place, and a specific topic. Examples include presentations given by speakers at the meetings of horticultural organizations, including MGEV organizations; national and international conferences; Extension workshops and presentations; and classes at Georgia public gardens. MGEVs are encouraged to seek at least 6 hours of continuing education each year and report it within MGLOG. It is the responsibility of the individual to accurately and punctually report ***training hours*** within MGLOG.

Attendance at events where the MGEV is the student should not be reported as *volunteer service*.

Level 3: Advanced Training (AT)

Advanced Training is for the purpose of intensively training MGEVs on specific subjects beyond the core horticultural training to further equip them as educators of environmentally sound horticulture. Individuals must be current, active MGEVs to be eligible to attend Advanced Training.

Advanced Training is sponsored by UGA Cooperative Extension and must be approved by the State Program Office (SPO). A list of approved training criteria as well as current AT offerings are posted on the Georgia MGEV Program website (www.gamastergardener.org). AT occurs typically in day-long trainings with a minimum of 6 contact hours. AT credit is recorded in MGLOG by the SPO.

Advanced Training categories include Sustainable Gardens and Landscapes (SGL), Water Quality and Management (WQM), Youth and Community Gardening (YCG), Diagnostics and Technology (DT), Urban Forestry and Ecology (UFE), or Required (R). The “required” category includes training in communications, creative teaching techniques, or leadership. Recognitions, such as gold and silver stars, can be earned for the amount of Advanced Training courses completed.



Silver Star Recognition

successful completion of five different Advanced Training sessions, including one Required (R) training



Gold Star Recognition

successful completion of six Advanced Training sessions, 3 of which are in the same AT category and one of which is a Required (R) training session; and completion of an educational project related to a specialty subject area

Who is a MGEV?

Master Gardener Extension Volunteer (MGEV) — An official title for an individual who is partnering with the University of Georgia Cooperative Extension to educate the public about environmentally sound horticulture. The individual has a completed UGA Volunteer Agreement, has successfully completed all University screening requirements, has completed at least 42 hours of core horticultural training and UGA’s risk management training, and completed at least 50 hours of initial volunteer service on Extension approved projects within the first year of participating in the program, and is currently volunteering.

Master Gardener Extension Volunteer Trainee — An individual who is in the process of completing requirements to become a MGEV.

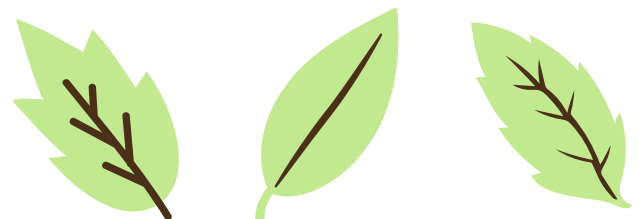
Active Master Gardener Extension Volunteer — An individual who has earned the MGEV title and is continuing to meet active MGEV criteria. MGEVs who have been active for more than one year may be referred to as “veteran” MGEVs.

Inactive Master Gardener Extension Volunteer — An individual who has not completed yearly volunteer service requirements due to extenuating personal circumstances and has requested a grace period of one year. This status can be requested one year at a time for a maximum of two consecutive years

before the volunteer is considered an alumni of the MGEV program. To request inactive status or to return to active status, individuals should contact their Extension office. The agent/coordinator will identify steps to reactivate, such as updating UGA Volunteer Agreement, background screening, risk management training, and any additional refresher training necessary.

Master Gardener Extension Volunteer Alumnus/a – An individual who has, at some point, completed the process of selection, training, and service to become a UGA MGEV, but who is no longer meeting program requirements for active status. It is not appropriate for alumni to volunteer on MGEV projects, continue wearing MGEV name badges, or to otherwise represent themselves as UGA MGEVs.

Honorary Master Gardener — An informal honorary title recognizing a Georgia citizen who exemplifies the best goals and objectives of the Georgia Master Gardener Extension Volunteer Program. This recognition does not confer current, active status. This recognition may be extended by the State Program Office or an Extension Agent coordinating a local MGEV program.



Checklist

Screening

Annual Criteria for Current, Active MGEV Status

MGEVs must maintain a **current, approved background screening** and UGA Volunteer Agreement on file with the Extension office in the county in which they are actively volunteering. Background screening will be renewed periodically, with prior notification of the MGEV.

Service

MGEVs remaining with the program after the first year are required to complete **25 hours of volunteer service on approved projects each year**. It is the responsibility of the individual to accurately and punctually report volunteer service within MGLOG. The annual submission of individual MGEV activities through MGLOG is used to verify completion of yearly requirements to maintain active status. Membership in any MG organization is not required and does not substitute for the service requirement for active MGEV status.

Training

Annually, MGEVs are required to update knowledge of working with youth by completing the **online UGA Risk Management Training (RMT) module**, titled “Georgia 4-H: Working with Youth, Managing Risk.” This module is accessed through the MGLOG account and consists of a short video and quiz. Training is updated between July 1 and August 1 each year.

Continuing Education

MGEVs are encouraged to seek at least **6 hours of continuing education each year** and report it within MGLOG. It is the responsibility of the individual to accurately and punctually report training hours within MGLOG.

Becoming a MGEV

Agents and Program Coordinators recruit and select individuals for participation in the MGEV program based on the Extension Plan of Work for consumer horticulture in a given county. MGEVs are recruited to assist Extension in educating the public about environmentally sound horticulture practices. In accordance with University of Georgia policies, the Georgia MGEV Program provides training and assistance to citizens without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Extension is responsible for the final selection of candidates. Applicants must be willing to comply with all Georgia Master Gardener Extension Volunteer Program Policies and Procedures. Any applicant from a nonparticipating county should be notified that volunteer service is expected to be performed within the county hosting the training. (A nonparticipating county is defined as any county that does not have an identified need for consumer horticulture programming or designated staff willing to manage a MGEV program.) The process of becoming a MGEV includes 3 steps.

1. Application & Selection

This process is handled by the local Extension offices conducting a MGEV program. Each county Extension program is expected to comply with statewide policies and guidelines, but is allowed the flexibility to address local needs. All adults (age 18 or older) interested in participating in MGEV programs must complete an application available at their local county Extension offices.

The application and selection process includes:

- 1. Completion of program application, including references, UGA Volunteer Agreement, and Background Investigation Application**
 - 2. Interview with local Extension employees**
 - 3. Successful reference checks**
 - 4. Successful completion of criminal background check and motor vehicle records check**
- Application & Selection Checklist**

2. Training & Exams

Individuals selected for the MGEV program are prepared for their volunteer role by means of a substantial training designed to equip them with the necessary knowledge and resources to carry out the MGEV mission. The emphasis of training is to prepare volunteers to respond to the public demand for consumer horticulture information through Extension-approved projects and activities.

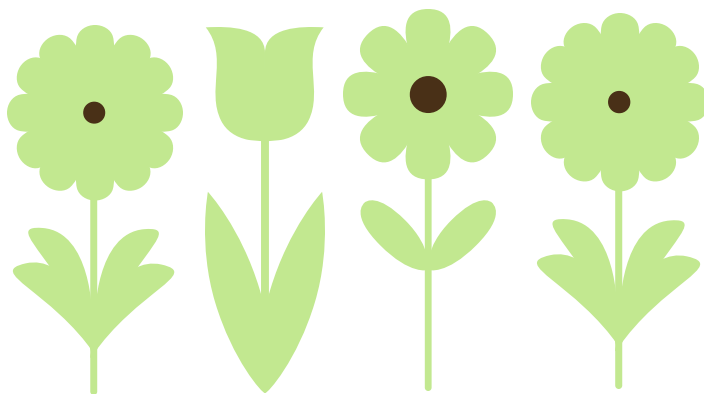
Class Time — The MGEV training includes a minimum of 42 hours of class time. The training program uses the Georgia Master Gardener Handbook as a reference textbook. MGEV Trainees are encouraged to attend all sessions. Anyone absent from more than 20 percent of class time without reasonable excuse and approval from the Extension staff or training coordinator is not eligible to take the final examination.

During the initial training and each subsequent July that a MGEV is active, he/she will update knowledge of working with youth by completing the online training module, titled “Georgia 4-H: Working with Youth, Managing Risk.” This module is accessed through the MGEV’s MGLOG account and consists of a short video and quiz. Even if a MGEV does not choose to work with youth projects, he/she is required to be aware of Extension’s policies for working with youth.

Exams — MGEV Trainees must successfully pass (70% mastery) both midterm and final exams covering the material presented. The midterm examination will consist of 50-100 questions and will be prepared by the training coordinator. The final examination will consist of 100 questions representing all subjects taught and will be prepared by the training coordinator. Retake of exams is at the discretion of the Extension staff.

3. Volunteer Service

Within the first year after training, the MGEV Trainee must complete 50 hours of volunteer service. It is the responsibility of the MGEV Trainee to report their volunteer service through MGLOG, the online recordkeeping system for GA MGEVs, preferable on a monthly basis. A list of projects is found in MGLOG and additional information is available on pages 2-3. After completing 50 hours in Extension-approved projects that support MGEV program initiatives, the Trainee is recognized as an official MGEV.



Recordkeeping & Reporting

MGEVs are expected to maintain records of volunteer service as well as to report key pieces of information about the events, projects, and activities in which they participate. A combination of online reporting and paper forms facilitates this process. MGEVs primarily use an online, internet-based recordkeeping system, known as MGLOG, for most online reporting. If a MGEV does not have access to a computer, Internet, or MGLOG, he or she should make alternate arrangements with the agent/coordinator.

Volunteer Service Information

Information about the individual MGEV, such as hours volunteered in support of projects and training completed, is recorded in MGLOG and is used to verify completion of requirements for MGEV status. Local coordinators help create the initial login ID at the start of the volunteer experience, and from there, the Trainee or MGEV can keep his/her profile updated. Volunteer service hours should be entered monthly by MGEVs. Paper log sheets are also available and helpful for tracking hours prior to entry in MGLOG (see the supporting materials at the end of this document for a copy).

Volunteer Service Hours – Volunteer service credit is given when time is spent in support of Extension-approved projects, events, and programs that are focused on the Georgia MGEV Program Initiatives or in support of

Extension's educational mission. Only time volunteered on Extension-approved projects will be counted toward volunteer service requirements. Any activity for which an MGEV receives payment is **not** volunteer service and should not be reported.

Volunteer service at other events, including events in other Extension program areas (i.e., 4-H or Family and Consumer Sciences), may count at the local County Extension Staff/MGEV Coordinator's discretion. The service should be educational in nature (i.e. teaching or leading activities) and must have prior approval.

On occasion, when cross-county collaborations have been approved for educational programs/projects, volunteer service should be credited wherever it occurs.

Individuals are expected to volunteer in the county in which they train, unless prior communication and arrangements have been made by agents or coordinators. Volunteers residing in any county without a formal MGEV program or without a county agent or the support staff required to manage a MGEV program should be notified that volunteer service is expected to be performed within a participating county.

Service hours in support of Master Gardener organizations for which a signed Memorandum of Understanding

(MOU) is on file are reported under “MGO Program Support” within MGLOG.

Continuing Education Hours – Hours where the MGEV is learning more about sustainable horticulture are reported as “continuing education” (CE) hours within MGLOG. One hour of training or presentation attended is equal to one hour of CE.

Events

Extension is a partnership between local, state, and federal resources. To share Extension progress toward local goals with stakeholders and to document availability of and public participation in Extension programming, several important records are kept for events with a public audience or a piece of a larger project with a public audience, details about which are shared with Extension. MGEVs use a form known as the Educational Activity Report (EAR), either the online form or a paper version, to collect the needed information. EARs should be completed and returned to the Extension office within 7 days of an event or activity as agents pull information from MGLOG and EARs to include in their monthly reports.

MGEVs who are designated as project coordinators have the responsibility for completing the EAR. All MGEVs are responsible for timely reporting in MGLOG so that the project coordinator can summarize it for EAR completion and

the agent has necessary information for local reports that can be critical at obtaining and maintaining support for Extension programs. If MGEVs do not record this information, the event cannot be included in local reports. It is as if the event has never happened, and that shortchanges Extension and MGEVs.

Sign-in Sheets – A sign-in sheet is used for every event to which the public is invited to make a reasonable effort at capturing race, ethnicity, and gender of the event’s participants or contacts. To show the extent of participation in Extension events and activities, contacts (the people whom MGEVs teach or serve) are tracked for events, projects, and activities.

Documentation – Publicity about an event or activity is retained with other event reports. In the case of youth events, registration forms, Codes of Conduct, Medical Release forms, and sign-in sheets are required and are retained in Extension files until the youngest participant turns 21 years old. Occasionally, additional records may be requested by the agent, coordinator, or other supervisor.

Questions about using MGLOG?
Refer to the MGEV Quick Reference Guide.

Remaining a MGEV

To remain a current, active MGEV in the Georgia MGEV Program, individuals complete Volunteer Agreement and Intent to Renew forms annually, request inactive status, or become an alumnus/a of the Georgia MGEV program (withdrawal), in conjunction with reporting volunteer service hours. This is done by the fourth Friday in January, following the close of a calendar year. To remain as active MGEV, these criteria must be met on a calendar year basis (January to December):

Screening - MGEVs must maintain a current, approved background screening and UGA Volunteer Agreement on file with the Extension office in the county in which they are actively volunteering. Gaps in volunteer service longer than six months may require an updated background screening. Background screening will be renewed periodically, with prior notification of the MGEV.

Service - MGEVs remaining with the program after the first year are required to complete 25 hours of volunteer service on approved projects each year. It is the responsibility of the individual to accurately and punctually report volunteer service time within MGLOG. The annual tally of individual MGEV activities within MGLOG is used to verify completion of yearly requirements to maintain active status. MGEV membership in any MG organization is not required and does not substitute for

the service requirement for active MGEV status.

Training - Annually, MGEVs are required to update knowledge of working with youth by completing the online UGA Risk Management Training (RMT) module, titled "Georgia 4-H: Working with Youth, Managing Risk." This module is accessed through the MGLOG account and consists of a short video and quiz.

Continuing Education - MGEVs are encouraged to seek at least 6 hours of continuing education each year and report it within MGLOG. It is the responsibility of the individual to accurately and punctually report continuing education time as training hours within MGLOG.

To request inactive status or to become a program alumnus/a, the Intent to Renew form is also used. It provides record of MGEV decisions and enables coordinators to change volunteer status in MGLOG.

Reactivating MGEV Status

Individuals who have been inactive for 6 months or more will need to reactivate their MGEV status. Individuals should contact the local Extension office for direction in reactivating MGEV status. Possible steps include renewal of UGA Volunteer Agreement, background and MVR screening, basic training classes to be audited, and updating of risk management training. If it has been five (5) years

or more since training and active volunteering, the individual may, at the discretion of the agent/coordinator, audit the entire MGEV program training program and may be required to take and pass the midterm and final exams. The Application for Transfer and Reactivation form is used to guide this process.

MGEV Title & Name Badge

The Georgia Master Gardener Extension Volunteer title is intended to identify well-trained Extension volunteers who are education partners with University of Georgia Extension. Official program name badges are used to convey representation of UGA Extension and may be updated and replaced periodically. Name tags and the official MGEV title should be used only in conjunction with UGA-approved activities. Name badges should be worn at all times when volunteering with UGA approved activities. MGEV Trainees are distinguished with a temporary name tag to identify themselves as Georgia MGEVs in training. When the training period is successfully finished, including the exams and first 50 hours of volunteer time, the Trainee will earn the title of Master Gardener Extension Volunteer, receive a certificate, and will be given a permanent name badge. The cost of one badge is included in training fees. Replacements may be ordered for a nominal charge from the State Program Office. Badge replacement orders will only be accepted from Extension Offices or UGA /CAES facilities. MGEVs are not permitted to use their titles and/or positions for commercial publicity or

private business. Participating in a commercial activity, associating with commercial products, and giving implied Master Gardener Extension Volunteer, UGA, or Extension endorsements to any product or place of business is in violation of program policy and could be grounds for dismissal from the program.

MGEV training and experiences may be listed as qualifications when seeking employment, but credentials must not be used in the place of employment. Individuals who desire professional recognition for horticultural training should pursue the Georgia Certified Landscaper Program (<https://ugaurbanag.com/certification/>).

Recognition

To recognize the commitment and accomplishments of MGEVs, several opportunities are built into the MGEV program. They include:

Certificate and permanent name badge awarded at the completion of the MGEV training requirements

Eligibility to attend Advanced Training opportunities, conferred upon designation as an MGEV

Service awards given in 5-year increments, beginning at 5 years of active service

Silver Star Recognition — successful completion of five different Advanced Training sessions, including one Required (R) training

Gold Star Recognition — successful completion of six Advanced Training sessions, 3 of which are in the same AT category and one of which is a Required (R) training session; and completion of an educational project related to a specialty subject area

Individual recognitions are available at the discretion of the State Master Gardener Coordinator and the Extension agent/local program coordinator.

Relocation & Transfer

MGEVs may transfer within Georgia or to the Georgia MGEV program from another state. An Application for Transfer and Reactivation form guides the process. A transferring individual may need to audit the entire MGEV training program and/or may be required to take and pass the midterm and final exams to establish preparedness level. This is at the discretion of the local Extension agent/program coordinator.

Transferring MGEVs are required to follow Georgia MGEV Program policies, including the completion of a UGA Volunteer Agreement, background investigation, and annual completion of RMT. The agent/local program coordinator of the new county should contact the agent/program coordinator for the individual's previous county or state program to review the transferring individual's status and accomplishments in the Master Gardener program.

In-State:

Individuals who have successfully completed MGEV training in Georgia can transfer to another Georgia MGEV program with the approval of the local Extension agent/program coordinator. Using the Transfer and Reactivation form, Extension will review previous MGEV status and accomplishments to determine any steps necessary for transfer. Transferring MGEVs will need

to complete a UGA Volunteer Agreement for the new county. Copies of application for background investigation and approval status should be forwarded to the new office. The agent/program coordinator of the county to which the MGEV has transferred will need to contact the State Program Office (SPO) and request transfer in MGLOG to the new county. A replacement name badge will need to be ordered for the MGEV transfer so that their MGEV name badge displays the correct county name. Badges are ordered through MGLOG in the spring and fall. There is a fee for replacement badges. Additional steps for transfers may include: basic training classes to be audited by transferring MGEVs, updating of background and MVR screening, and completion of risk management training. MGEVs must be willing to abide by operating procedures and participate in on-going projects in the new host county.

Out-of-State:

MGEVs transferring to Georgia from another state must show proof of MGEV status from a previous state (i.e. Master Gardener Extension Volunteer Certificate, completed logbook or letter from County Extension Staff indicating fulfillment of the training and required hours of volunteer work). Using the Application for Transfer form, Extension will determine the steps necessary for transfer. Possible steps include basic training classes to be audited by transferring MGEVs, background and MVR screening, and risk

management training. A MGEV profile in MGLOG will need to be created for the transferee. Refer to the Agent MGLOG Quick Reference Guide or contact the SPO for more information.

The state and geographic region of transferee's training as well as length of time since initial training and active volunteering will be considered by Extension. At a minimum, MGEVs transferring from out-of-state should participate in the "Introduction to the Georgia Master Gardener Program" and "Gardening with Youth" sessions of the Georgia MGEV training program (webinar version is acceptable), and complete RMT within 30 days of acceptance into the local program. MGEVs transferring from another state should purchase the current Georgia MGEV Handbook. Included with that purchase is a permanent name badge, to be awarded upon completion of audited courses and 25 hours of volunteer service in Georgia. Refer to the "Remaining a MGEV" section for criteria to maintain active status.

Volunteer Transfer Checklist:

- 1. Contact made with previous program**
- 2. Completion of forms**
- 3. Determine if training, courses, and/or exams need to be completed**
- 4. Create a MGLOG Profile for out-of-state transfers or Contact SPO to transfer in-state volunteers in MGLOG**
- 5. Order name badge and/or handbook, if necessary**

Recommendations made by MGEVs

Active MGEVs may make cultural and pesticide recommendations for consumers/homeowners provided that the recommendations are consistent with published UGA Extension recommendations. The Home and Garden edition of the Georgia Pest Management Handbook (<http://www.caes.uga.edu/departments/entomology/extension/pest-management-handbook.html>) will be the reference for all pesticide recommendations provided by MGEVs. Master Gardeners may use and reference Extension publications from other states, excluding pesticide recommendations. MGEVs cannot deviate from printed UGA pesticide recommendations or use pesticide recommendations from other states. Questions concerning commercial landscapes or production of crops and/or pest control for commercial producers are referred to the Extension Agent. It is understood that no implied or direct endorsement of products or services will be made.

Public Distribution of Materials Developed by MGEVs

MGEVs have opportunity to develop educational materials for public distribution to address gardening topics, including articles for print or web and presentations/PowerPoints. All material should be original work or should

properly reference sources when appropriate and provide proper credit for non-original photos, images, and content. Extension staff must approve materials prepared by MGEVs prior to release for publication or presentation. By-lines for MGEVs should read, “John Brown, an Master Gardener Extension Volunteer with University of Georgia Cooperative Extension Pecan County.”

The UGA CAES Web Style Guide provides guidance for communicating with the public. (<https://intranet.caes.uga.edu/policies-and-procedures/college-identity-policies/caes-style-guide-for-communicating-with-the-public/>)

Use of Official Logos

Promotional materials for Extension-approved events and activities should have a prominent UGA Extension logo. Any sponsor information, such as a MG organization logo, should be placed according to UGA Extension guidelines. The Georgia Master Gardener Extension Volunteer logo is trademarked and the property of the University of Georgia CAES. In addition to the logo, UGA CAES also uses the appellation “Georgia Master Gardener Extension Volunteer” and “Reaching Out” in connection with the Georgia Master Gardener Extension Volunteer Program. The use of the Georgia Master Gardener Extension Volunteer logo on promotional materials, websites, or banners should include the “trademarked” symbol ® and is reserved for use only with approved MGEV Program activities.

Permission to use the logo for commercial reproduction is only granted through the University of Georgia Division of Marketing and Communications (<http://caes.uga.edu/unit/occs/resources/logos/usage.html>).

All forms and letters sent with regard to the Georgia MGEV Program should be on current UGA Extension letterhead with appropriate logos and EEO statements.



GA MGEV Plant-in-Hand Logo



GA MGEV Co-branded Logo

There is a suite of horizontal and vertical orientation versions of this logo available. For proper logo usage, refer to the Extension logo guide at the end of this document.

Equal Opportunity

The University of Georgia and Fort Valley State University, the U.S. Department of Agriculture and counties of the state cooperating. The Cooperative Extension Service, the University of Georgia College of Agricultural and Environmental Sciences offers educational programs, assistance and materials to all people without regard race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. UGA Extension is an Equal Opportunity Employer/Affirmative Action organization committed to a diverse work force. The University of Georgia Cooperative Extension is committed to providing access for people with disabilities and will provide reasonable accommodations if notified in advance.

A Letter of Assurance will be signed by MG Organizations to indicate intent to follow nondiscrimination practices. The letter will be renewed each time new officers assume leadership roles.

Financial Management

The Georgia Master Gardener Extension Volunteer Program is administered by the University of Georgia through the local Cooperative Extension offices. The University of Georgia is a public tax-supported institution of higher learning. The Associate Dean for Extension has delegated County Cooperative Extension

financial management responsibility through the District Directors to the County Extension Coordinators.

All monies raised in support of local Georgia MGEV Programs are considered public funds and are to be handled according to UGA policies. Follow these guidelines:

1. Non-incorporated MG organizations are to handle funds through local Extension checking accounts, following the latest UGA Extension County Funds Policy. When funds are handled through Extension accounts, maximum Extension benefits are offered, such as reconciliation, disbursement, annual audit and review, and annual tax return filing.
2. UGA cannot provide banking or recordkeeping services for independent, incorporated Master Gardener organizations.
3. When money is handled outside of Extension accounts, no Extension benefits are extended. Managing funds externally to UGA Extension or in a manner inconsistent with UGA fiscal policies jeopardizes coverage by the State Tort policy and may transfer liability to the MG organization.
4. Annually, a budget should be prepared to guide fund use. Funds must be spent within 12 months. If funds remain at the end of the year, up to 50 percent of a

year's budget can carry over to the next year. Excess funds should be spent to support county programs, earmarked for a specific purpose, or invested. A greater remainder may accrue if funds are allocated for a specific project.

5. The budget is used by MGEVs and Extension employees, and in the case of 501(c)3 organizations, the treasurer and other officers, for planning expenses and approving bills throughout the year.

6. Fundraisers can be planned when additional funds are needed to meet the needs of the MGEV budget and goals for the coming year. If it is decided that there is a need for cash, the plan for raising it and how the funds will be handled should be outlined prior to fundraising activity. Any fundraising or grant-raising using the name of Extension is to be done in coordination with the local Extension office and following UGA policies and procedures.

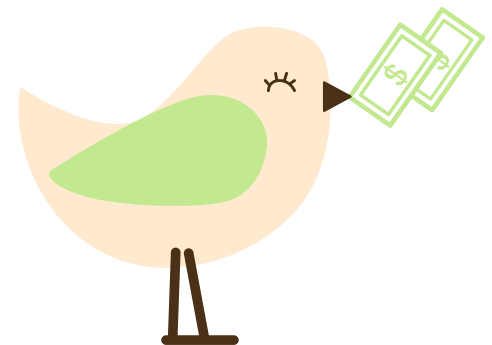
7. When MGEV program funds are managed by Extension, MGEVs can solicit donations of items and money on behalf of Extension, taking advantage of its good reputation and credibility. Requests for donations should be accompanied by a letter on Extension letterhead so that the donor can verify that the volunteer is an active member of an Extension-led program and is seeking donations on behalf of Extension. Requests for donations, as well as intent to request, are communicated at the County Extension

level. This helps avoid making duplicate requests of the same organization by multiple Extension groups (i.e. 4-H, MGEVs, FACS, etc).

When contributions are received, a thank-you letter to the donor should be written, but should not include a monetary amount for the items donated. However, for internal record keeping, the office should estimate the fair market value of the property donation for their 990 reporting.

Contributions may be made directly to county or state MGEV organizations or to a County Extension account. If MGEV funds are not managed by Extension (such as having an external checking account, not-for-profit status, state incorporation, etc.), then solicitation should not be done in the name of UGA Extension (for cash or property). Gratuitous payments for any activity on behalf of UGA Cooperative Extension are strictly prohibited.

For additional information and guidance, the county funds policy may be found here (<http://intranet.caes.uga.edu/coextopr/fiscalcomp/documents/CountyFundsPolicy.pdf>).



Master Gardener Organizations

Master Gardener organizations (MGOs), sometimes known as associations, have formed to enhance the MGEV experience, connecting people within the program and working in partnership with UGA Extension to support the MGEV program. MGOs vary in size and structure, from an informal group of volunteers to a non-profit corporation. With each type of organizations comes specific responsibilities and privileges that are discussed with and approved by Extension at the county level prior to action. *It is understood that:*

The State Program Office provides statewide coordination and leadership for the Georgia Master Gardener Extension Volunteer Program.

Ultimate responsibility for the local UGA MGEV program rests with the UGA Extension faculty and staff in each county.

The selection, training, utilization, and evaluation of MGEVs as well as approval of MGEV projects remain the responsibility of the local Extension staff and are not appropriate roles for the MGO to undertake.

Horticultural programs are conducted by UGA MGEVs for the public under the auspices of UGA Extension, not a MG organization (MGO).

Extension's educational programs are made available to members and nonmembers of an MGO.

MGOs do not substitute for Extension oversight and approval of MGEV projects and volunteer activities. MGOs may suggest and give recommendations for projects that count for MGEV service.

Membership in an MGO is not required for UGA MGEV program participation and is not a substitute for active status.

Recruiting membership and collecting dues for an organization is the responsibility of the MGO. Payment of organization dues cannot be a requirement for participating in the Georgia Master Gardener Extension Volunteer program.

The members of an MGO are responsible for all expenses incurred in order to conduct organization activities. MGOs are strongly encouraged to have their own general liability policy for any activity not organized, controlled, or directed by The University of Georgia Cooperative Extension.

A "Memorandum of Understanding for Master Gardener Organizations" (MOU) is used to define roles and responsibilities in an MGO- Extension program relationship. This MOU provides a framework within which an organization can directly collaborate on educational programs and activities with a County

Extension office. An MOU, along with a Letter of Assurance (communication indicating MGO intent to follow nondiscriminatory practices), will be signed with the organization anytime leadership roles change.

Conflict Resolution

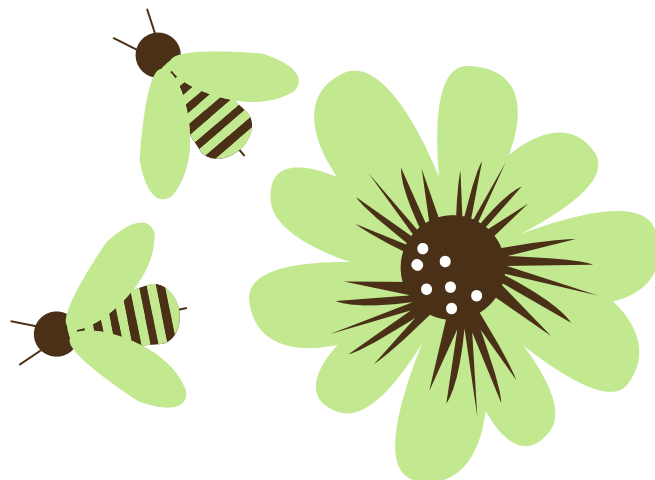
Any conflict or issue brought by or related to a MGEV should be addressed first by the Extension staff with responsibility for the MGEV Program in that county. County Extension staff should take the necessary steps to resolve the conflict. If the complaint involves another person, the MGEV is encouraged but not required to first deal directly with the person involved. County Extension staff shall inform the State Master Gardener Extension Volunteer Program Coordinator (State Program Coordinator) about the matter and ultimate resolution.

If resolution at the local level is not possible, the County Extension staff must contact the State Program Coordinator for inclusion in the resolution process. The State Program Coordinator is charged with issuing a recommendation which is to be followed by the County Extension Staff and MGEV. The State Program Coordinator shall inform the District ANR PDC about the issue and recommended resolution. If the State Master Gardener Extension Volunteer Program Coordinator's recommendation is **not** accepted by:

MGEV — The State Program Coordinator will provide the MGEV with all possible options included within the Master Gardener Extension Volunteer Program Policies and Procedures as well as addressing his/her grievance with the District Director and/or the Associate Dean of Extension who shall decide on the matter and inform the State Master Gardener Coordinator of the ultimate resolution.

County Extension Staff — The State Program Coordinator will contact the District Director who shall decide on the matter and inform the Associate Dean of Extension and State Program Coordinator of the ultimate resolution.

If a decision cannot be made by the District Director or if any party does not agree with the proposed solution, the matter will be submitted to the Associate Dean of Extension who shall decide on the matter and inform the involved parties. Every effort should be made to achieve prompt and effective problem resolution at the lowest level possible.



Dismissing a MGEV

A MGEV can be relieved of his/her title and privileges at any time, at the discretion of the local coordinator, Extension Agent, County Extension Coordinator, and the District Extension Director, in the event that the MGEV demonstrates actions that are in conflict with the mission and goals of UGA Extension. **Grounds for dismissal of a MGEV may include but are not limited to the following:**

Being under the influence of drugs or alcohol while performing a volunteer assignment

Theft of property

Misuse of funds, equipment, or materials

Illegal, violent, or unsafe acts

Inappropriate use of the MGEV Title or Badge

Harassment, abuse, or mistreatment of clients or coworkers (including fellow volunteers and Extension or county employees)

Not following Master Gardener Extension Volunteer Program policies and procedures

Incident & Accident Reporting

MGEVs should report immediately any accident or incident that occurs during MGEV activities to Extension staff, who will then advise the Extension administration following Extension protocol. Incident reports are submitted for accident, illness, injury requiring professional medical attention, theft, abuse, harassment, and/or discrimination. Online injury reports (https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm) are used to document any injury that occurs to non-employees (adults or youth) while an Extension activity is going on.

Liability Coverage for Volunteers

The State Tort Claims policy protects the State, University of Georgia, and the University System of Georgia Board of Regents against liability for torts (wrongful acts) committed by their employees while acting within the course and scope of their official duties of employment. The limits of liability are statutorily set at \$1,000,000 per person and \$3,000,000 per occurrence.

General liability is provided for the University of Georgia through the General Liability Agreement. The General Liability policy provides coverage for those employees of the State, University of Georgia, and the University System of Georgia Board of Regents against

personal liability for damages arising out of the performance of their job duties. The limits of liability are \$1,000,000 per person and \$3,000,000 per occurrence.

Volunteers (whether or not receiving compensation) may have liability coverage under the General Liability, State Tort Claims Act, and Auto Liability policy while participating in a structured volunteer program organized, controlled, and directed by the University for the purpose of carrying out the functions of the University of Georgia.

Liability coverage is not medical insurance. Extension offices operating MGEV programs may purchase additional insurance through AIL. This may provide limited medical coverage.

MGOs are strongly encouraged to have their own general liability policy for any activity not organized, controlled, or directed by The University of Georgia Cooperative Extension.

Support Provided by UGA Extension

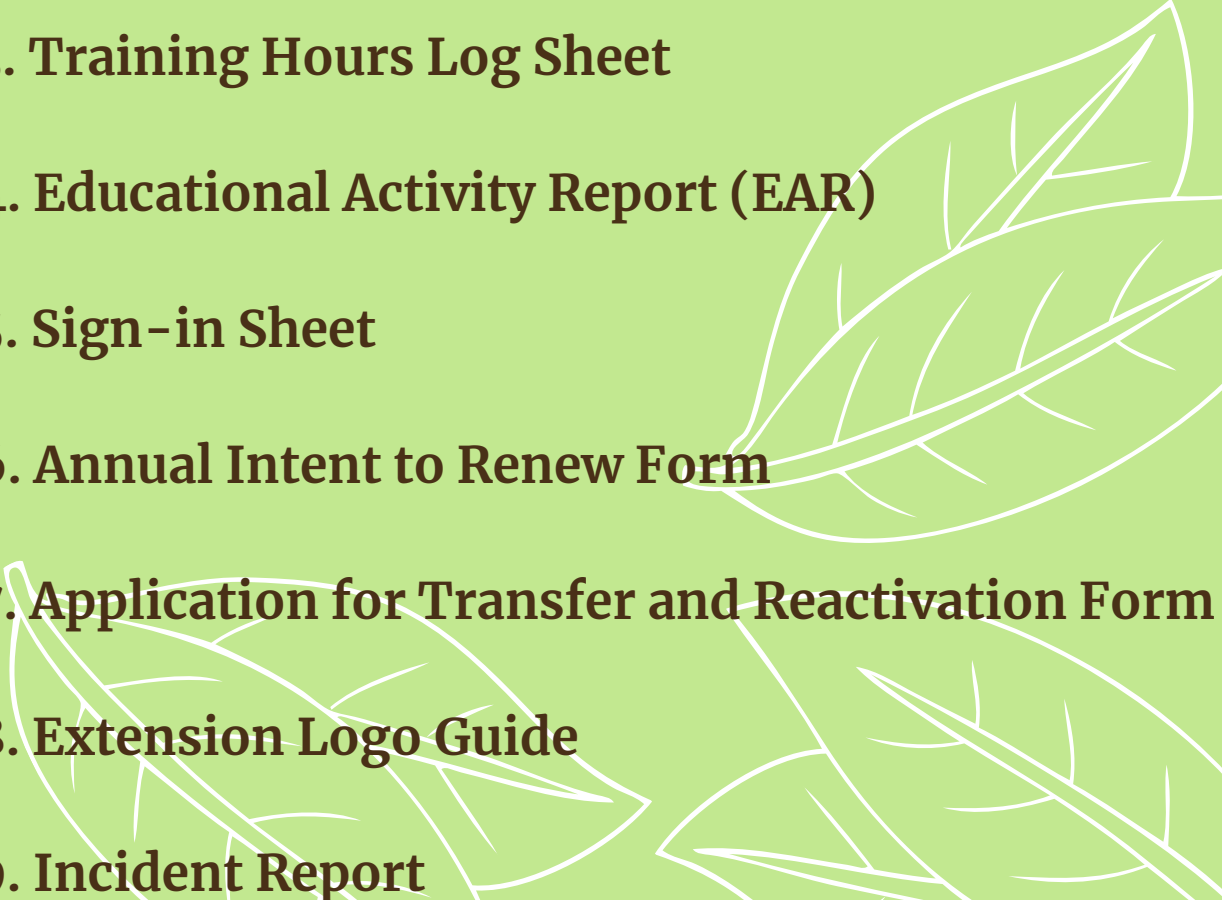
Georgia Master Gardener Extension Volunteer programs receive many forms of support. Extension Agents and Program Coordinators throughout the state administer and direct local programs. They contribute to the ongoing training and continued education of MGEVs throughout the state.

Extension specialists on three campuses throughout the state support training and preparation of MGEVs by sharing their collective expertise. Traveling hundreds of miles and lecturing for hours, these faculty help ensure the best possible preparation of MGEVs.

All MGEV programs are supported by the efforts and direction of the State Master Gardener Extension Volunteer Program Office (State Program Office) in the Department of Horticulture, University of Georgia, Griffin campus. The State Program Office (SPO) provides developmental support for new MGEV programs, including management materials, training, planning assistance, and guidance.



SUPPORTING MATERIALS

1. Project Proposal Form
 2. Service Hours Log Sheet
 3. Training Hours Log Sheet
 4. Educational Activity Report (EAR)
 5. Sign-in Sheet
 6. Annual Intent to Renew Form
 7. Application for Transfer and Reactivation Form
 8. Extension Logo Guide
 9. Incident Report
- 



Georgia Master Gardener Extension Volunteer Project Proposal Form

Date Proposed:

The mission of the GA MGEV Program is to assist Cooperative Extension by training Master Gardener Extension Volunteers to provide unbiased horticultural information to Georgians through volunteer community service and educational gardening projects using applied research and the resources of the University of Georgia.

1. Basic Project Information:

Project Title:

Estimated Project Start + End Dates:

Person(s) Proposing/Requesting Project:

Contact Info of person(s) proposing/requesting project (phone numbers and email addresses):

Purpose of Project:

Project Audience:

a. Adults b. Youth (ages 6-8) (ages 9 -18) c. Adults & Youth

**if b or c is checked, project must also be reviewed by 4-H staff.*



2. Project Resource Requirements:

Estimated number of Volunteers needed to make the project a success:

Estimated number of Hours needed:

Training needed:

Funding Needed/Financial Source:

Other groups or organizations involved:

3. Anticipated Effects and Values:

Anticipated effect project will have on the community it serves:

Educational value of project:



Procedures required for implementing the project + Required 4-H documentation if applicable:

Projected sustainability and maintenance plan:

Annual evaluation and measurable impact of project:

MGEV Representative: _____ Date: _____

County Extension Agent Approval: _____ Date: _____

County Extension 4-H Reviewer for youth projects: _____ Date: _____

Projects are not officially approved for MGEV volunteer service credit until proposal is signed by Extension Agent. Continued on reverse.



Choose the MGEV Program State Initiative that this project satisfies:

- **Environmental Stewardship** – Increasing awareness and knowledge of landscape and garden management for the optimum use and protection of the environment, including management of all aspects of the residential landscape (soil, plants, insects, diseases, and wildlife); and understanding and proper use of equipment, pesticides, fertilizers, and other landscaping inputs to have the greatest value with little negative impact on the environment.
- **Home Food Production** – Teaching the benefits of home food production and developing skills and knowledge in growing food, managing community gardens, or contributing to food banks or kitchens.
- **Gardening with Youth** – Increasing young people’s awareness and understanding of the value of horticulture and landscaping, using horticulture as a tool to increase responsibility and leadership for youth, and teaching individuals and professionals (i.e., teachers and therapists) how to use horticulture to reach young people.
- **Value of Landscapes** – Developing within communities the knowledge and skill to ensure proper design, installation, and maintenance of sustainable landscapes for economic benefit to residents, state and local government employees and agencies, and professionals in impacted fields, such as tourism and real-estate development.
- **Health Benefits of Gardening** – Teaching the value of the interior and exterior landscape to human health, well-being, and quality of life, transferring knowledge and skills to intended audiences that they might utilize this information for personal health and a healthier workplace and community.

Choose any key words that relate to this project:

- | | | |
|---|---|-------------------------------------|
| — Entomology | — Junior Master Gardener programs | — Community-based program |
| — Entrepreneurship | — School garden | — Adult class |
| — Integrated Pest Management | — After school program | — Judge |
| — 'Master' Series | — Increased exercise | — Exhibits |
| — Landscape | — Saving money on food | — Civic or Garden Club |
| — Nuts | — Community gardens | — Presentations (Speaker’s Bureau) |
| — Ornamentals | — Food preparation (fresh fruits and vegetables) | — Demonstration Gardens |
| — Turf | — Food preservation (fresh fruits and vegetables) | — Conducted or Judged Flower Shows |
| — Plant Pathology | — Childhood overweight prevention project | — Extension Office |
| — Small Fruit | — Dietary guidelines | — Habitat for Humanity |
| — Tree Fruit | — Healthy eating | — Home Garden Visits |
| — Vegetables | — Agricultural literacy | — Newsletters |
| — Water Banner Program | — Community service | — Newspaper or Magazine Articles |
| — Water conservation | — Environmental stewardship | — Website content (for public) |
| — Water quality | — Gardening with Youth | — Social Media content (for public) |
| — Waste management (part of septic project) | — Health Benefits of Gardening | — Plant Clinics |
| — 4-H/Youth Development | — Home Food Production | — Research and or Writing |
| — Family and Consumer Sciences (FACS) | — Value of Landscaping | — Teaching Adult Classes |
| — EFNEP | — Workforce preparation | — TV & Radio Programs |
| — At-risk population | — Garden tour | — Advisory Committees |
| — Special population | | — GMGA Committees |
| — In-school program | | — Local MG Program Administration |

Georgia Master Gardener Extension Volunteer Program Volunteer Service Log Sheet



Name: _____
 Month: _____
 Year: _____

Date	Project Name*	Volunteer Hours	Brief Project Description	Contacts (in person)	Contacts (by phone)	Contacts (written)	Unreimbursed Contributions**
Totals:							

*Refer to list of approved projects for your county in MGLOG. Additional project info on reverse.
 **Unreimbursed contributions include: travel hours, mileage, value of materials donated, and donations
These hours should be recorded in MGLOG using the “Report My Hours” option (mglog.org) on a monthly basis. Contact your Extension Agent for assistance.

Georgia Master Gardener Extension Volunteer Program Volunteer Service Log Sheet



The general mission of the Master Gardener Program in Georgia is to assist Cooperative Extension in providing unbiased information through volunteer service and educational projects. The volunteer requirements should reflect the mission, goals, and align with local Plan of Work activities.

As pre-approved by Cooperative Extension staff and included in MGLOG on the Project, the following types of projects can qualify as MGEV volunteer service:

Educational Project Examples

- Children's Programs: for ages 5 to 18 at 4-H clubs, libraries, schools, and gardens
- Civic & Garden Club Presentations: speaking engagements, lectures, demonstrations
- Community & Demonstration Gardens: plan/maintain historic projects, conduct educational tours
- Horticultural Shows: judge or conduct vegetable, flower, science fairs
- Exhibits: prepare/present horticultural/ environmental topics, slide show presentations
- Extension Office: answer phone questions, perform general office duties, assist walk-in clients, Habitat for Humanity: teach skills in gardening, landscaping, composting
- Home Garden Visits: educate homeowners per site visits or phone consultations
- Newsletters: write/research/edit for homeowner newsletters or Master Gardener Extension Volunteer newsletters
- Plant Clinics & Fairs: organize, participate, or answer questions
- Writing: assist/conduct research and writing projects for fact sheets, brochures, power point presentations, newspaper and magazine articles
- Teaching Adult Classes: for ages 18+
- TV & Radio Programs: provide information on horticultural/environmental topics

Administrative Project Examples

- Time served in county or regional MG Extension Volunteer programs maintaining mailing lists, databases, web pages, newsletters, writing grants, preparing for/ attending board or committee meetings.
- Special committees/programs/activities approved by County Extension Staff

Projects are proposed to and approved by the Extension Agent prior to volunteer service reporting. Use the Project Proposal form in MGLOG to submit a new project idea.

Hours that should **not** be reported here:

- Volunteer service performed on behalf of another organization.
- Attendance at state, regional, or local MG organization or MG Extension Volunteer meetings.
- Attendance at training, tours, or continuing education classes as a participant and not as an instructor or facilitator.
- Any activity where payment is received for services.

Georgia Master Gardener Extension Volunteer Program Continuing Education Log Sheet



Name: _____
 Month: _____
 Year: _____

Date	Training Title	Training Location	Brief Description of Class or Training	Number of Hours	Unreimbursed Contributions*
Totals:					

*Unreimbursed contributions include: travel hours and mileage
GA MGEVs are encouraged to attend 6 hours of Continuing Education each year. These hours should be recorded in MGLOG using the "Report Continuing Education" option (mglog.org) on a monthly basis. Contact your Extension Agent for assistance.

Georgia Master Gardener Extension Volunteer Program Continuing Education Log Sheet



What is Continuing Education (CE)?

Continuing Education (CE) is informal instruction on a gardening or related topic. It keeps the MGEV informed and knowledgeable about the latest gardening topics and research. CE tends to be informal education events, such as an organized class, workshop, or seminar, where the MGEV is the student. The event should have some structure to count, like a speaker, defined time and place, and a specific topic.

What are some examples of CE?

Examples include presentations given by speakers at the meetings of horticultural organizations, including MGEV organizations; national and international conferences; Extension workshops and presentations; and classes at Georgia public gardens. Just meeting someone for coffee and talking about a horticultural topic is not considered continuing education. The best CE opportunities cover subjects that are new to the MGEV and benefit their teaching as a Master Gardener.

There are lots of opportunities to acquire continuing education. Some topics are specific to the MGEV role. Some topics are more horticulturally focused, like how to prune Japanese maples, the “good bugs/bad bugs” series, or presentations about conifers. Other training topics may be more specific to the MGEV role, such as how to use MGLOG or about risk management training for working with youth. All of these topics are legitimate for expanding the MGEV knowledge base and staying up-to-date.

Should MGEVs attend CE opportunities as often as possible?

Yes! You are encouraged to seek at least 6 hours of continuing education each year. You can track CE by entering training hours in MGLOG. The number of hours spent learning is entered as number of hours CE credit under “Report Training Hours.” Travel to/from training is not included as CE, but there is a specific place to report this on the same page. Lunch breaks are not included as CE. Attendance at events where the MGEV is the student does not qualify as volunteer service.



Master Gardener Extension Volunteer Educational Activity Report

(To be completed by committee chair or project coordinator only)

I. BASIC INFORMATION

Program/Activity/Event Title: _____

Chair/Coordinator _____

Lecture Title(s): _____

(if a presentation was given)

Location: _____

Start Date: _____ End Date: _____

II. GENERAL CONTACT INFORMATION

Audience Demographics (if known):

	Male	Female
White		
Black		
Asian		
American Indian		
Pacific Islander		
Multi-Racial		
Hispanic		
TOTAL		

Audience Totals	
Youth	
Homeowner	
Total Contacts Face-to-Face	

Phone Contacts	
Written Contacts	

III. PROGRAM LENGTHS

Hours of instruction per participant (formal teaching time):	
Number of sessions or classes taught	
Total length of program (teaching & non-teaching time)	
Total adult volunteers participating in activity	
Total volunteer hours worked (all volunteer hours combined)	



Any County Cooperative Extension
123 Main Street
Your Town, Ga 30000

IV. VALUE AND COMMENTS

In-Kind support (\$ value, if known):	Funds Donated (\$ value, if any):
---------------------------------------	-----------------------------------

Comments:

V. Volunteers involved with activity & hours worked (use another sheet if more space is needed):

NAME	HOURS	NAME	HOURS

Return to Extension office a copy of this EAR form and any of the following (check what you have included):

- Publicity for the program i.e. copy of news articles, letters sent, promo brochures, etc.
- Sign-in sheet
- Evaluation forms
- Copies of materials distributed
- Follow up articles or reports
- Other supporting information _____
- Comments that will be helpful in future programs

****For Office Use Only:**

_____ Entered in MGLOG on ___/___/___

_____ Entered in Georgia Counts on ___/___/___

Program Participation Sign-In Sheet



UNIVERSITY OF GEORGIA
EXTENSION

Activity: _____
Location: _____

Educator: _____
Activity Date: _____

Thank you for participating in a program with UGA Cooperative Extension. We attempt to obtain information from individuals with whom we work to assure that we are offering our educational programs, assistance, and materials to all people and appreciate your help in this matter.

	Name	Email Address	Race*	Gender**	Hispanic***
1					
2					
3					
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6					
7					
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***A**=Asian, **B**=Black or African American, **N**=Native American Indian or Alaska Native, **P**=Native Hawaiian or Other Pacific Islander, **T**=Two or more races, **W**=White
****M**=Male, **F**=Female
*****Y**=Yes, **N**=No

The University of Georgia College of Agricultural & Environmental Sciences (working cooperatively with Fort Valley State University, the U.S. Department of Agriculture, and the counties of Georgia) offers its educational programs, assistance, and materials to all people without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status and is an Equal Opportunity, Affirmative Action organization.



Georgia Master Gardener Extension Volunteer [INSERT YEAR] Annual Intent to Renew

(To be completed annually with the UGA Volunteer Agreement)

ROLE TITLE: Georgia Master Gardener Extension Volunteer (Veteran)

SUPERVISOR: [INSERT LOCAL AGENT NAME AND CONTACT INFORMATION]

LOCATION: [INSERT LOCAL EXTENSION OFFICE INFORMATION]

GOAL OF MASTER GARDENER PROGRAM:

The Master Gardener program in Georgia is a volunteer training program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners. Through this program, Cooperative Extension is able to reach out and serve more citizens with educational programming and demonstrations. Master Gardener Extension Volunteers complement, enhance, and support on-going Agriculture and Natural Resources educational programs using applied research and the resources of University of Georgia. The Georgia Master Gardener Extension Volunteer Program is a county-based volunteer program designed as an educational program delivery system and teaching resource to assist Cooperative Extension with the main goal of addressing community non-commercial, horticulture and gardening issues and needs.

VOLUNTEER QUALIFICATIONS:

- Available 25 hours during the year for project implementation
- Willingness to complete at least 6 hours of continuing education annually
- Prior completion of the Georgia Master Gardener Extension Volunteer Program Training, examination, and initial 50 hours of volunteer work
- Interest in teaching Georgians about horticulture and gardening
- Basic knowledge of gardening and horticulture preferred
- Enthusiasm
- Ability to communicate with others
- Knowledge of community resources
- Previous volunteer experience a plus

VOLUNTEER RESPONSIBILITIES:

- Participate in appropriate training, planning, and evaluation sessions, and keep up-to-date on the latest horticulture information, including annual completion of Risk Management Training (RMT)
- Complete a University of Georgia Volunteer Agreement and background screening.
- Provide reliable, unbiased information in accordance with published Cooperative Extension resources.
- Promote awareness of Cooperative Extension.
- Maintain records of volunteer service, including hours volunteered, contributions, and results. Report records to the Agent, coordinator, or other supervisor as directed.



Any County Cooperative Extension
123 Main Street
Your Town, Ga 30000

- Wear an official UGA Master Gardener Extension Volunteer nametag while volunteering on behalf of UGA.
- Exercise personal integrity as a volunteer.
- Uphold the policies and follow procedures of the UGA MGEV Program.
- Follow through with completion of educational programs/projects, communicating about problems and successes.
- Identify needs for training and participate as a team member of UGA Extension.
- Participate in approved UGA Extension projects.

TRAINING AND/OR RESOURCES TO BE PROVIDED:

- Master Gardener Extension Volunteer training sessions
- Periodic organizational/educational meetings
- Master Gardener Extension Volunteer reference manuals available for use in office
- Horticulture library in office
- Consultations with Extension staff

TIME ESTIMATE:

- Volunteer Service: 25 hours
- Periodic organizational/educational meetings: 1-2 hours per month
- Training: 6 hours

BENEFITS:

- Participate in training programs in all aspects of basic horticulture.
- Learn new skills and sharpen old ones.
- Meet and work with other individuals interested in horticulture.
- Receive basic program materials at minimal cost.

ANNUAL INTENT TO VOLUNTEER

I, _____, am requesting the following status for the _____ year.

____ active status (I intend to volunteer at least 25 hours during this calendar year)

____ inactive status, year 1 (I understand that if I am inactive for a year or more, I will need to complete a new Application for Background Screening.)

____ inactive status, year 2 (I understand that I need to return to active status next year or become alumnus)

____ alumnus/a (I do not wish to continue volunteering as a MGEV.)

MGEV

Date

Agent

Date

MGEV will indicate preferred project participation on attached list of Extension-approved projects.



UNIVERSITY OF GEORGIA EXTENSION



Application for Transfer and Reactivation Georgia Master Gardener Extension Volunteer Program

Dear Prospective MGEV,

Thank you for your interest in transferring to the Master Gardener Extension Volunteer program in _____ County! We consider each applicant to our program carefully so that individuals can be successfully matched with the volunteer opportunities we have available. Because there can be some differences between MGEV programs, we want to make sure we start out with a good understanding of who you are as a volunteer and what you love about being a Master Gardener Extension Volunteer! Please complete the following information to help us get to know you. I will review your application and you will receive a written response regarding your status and any additional steps of preparation that need to be completed. Thanks, again, for your interest in the Georgia Master Gardener Extension Volunteer Program!

Sincerely,

County Extension Agent

I AM REQUESTING:

- TRANSFER WITHIN GA
- TRANSFER FROM ANOTHER STATE
- REACTIVATION

If transferring or reactivating:

- Yes, I have a MGLOG account. My volunteer service hours are recorded.
- Yes, I have a MGLOG account, but my volunteer service hours are **not** up-to-date.
- No, I do not have a MGLOG account.

CONTACT INFORMATION

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE & EMAIL _____

MG VOLUNTEER SERVICE HISTORY

Initial training date, location (including state) _____

Prior Agent/MG Coordinator name, county, office phone _____

Reason for leaving original program _____

Number of service hours accumulated this year to date _____



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I have completed initial training and initial volunteer service requirements (attach copy of MGEV certificate).

___ YES – I completed my training in _____

___ NO – explain your status _____

I am in good standing with my previous program (current, active; having volunteered actively each year since training, etc.)

___ YES – I have met all requirements to maintain active status through the end of the previous calendar year.

___ NO – Explain your status. _____

If no, how long has it been since you completed the requirements for active MGEV status?

___ 1 year ___ 2-5 years ___ 5 or more years

MG Extension Volunteer Experience

- ___ Speakers' Bureau
- ___ Project leadership (explain _____)
- ___ Diagnostics
- ___ Youth Horticulture programs
- ___ Garden Hotline Volunteer
- ___ Plant Clinic
- ___ Other _____

VOLUNTEER STATEMENT

I understand that if my application for transfer is approved, _____ County will be my host county for my role as a Georgia MGEV. I understand that my initial experiences and trainings may be different from those in the new host county, but I am willing to abide by the operating procedures in the _____ County program.

Transfer Applicant

Date



FOR EXTENSION PROGRAM USE

VOLUNTEER SCREENING

___ UGA Volunteer Agreement on file

___ Selected role descriptions on file

___ Application for Background Screening:

___ submitted ___ pending ___ approved ___ not approved

_____ date of Risk Management Training (RMT) completion

- Volunteer has a current copy of the Georgia Master Gardener Handbook
 - If no, transfer should order a copy from the State Program Office via the online ordering link at https://estore.uga.edu/C27063_ustores/web/product_detail.jsp?PRODUCTID=4523&SINGLESTORE=true
- Volunteer is knowledgeable about the Georgia Master Gardener Extension Volunteer Program and its policies and procedures.
 - If no, transfer should participate in an orientation training (online or in person)
- Volunteer is knowledgeable about plants and environmentally sound horticulture practices for this area of the state
 - If no, transfer should audit _____
- Volunteer is knowledgeable about the requirements, policies, and procedures for the UGA MGEV program.
 - If no, transfer should audit _____

AGENT NOTES:

Prior agent contacted _____

Comments: (suggested questions include: What was this volunteer’s track record? What skills and abilities does he/she have? Where does he/she excel? What types of projects and roles did this volunteer choose? Is he/she an active MGEV, a good representative of Cooperative Extension?)

Transfer application ___ accepted ___ denied (if denied, indicate brief explanation)

Extension Agent or Sponsor, _____ county

Date

Agent Reminder: Contact the SPO to have a MGEV transferee with a current MGLOG account transferred in MGLOG. Contact the SPO for assistance with creating a MGLOG account for a transferring or reactivating MGEV. New name badges with the appropriate host county can be ordered in the spring or fall. If a handbook is purchased for a transferring or reactivating MGEV, the cost of a new badge is included with the handbook purchase. Otherwise, there is a small fee for a new name badge.

LOGO GUIDE

FOR PRINT AND WEB OUTPUTS

College of Agricultural and Environmental Sciences logos and instructions are available for download at caes.uga.edu/unit/occs.

Primary color palette



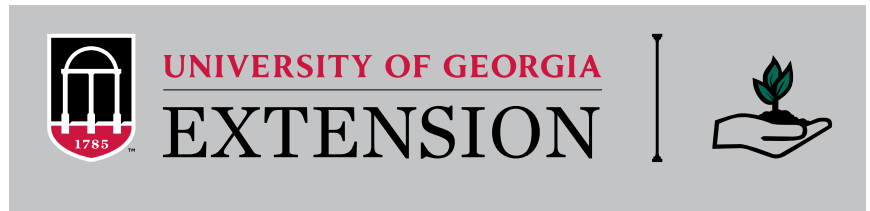
Please discontinue all use of any other logos.

As inventories expire, please update materials one of these new logos. The Arch is still a registered trademark of the University of Georgia and cannot be used as a logo element.

The logos must not be altered in any way. The components of each logo cannot be separated from one another or rearranged in any manner. Never use the shield alone. Do not slant, distort, add drop shadows or cover the logo with other graphics or words. Don't distort or stretch the logo out of its original shape and proportion.

Questions? Contact the CAES Office of Communications and Creative Services at caesoccs@uga.edu.

HORIZONTAL LOGO (H)



VERTICAL HORIZONTAL (VH)



Both the Horizontal and the Vertical Horizontal versions also have options with Master Gardener type on them. The folder names for those are HT (Horizontal.type) and VHT (Vertical-Horizontal.type).

VERTICAL (V)



RECOMMENDED FILE FORMATS



Microsoft Suite

EPS, PNG or JPG



Web

PNG or JPG



Email

PNG

Printed materials, promotional items and publications

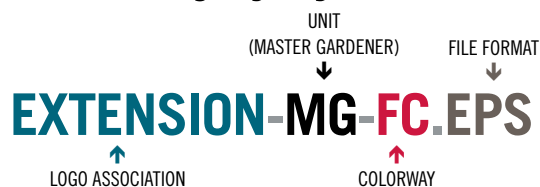
EPS



Embroidery

EPS

Anatomy of a file name



Alternate colorways solid black (2CB), full color reverse (CW) and solid white (W), as well as full color (FC), are included in your packet.

What's the deal with all of these file formats?

EPS files: An EPS is a **vector** file. Vector files are based on geometry and can be infinitely resized. Professional printers and designers require EPS files because they can be enlarged with no loss in quality. Design programs, like Adobe Illustrator, are required to open and edit an EPS, but an EPS can be imported into many document types (see list at right).

JPG files: JPG files are **raster** files, which means that they are comprised of pixels and have size limitations. When you change the size of a JPG, you alter the pixels, which can result in a blurry, pixelated image. JPGs are not transparent and always have a background, often in the form of a white box.

PNG files: Like JPGs, PNGs are **raster** files comprised of pixels and limited in size, but PNGs have transparent backgrounds.



CAES INCIDENT REPORT

Incident Information:

Incident Type(s): (Check all that apply)

Date: _____ Location: _____
 Time: _____
 Incident: _____
 (25 words or less)

 Reporting Person: _____ Phone: _____

- | | |
|---|---|
| <input type="checkbox"/> Accident | <input type="checkbox"/> Injury |
| <input type="checkbox"/> Act of Physical Violence | <input type="checkbox"/> Act of a Sexual Nature |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> NDAH issue | <input type="checkbox"/> Threat |
| <input type="checkbox"/> Drug issue | <input type="checkbox"/> Alcohol issue |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Other _____ |

Involved Parties:

Name: _____	<input type="checkbox"/> Juvenile	Involvement: <input type="checkbox"/> Affected <input type="checkbox"/> Witness <input type="checkbox"/> Other
County: _____	Address & Phone: _____	
Name: _____	<input type="checkbox"/> Juvenile	Involvement: <input type="checkbox"/> Affected <input type="checkbox"/> Witness <input type="checkbox"/> Other
County: _____	Address & Phone: _____	
Name: _____	<input type="checkbox"/> Juvenile	Involvement: <input type="checkbox"/> Affected <input type="checkbox"/> Witness <input type="checkbox"/> Other
County: _____	Address & Phone: _____	
Name: _____	<input type="checkbox"/> Juvenile	Involvement: <input type="checkbox"/> Affected <input type="checkbox"/> Witness <input type="checkbox"/> Other
County: _____	Address & Phone: _____	

Parties Contacted: (Check all that apply to this situation. All parties listed are not required to be contacted.)

- | | |
|--|---|
| <input type="checkbox"/> UGA Police (Date/Time: _____) | <input type="checkbox"/> Local Law Enforcement (Date/Time: _____) |
| <input type="checkbox"/> CAES Dean's Office (Date/Time: _____) | <input type="checkbox"/> UGA EOO (Date/Time: _____) |
| <input type="checkbox"/> UGA HR (Date/Time: _____) | <input type="checkbox"/> UGA Legal Affairs (Date/Time: _____) |
| <input type="checkbox"/> Parents of _____ (Date/Time: _____) | <input type="checkbox"/> EMS (Date/Time: _____) |
| <input type="checkbox"/> NON-EMS Medical Professional (Date/Time: _____) | <input type="checkbox"/> Extension Event Coordinator (Date/Time: _____) |
| <input type="checkbox"/> Extension Administrator (Date/Time: _____) | <input type="checkbox"/> DFCS (Date/Time: _____) |
| <input type="checkbox"/> CAES HR (Date/Time: _____) | |

Results: (Check all that apply)

- Police Investigation EOO Investigation UGA HR Action CAES HR Action
- Follow-up with Parents Scheduled for _____ Follow-up Medical Care Scheduled for _____ No Further Action

NOTES:

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Georgia MGEV Program
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