

Utah State University

**DAVIS COUNTY MASTER GARDENERS  
POLICIES & PROCEDURES**

January 2009

# Davis County Master Gardeners Policies & Procedures

The primary purpose of this group shall be to assist in the dissemination of sound horticultural information to the community by participating in the Master Gardener Volunteer Program sponsored by Utah State University – Davis County Extension Office.

## **A Master Gardener shall:**

- Complete Master Gardener class requirements
- Support continued educational activities for Master Gardeners
- Disseminate research-based gardening information to the community
- Keep current on time-sensitive issues such as insects and diseases
- Engage in other activities related to gardening that are consistent with the Policies & Procedures

## **A Master Gardener shall NOT:**

- Use the Master Gardener title to promote a specific business or product
- Recommend “home remedies” to clientele
- Undermine the USU Master Gardener Coordinator or his/her efforts

## **Requirements for Master Gardener Certification consist of:**

1. Forty hours (40) of classroom instruction. Class attendance of 80% is required. Make-up classes are made by arrangement.
2. Forty hours (40) of hands-on training in the form of volunteer service projects are required for certification. Hours due to USU Extension secretary by September 15.
  - a. Individuals currently enrolled in the Beginning Master Gardener Series are required to volunteer ten (10) of the forty-hour requirements in the Diagnostic Lab in the Extension Office. (Training will be provided.)
  - b. Master Gardeners currently enrolled in the Advanced Series will be required to volunteer fifteen (15) hours in the Diagnostic Lab at the Extension Office.
3. Attendance to at least half of the monthly labs held March – September are required for both Beginning and Advanced Master Gardeners. (The Diagnostic Training Lab is *strongly* recommended.)

## **Other Information:**

Master Gardeners are responsible for keeping track of their own volunteer hours and reporting them to the Extension secretary each month. Total hours should be submitted to the USU Extension Office by September 15 to ensure timely notice of eligibility for graduation.

Subsequent Advanced Trainings for Master Gardener volunteers are held in the fall. In order to participate in these courses, one must complete the Beginning Master Gardener Program requirements. Extenuating circumstances will be taken into consideration by the USU Master Gardener Coordinator.

Graduation will be held in October. Each year, special achievement awards such as “Top of the Class” and “Master Gardener of the Year” will be given to those individuals who have exhibited exceptional volunteer service to USU Extension.

Volunteer Projects must be approved in advance by the Master Gardener Coordinator.

Keeping An Active Title:

As Davis County’s premier volunteer program, our most important responsibility as Master Gardeners is to supply accurate, research-based information to the public. This knowledge is available through USU- sponsored classes and trainings. Oftentimes, answering gardening-related questions requires recommendations which include chemical and/or other time-sensitive information. Staying “up-to-date” with current information is crucial in order to successfully help the county residents with gardening questions.

For this reason, Davis County Master Gardeners are required to volunteer 25 hours each year within an approved Extension-based project to maintain an active Master Gardener title. In order to receive information concerning activities and projects, at least one of the 25 required volunteer hours will need to be recorded at the USU Extension Office by May 1<sup>st</sup>. For Master Gardeners who are currently enrolled in the Beginning class or Advanced Trainings, these 25 hours will be waived.

JayDee Gunnell

Horticulture Agent  
Davis County Extension  
Utah State University

## **OFFICIAL TITLE**

The official name of this organization shall be: DAVIS COUNTY MASTER GARDENERS. This title may be abbreviated DCMG on written communications but may only be used when in the service of Utah State University – Davis County Extension.

The official mailing address of this organization shall be:

Davis County Master Gardener Advisory Board  
USU Extension  
PO Box 618, Room 200  
Farmington, UT 84025

## **MASTER GARDENER ADVISORY BOARD**

The Advisory Board shall consist of the following:

- A. Project Coordinator I
- B. Project Coordinator II
- C. Project Coordinator III

The Advisory Board shall:

- a. Propose and maintain DCMG Volunteer Projects and Project Coordinators as necessary by simple majority vote.
- b. Meet on a regular basis to assess the needs of the DCMG group.
- c. Assist in organizing activities for the DCMG.
- d. Assist the USU Master Gardener Coordinator in recognition and award presentations.
- f. Assist in planning the State Master Gardener Conference when appropriate.
- g. Remove Advisory Board members and Project Coordinators/Committees for just cause by a simple majority vote.

## **TERMS**

Advisory Board members shall serve for a term of one year in any given position but cannot serve for more than two consecutive years on the Advisory Board.

The term shall be from November 1 – October 31<sup>st</sup>.

## **ADVISORY VACANCIES**

In the event of a vacancy within the Advisory Board, the remaining Board members shall propose to the USU Master Gardener Coordinator a replacement board member from the active DCMG group.

## **DUTIES OF ADVISORY OFFICERS**

The primary purpose of this Advisory Board shall be to assist the USU Master Gardener Coordinator in promoting and furthering the Master Gardener Volunteer Training Program sponsored by the USU/Davis County Extension Office. All activities occur under the direction of USU/Davis County Extension Horticulture Agent.

### **Farmer's Market Project Coordinator:**

- A. The Coordinator with responsibility to the Farmer's Market will ensure that volunteers are present early and stay late to set up and take down awnings / tables at each Farmer's Market.
- B. Maintain a list of interested Master Gardener volunteers and ensure that 5-6 volunteers are present at each Farmer's Market.
  - 1-Childrens booth
  - 2-Information booth
  - 3-Counter / Chauffer
  - 4&5-Master Gardener Produce booth
- C. Will maintain a petty cash fund (provided by USU Extension) for the sale of donated produce at the Farmer's Market – funds shall be delivered to the USU Extension secretary the day after each Farmer's Market.
- D. Ensure that sound diagnostic information is available to the public.
- E. Assist the UBC staff in whatever capacities may be required in helping the public.
- F. This person is also responsible for compiling a report concerning contact information. A final, year-end report shall be compiled and turned in to the Horticulture Agent by September 15<sup>th</sup>.

### **The "Garden Talks" Coordinator:**

- A. The Coordinator with responsibility to the "Garden Talks" Program takes phone calls forwarded by the USU Extension Office regarding public requests for gardening talks.
- B. This person maintains a current list of trained Master Gardeners interested in promoting USU and the Master Gardener Program by speaking to public groups. This person then contacts those trained Master Gardeners as the need arises.
- C. The USU Extension Office will provide training, and all teaching materials will be placed in "Teaching Trunk" for the speakers.
- D. This person is also responsible for compiling a report concerning contact information from each speaking engagement. This report shall be collected from the speaker after each event. A final, year-end report shall be compiled and turned in to the Horticulture Agent by September 15<sup>th</sup>.

### **The Diagnostic Coordinator:**

- A. The Coordinator with responsibility to Diagnostics should be present, as much as possible, at the Davis County Courthouse on Tuesdays between

- 1:00 – 4:00 pm from May through September to aid the USU Master Gardener Coordinator in diagnosing public plant/pest inquiries.
- B. Contact information from phone calls as well as walk-in inquiries will be recorded.
  - C. The Coordinator shall also compile a year-end report of total individuals assisted during the Diagnostic Labs and submit to the Horticulture Agent no later than September 15<sup>th</sup>. Diagnostic training will be provided by USU – Davis County Extension.

*The Master Gardener Coordinator, directed by USU policy shall:*

- A. Represent Utah State University – Davis County Extension at all DCMG activities.
- B. Coordinate the Davis County Master Gardener Volunteer Training Program.
- C. Manage all DCMG activities that interface with any government or any non-governmental institution, private business, and/or client.
- D. Provide any required training to the DCMG group.
- E. Attend and preside over Advisory Board Meetings.
- F. Approve any proposals or actions set for by the Advisory Board.

These Policies and Procedures may be addressed at any time by the USU Extension – Davis County Master Gardener Coordinator and/or the Davis County Master Gardener Advisory Board.