



Master Gardener Program

WASHINGTON STATE UNIVERSITY
EXTENSION



Cowlitz County Master Gardener Handbook



Introduction

Congratulations on becoming a Master Gardener! Being a Master Gardener is all about helping people in our community find information and resources they seek regarding residential horticulture. Master Gardeners don't have all of the answers, but we do know how to find them. What you learn in training will prepare you to ask the right questions, do the research, and to provide guidance to the home gardener. You will put these skills into practice as you staff the Plant & insect clinic desk or encounter the public at other various Master Gardener events and activities.

In this guide you will find information on certification requirements, reporting hours and contacts, as well as approved activities descriptions. The program coordinator sends out weekly email correspondence which includes the latest information on activities which may count towards your service hours. It will also lead you to other resources that can assist you.

Generally, you are encouraged to start serving your payback hours as soon as training begins in January. When you do serve, please record those hours online.

To learn more about the requirements of a Master Gardener
Refer to Appendix A

Certification

Training

You're considered a "trainee" until you complete all of the quizzes and pass the final exam. Upon completion of your training, your next designation is "Intern." Interns are asked to provide 90 hours of community service within two years to achieve official certified status as a veteran. Once those hours are logged you will have achieved "veteran" status.

All Master Gardener Volunteers are welcome to attend any of the training classes. The training schedule is available in Appendix B

MG Identification

When you become a veteran, you will receive a permanent MG badge that identifies you, shows the year you took the training and recognizes you as a certified WSU Master Gardener. New badges may be requested when lost. For replacement see Gary.

MG Annual Agreement

You must fill out an annual agreement form every year stating that you wish to continue to be a MG. This form is now available to fill out online.

For those wishing to be a member of the Master Gardener Foundation a \$20 yearly fee will be due. These fees finance MG activities such a MG youth camp, demonstration garden and other MG projects.



Master Volunteer Programs

The Master Gardener Calendar

This calendar will contain information on all of the upcoming and past meetings, events and classes hosted by the Cowlitz Master Gardeners. It is based on our new organizational structure (see Appendix C). The calendar is currently made up of seven calendars which are color coded along with text descriptions.

Link for Accessing the "Cowlitz Master Gardeners Internal Calendar":

<http://teamup.com/kseaaf848d15584493/>

Link for Accessing the "Cowlitz Master Gardeners Public Events Calendar":

<http://teamup.com/ks2ef58008992e2e39/>

Refer to Appendix C

The Master Gardener Resources

Additional resources for MG can be found on the WSU Extension\Cowlitz County website located at:

<http://ext100.wsu.edu/cowlitz/>

Look under the heading Master Gardeners (on the left of the home page) and then go to MG volunteer resources. There is information on:

- 1) Annual Volunteer Agreement
- 2) Volunteer Hours Log-in
- 3) WSU State Master Gardener Program
- 4) Master Gardener Program Handbook
- 5) Master Gardener Foundation of Washington
- 6) Master Gardener Voucher Form
- 7) Master Gardener Donation Form
- 8) MG Volunteer Speaker Report
- 9) Grant Fundraising Proposal Request
- 10) Funder Research Information



Plant and Insect Clinic Shifts

April 1 – October 31

Monday, Wednesday, & Friday
9am – 12:00

November 1 – March 31

Wednesdays Only
9am – 12:00

Plant and Insect Clinics

PIC Protocol

Welcome to the Plant and Insect Clinic (PIC)--we are the Master Gardener Plant and Insect detectives. Our manual will tell you everything you need to know about feeling at home in the PIC. And remember--we are a detective TEAM--we don't solve any of the problems on our own. We have lots of resources and solve our mysteries as a team. So don't feel like you "don't know enough" to come in and help us out. We would love to see you volunteer along with us at the PIC!

Refer to PIC Manuel online

To start volunteering in the Plant and Insect Clinic (PIC), for the first year, interns are asked to sign up for shifts with veterans when possible. Veterans are noted on the calendar by the (V) after their names.

Clinic hours are spread out evenly throughout the four seasons of the year in order for volunteers to develop familiarity with the different kinds of questions generated with the different seasons.

Veteran MGs, working alongside you, will provide an introduction to the space,

equipment, and procedures. Don't worry if it seems overwhelming at first; you will become more comfortable over time.

You can always ask the Program Director for help. PIC operates from March 1 to October 31 on M, W, F and once a week for the rest of the year on Wed.

Farmers Market Answer Clinic

Master Gardeners have a booth on designated days at Farmers Markets in Longview. Volunteers are responsible for setting up tables, chairs, canopies, and signage at 8:30am the market beginning at 9:00am and the shifts generally run until 2:00pm. You will answer questions about home gardening from the public using the resources contained in the traveling PIC boxes. If your market has wireless internet access, you may bring a laptop computer and access internet resources approved by WSU.

MGs participate on the second and fourth Saturdays at the Longview Market, May – September going 8:30 a.m. till 2:00 p.m.

Cowlitz County Fair Answer Clinic

During the 4 days of the Cowlitz County Fair held the last week in July, MGs oversee management of the building including decoration, floral displays, and greeting the general public. Within that area is a traveling answer clinic. Shifts are generally 2 hours.

For questions concerning MG volunteer activities refer to the statewide Master Gardener program's official handbook that can be found at:
<http://cru.cahe.wsu.edu/CEPublications/misc0570e/misc0570e.pdf>

Home Veg Program

Started in 2012, the Home VEG (Vegetable Educational Garden) Program goal is to promote vegetable gardening in Cowlitz



County. Ten applicants are selected annually to have a raised bed built for them that includes soil and seeds. Those receiving a raised bed will also be assigned a MG to mentor them and answer their gardening questions.

Home & Garden

MG provides all the educational programs for the Cowlitz County Home & Garden show. The show is held at the Cowlitz County Fairgrounds in late March or early April on Saturday and Sunday

Earth Day

MGs provide a booth at the Earth Day celebration in April to provide information to the general public on gardening. Shifts for these events are 4 hours and are designed to reach out to the whole family.

Camp Luqal Luqal

MGs provide a week long camp for youth (grades 1 – 5). Youth learn about weather, insects, plants and composting.

Additional Events:

A summary of Programs and workshops offered through the MG can be found in Appendix E

Program Support

Cowlitz County Fair Planning Committee

Volunteers meet in early spring to develop and plan the exhibit for the Master Gardener booth at the Cowlitz County Fair in July. A theme is selected, activities are developed, and displays are designed.

Community Presentations

Volunteers make presentations on various gardening topics to community groups.

Topics may be chosen by the group or by the volunteer. The MG office can provide a laptop computer, projector, and screen for presentations. The MG office also has PowerPoint presentations on a variety of topics available for the volunteers to choose from. *Look at appendix F for Ideas*



Gardens

Master Gardeners oversee the Demonstration Garden at the Fairgrounds and the Loowit Garden located next to the Juvenile Center.

Special Projects

As community needs are identified, volunteers are sought to take supporting or leadership roles in responding to these requests. Recent examples include developing a presentation and handouts on poisonous plants for a children's program. If you have ideas that could help improve the program, indicate your interest in doing so to program staff.

Continuing Education

Volunteers are expected to pursue 10 hours of continuing education opportunities of

their choosing. Generally approved activities are classes, workshops, presentations, or other horticultural/botanic, garden-related educational events put on by reputable organizations. Some of the activities include: Earth Day Functions, MG Fall training classes, WSU Extension workshops, and the annual WSU MG Advanced Education Conference. Please contact the volunteer coordinator if you are unsure if an opportunity you have in mind qualifies for Continuing Education credit.

Awards

- 1) MG Clinic Award (microscope pin):
- 2) MG Youth Award (carrot pin):
- 3) Communication Award (quill pin):
- 4) Garden Award (Hand shovel pin):
- 5) Service Award (Bee pin):
- 6) Certificates awarded to all MG providing over 25 hours,
- 7) Plaques for MG of the Year, Presidents Award & Sponsor Award
- 8) President Award (Gavel pin)

Master Gardener Foundation

The Master Gardener Foundation of Cowlitz County is a 501(c) (3) nonprofit organization dedicated to helping the citizens of Cowlitz County grow healthy food and enhance the beauty of their gardens. Its projects are designed to raise funds to support the Master Gardener program and other local garden programs.

MG Foundation Board of Directors

You can volunteer for a position on the MG Foundation Board of Directors. You are welcome to attend MG Foundation board meetings and other committee meetings as assigned. The Board of Director volunteers must be a MG



Foundation member to assume a position. **(See Appendix G)**

Board Meetings are held on the 2nd Tuesday of the month in the WSU meeting room. Job descriptions are available from the office.

MG Foundation Meetings

One hour of the monthly Foundation Meeting (the presentation) counts for continuing education.

First Monday of each month — 6:30 p.m.

**If you need help, call the
MG Program Coordinator**
Gary 360-577-3014

Why Report Your Hours!

During this era of tight budgets, citizens and elected officials are taking a critical look at all tax-supported program. And they should!



They are asking questions such as:

- Is this a wise use of tax dollars?
- Is this a high priority when compared to K-12 education, environmental protection, or law enforcement?
- Is this program really addressing the critical issues facing our state?
- Is this program making our communities better places to live?
- Is this program really having an impact?

The WSU Master Gardener program is supported through WSU and your local county. If taxpayers and government officials reviewed the WSU Master Gardener program, how would they answer these questions? How would you answer?

“Why don’t they just let us garden?” was a comment heard from a Master Gardener during a discussion at an International Master Gardener Conference. Yes, gardening is a common bond among Master Gardeners, but the WSU Master Gardener Program is about much more than gardening. Like all WSU Extension volunteer programs, our primary purpose is community service through education. In the case of WSU Master Gardeners, we serve the community through the education of gardeners and potential gardeners. In return, we hope WSU Master Gardeners find enrichment from the educational, personal growth, and volunteer service opportunities provided.

If we just want to garden, citizens and politicians will see us as just another garden club and not worthy of their support. But if they see us addressing critical issues and really making an impact, they will hold up the WSU Master Gardener program as a model of efficient and effective use of tax dollars, and we will receive stronger support.

Record keeping, such as affirmative action numbers, helps WSU Extension staff complete necessary reports required of any government or public funded organization. Good and complete records from all volunteers strengthen WSU Extension’s ability to communicate the work we all do. They provide important documentation for political and financial strategizing.

It is important that community, state, and university decision makers realize the valuable contributions volunteers make to their community and the important role they play in WSU Extension’s mission of “engaging people, organizations and communities to advance knowledge, economic well-being and quality of life by

fostering inquiry, learning, and the application of research.”

Thus, your reports and record keeping are an important component of maintaining a strong and effective volunteer WSU Master Gardener program.

The address for the website to report your volunteer hours is:

<http://ext.wsu.edu/volunteers/logon.aspx>

User name (Your full E-mail address)

Password password!

If you have trouble with reporting on-line, send me your hours in an E-mail or just drop them off at the office. Whatever is easiest for you. I am happy to report them. So grit your teeth, bite your lip, or do whatever you have to do to keep up with reporting your hours and contacts using our website. For details, *see Appendix H*

More About Contacts

“Number of contacts should be reported by racial/ ethnic group and gender.” These should be direct contacts with constituents you made.

DO NOT INCLUDE CONTACTS THAT ARE EXTENSION EMPLOYEES.

First, record contacts by ethnic origin and then show how many were female and how many were male. The program calculates and reports male and female contacts from this information. If you cannot confirm the race of a contact, you may make a reasonable judgment. People participating in a workshop or on a mailing list may be asked to list their race and gender on a sign-up sheet, but this is voluntary. While this system is not perfect, your judgment is certainly more accurate than that of someone writing a report in the Pullman

office. If you cannot tell, **report as white and male.**

You may include...

- Persons who represent business, agencies, or institutions which you serve or which contribute to your programs.
- Personal face-to-face contacts made in your office, business or home visits, committee meetings (non- Extension participants), conferences, and consultation.
- Audiences when you presented material. If you did not present material, do not report contacts except those significant, face-to-face interactions which you may have with other attendees. ‘Significant’ means that you have directly engaged with a person regarding Extension interests.
- Newsletters sent to controlled mailing lists for which you have identified ethnic and gender characteristics.
- Telephone or mail contacts in which the person’s ethnicity and gender are known or can be reasonably assumed.

You may not include...

- Extension employees... unless they have legitimate gardening questions and need MG help.
- Mail contacts where the ethnic or gender characteristics are unknown.
- Mass media contacts e.g. radio, television, newspapers, and magazines.
- Form letters, meeting notices.
- Number of bulletins distributed.
- Fair gate numbers.
- Contacts made while working (for pay) at a nursery, garden center, or other place of business.

Using E-mail on a County Computer... *Refer to appendix I*



MG Accident/Injury Protocol

If you are injured while participating in a sanctioned Master Gardener activity, your injury may be covered by workers compensation insurance if you have recorded the service hours during which the incident occurred in the on-line volunteer database.

In the event of an injury...

STEP 1: Seek medical treatment if necessary.

If medical treatment is sought, complete a *Report of Industrial Injury or Occupational Disease*. Master Gardener must request this form from the medical provider at the time of treatment. The form will be sent directly to WSU's L&I insurance carrier by the medical provider.

STEP 2: You must immediately report injury to:

Gary Fredricks: WSU Master Gardener Program Coordinator 360-577-3014 ext. 3

STEP 3: Obtain A Witness/Injured Person Statement if appropriate (Optional.)

Injury: Any wound or damage to the body resulting from an instantaneous event. Examples include, but are not limited to cuts, bruises, contusions, chipped teeth, amputations, insect bites, electrocutions, burns, sprains and sprain injuries to

muscles, joints, and connective tissues resulting from a slip, trip or fall.

Illness: A condition resulting from chronic exposure to the work and/or academic environment. Examples include, but are not limited to: musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome), skin disorders, respiratory conditions, and noise-induced hearing loss.

What to expect when you report an injury

The WSU Master Gardener Program Coordinator will complete an *On-line Incident Report Form* and submit a Monthly Volunteer Report.

The WSU Master Gardener Program Coordinator will submit a *Supervisor's Accident Investigation Report* online, if:

- The volunteer receives medical treatment.
- The volunteer is unable to work the next full or subsequent shift(s) as a result of an injury or illness.
- Events and conditions involving a near miss or minor accident indicate the most likely injury or illness would have been serious.

Prompt reporting eliminates delays in benefits to employees. For injuries that occur over the weekend or after regular business hours, injuries should be reported to the WSU Master Gardener Program Coordinator the next regular working day after the accident.

360-577-3014

WSU Extension

1946 3rd Ave.

Longview, WA 98632

Appendix A

WSU Extension Master Gardener Volunteer position Description

Title	WSU Master Gardener Volunteer
Purpose	To provide public education in gardening and environmental stewardship built on researched-based information from WSU Extension and other universities to address such critical issues as enhancing natural resources and environmental stewardship, sustaining vibrant communities, and improving health and wellness of residents of Washington.
Nature & Scope	WSU Master Gardener Volunteers make it possible for Extension faculty and staff to reach more people with horticulture programs and home gardening information than would be possible without them. Trained and certified Master Gardener Volunteers provide educational programs, free advice, and answers to questions on home gardening and landscape maintenance, pest management, composting, and related topics. This is accomplished through various formal and informal activities, including plant clinics, telephone and personal contacts, demonstrations, classes, written material, school programs, demonstration gardens, public meetings, tours, etc.
Requirements	<ul style="list-style-type: none">• Be able to participate fully in the training program provided for WSU Master Gardener Volunteers.• Be willing and able to return a county-specific number of public educational service hours within a predetermined timeframe.• Be willing to follow the WSU Master Gardener policies and procedures, including record-keeping requirements and responding to reasonable requests for volunteer services.• Be willing to abide by WSU Extension's Pest Management Recommendation Agreement, giving clients a range of possible options, including cultural, mechanical, biological, and chemical controls.• Be able to communicate effectively with the public by telephone, personal contact, group contact, or through written language.• Have knowledge of and experience or skills in basic gardening or other horticulture related areas.• Be able to work with adults and/or youth, and be willing to share home gardening information with others.
Supervision	The local Extension staff in charge of a county's WSU Master Gardener program oversees and coordinates the activities of Master Gardener volunteers. In some locations, Master Gardener organizations with an official relationship with WSU Extension assist county staff in program administration.

Appendix B
2014 WSU Master Gardener Volunteer
Training Schedule in Cowlitz County

DATE	TIME	SUBJECT	Chap	INSTRUCTOR
Jan 10	On-line			
	In Class	(am) Leadership & Communication (pm) Making a poster project (group effort)		(am) Gary (pm) Patricia Bosh
Jan 24	On-line	Forestry and House Plants	12, 13	
	In Class	(am) Presentation on Success with Ornamentals: Roses, Annuals & Perennials (pm) Urban Forestry 101		(am) Nancy Chennault (pm) Linden Lampman
Feb 14	On-line	Soils	3, 4, 5	
	In Class	(am) Soils - How to determine what you have (pm) Presentation on composting		(am) Debbie Burris (pm) Tom Welch
Feb 28	On-line	Composting, Pruning	21, 22	
	In Class	(am) Plant Propagation (pm) Hands-on Pruning Class (trees & grapes)		(am) Scott & Dixie Edwards (pm) Ted Cunningham & Sara Brown
March 14	On-line	Vegetables, Greenhouse	6, 25	
	In Class	(am) Having a Garden (pm) Reporting Hours, Activities (pm) PIC, Demo Garden & Juvenile Detention, Garden Tour		(am) Chip Bubl (pm) Gary LaDonna Slack
March 28	On-line	Home Orchards and Small Fruits	7, 8	
	In Class	(am) Fruit Trees (pm) Greenhouses, Tour		(am) Charles Brun (am) Scott & Dixie Edwards
April 11	On-line	Basic Plant Science Plant Identification	1, 2	
	In Class	(am) Presentation on Plant Science & Plant ID		(am) Shelia Gray (pm) Alice Slusher

DATE	TIME	SUBJECT	Chap	INSTRUCTOR
		(pm) Round Table on PIC		
April 25	On-line	Weed Management	17, 19, 20	
	In Class	(am) NW Weeds and Alternatives to spraying (pm) Presentation on Bees		(am) Angelica V. (pm) Bob Harris
May 9	On-line	Entomology Plant Diseases & Plant Problem Diagnosis	14, 15, 16	
	In Class	(am) Looking at bugs (pm) Diagnosis on plant problems round - table		(am) Todd Murray (pm) Alice Slusher
May 23	On-line	Woody Plants, Sustainable Design, Water wise Landscaping	10, 11, 23, 24	
	In Class	(am) Presentation on Landscaping (pm) Design a Garden Exercise		(am) Debbie Caffall (pm) Lucy Claxton
June 13	On-line	Vertebrate Pests	18	
	In Class	(am) Controlling vertebrate pests (pm) Working with Adults and Youth		(am) Chip Bubl (pm) Jennifer Leach
June 27	On-line	Lawns	9	
	In Class	Final Project Presentations Potluck Celebration Lunch Present Posters Volunteer Agreement / Graduation		Gary
	On-line	Complete all quizzes and exam by July 1		

If class needs to be cancelled because of weather conditions we will follow the Longview-Kelso school district closure schedule. **All classes held from 9:00 am – 12:00 for the morning session and from 1:00 – 4:00 pm for the afternoon session. Classes will be held in the Cowlitz County Training Center unless otherwise noted.**

Appendix C

Cowlitz Master Gardener's 'Master Calendar' Introduction and User Instructions

Welcome to the new Cowlitz County Master Gardener Calendar. This calendar will contain information on all of the upcoming and past meetings, events and classes hosted by the Cowlitz Master Gardeners. It is based on our new organizational structure (see Appendix A). The calendar is currently made up of seven calendars which are color coded along with text descriptions (see **Item 1 on Figure A**). These calendars can be viewed all together or individually by selecting the down arrow next to the calendar you wish to view (see **Item 2 on Figure A**).

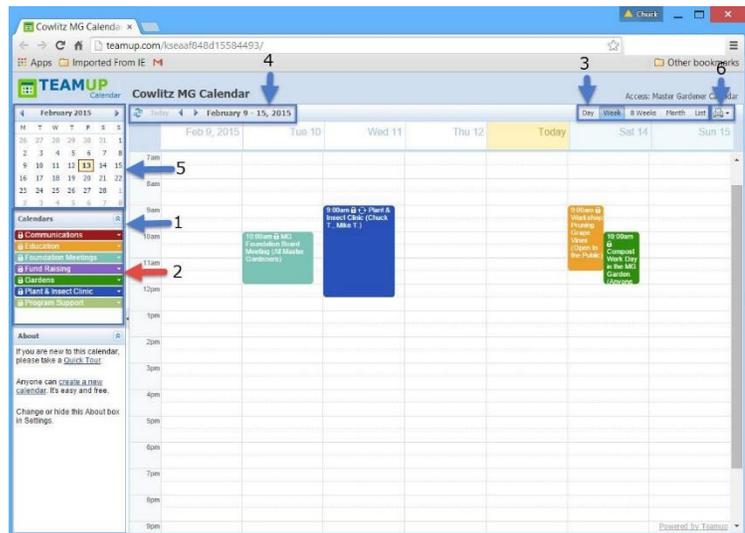
The calendar(s) may be viewed as a single Day, Week, 8 Weeks, Month or List views (see **Item 3 on Figure A**). To move to the next or previous Day, Week, etc. click on the forward or backwards arrow on **Item 4 on Figure**

A. To refresh the screen for updates click on the circular arrows on **Item 4 Figure A**. You can also select the day you wish to view by clicking it on the calendar view in **Item 5 Figure A**.

To print a calendar simply select the pull down arrow on **Item 6 Figure A** and select or set up your printer if necessary. We will discuss the content and security management of each calendar next.

FIGURE A

Meetings, events and classes will appear as colored blocks on the calendar such as below in Figure B. The color of the blocks indicate with calendar or group that owns that entry. The group entries are owned and managed by the Director of each area. The Directors and their delegates are the only people with write and edit ability on the calendar they are responsible for only. Everyone else has viewing ability only. So, if you are a chairman or wish to add a meeting, event or class to the calendar it must be taken through the area Director. This will allow us to not clobber each other's entries on the calendar by accidentally deleting someone else's entries and give us the security we need to manage the calendar.



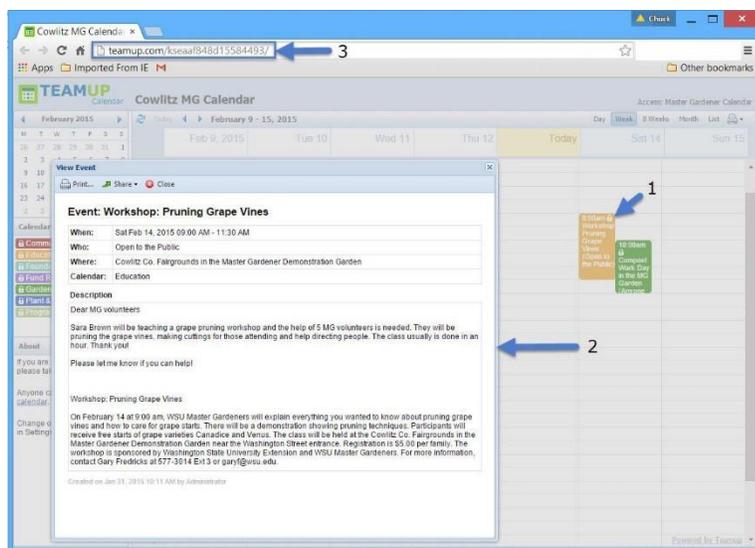
When you click on an item on the calendar such as **Item 1 on Figure B**, it will open a window like **Item 2 on Figure B** for detailed viewing of the entry. You will now be able to view all of the meetings, events and classes sponsored by the Cowlitz Master Gardeners on one single calendar with all the details in one place. WOW!

And to make it even easier, you notice there are no passwords necessary to create or remember to access and use the calendar. Access is based on the Internet address (see **Item 3 on Figure B**) to view the calendar. OK, so you don't want to have to remember the Internet address or have to type it in every time you want to see the calendar... OK, you have a couple options. First you can go to the link once by clicking on it (Link is provided later in these instructions.) then use the 'bookmark' ability of the browser you use to store the link. Or, you can click on it once and use the simple instructions below to create a quick link shortcut icon on your computer desktop. This will allow you to just click on the icon to open the calendar.

FIGURE B

How-to Make Desktop Calendar Shortcut Icons:

- Click on MG Calendar link below.
- When it opens, do one of the following
- **Google** – Drag  to desktop (located next to the URL address – **Item 3 Figure B**)
- **MS Explorer** – Drag  to desktop (located next to URL address – Like **Item 3 Figure B**)



We are planning a lot of additional function for the calendar in the future but this will allow us all to see current calendar schedules for what's coming up and whom to contact for each entry. Please give us some feedback on the new calendar and/or any recommendations you may have. Send any comments, questions or suggestions to me at my email address below. Billie Bevers and I are working on a simple method to allow sign-up directly from the calendar entries. Here is the link to get you started. **This calendar is for Cowlitz Master Gardeners ONLY. Please do not share this calendar link with anyone other than a fellow Cowlitz Master Gardener.** The directors will be adding and editing their areas as quickly as possible. We hope to have a solid calendar within a couple weeks. Please be patient as we develop it and add events.

Click here to open the new "Cowlitz Master Gardener Internal Calendar":

<http://teamup.com/kseaf848d15584493/>

Click here to open the new "Cowlitz Master Gardener Public Calendar":

<http://teamup.com/ks2ef58008992e2e39/>

Appendix D

Plant and Insect Clinic Protocol

Introduction and Welcome

The goal Cowlitz County Master Gardener (MG) Plant and Insect Clinic (PIC) is to provide free service to the community, by offering researched-based answers to home gardeners' landscape and garden questions.

If you like to solve mysteries, you've come to the right place. Every day we are presented with a new question or problem from someone in our community. "What is this bug?" "What is eating my plant" "Why is my plant dying?" "What is wrong with my plum, cherry, apple?" "I have moles in my yard-help!" "Is this spider dangerous?" "What can I do to improve my soil?"

So many mysteries, and we get to solve them!

When I first started working in the PIC, I thought that the MG volunteers would know all the answers. To my surprise, I found out quickly that they did not! But they did know how to find the answers.

We already have the basic tools necessary for our detective work: our MG training taught us the right questions to ask. What is the plant? What is it supposed to look like? Is part or all of the plant affected? How are plants near to it doing? Has it just been transplanted, or is it established? Full sun? Shade? When did you notice the problem? How have you been caring for the plant? If it's an insect, where did you find it? When did you first notice it? These questions are just the beginning...

Once we've gathered all the information we can now begin sleuthing in WSU's rich on-line resources. We also have a large library, other MGs' knowledge, and a growing list of experts we have compiled. And if we are really stymied, we can consult with the WSU Puyallup Plant and Insect Lab. Our lab is equipped with computers, magnifying glasses, microscopes, and cameras. All this adds to our ability to investigate our mysteries.

IMPORTANT!! Don't be afraid that you "don't know enough." All of us--even MG Veterans with a lot of time working at the

PIC-- learn something new with each new problem or question, and eventually some of the knowledge begins to stick with you. You are NEVER ALONE here. We ALL work together to solve our problem questions--collaboration is one of our most valuable tools in the PIC. And if you aren't sure, then ask--there is now such thing as a "dumb question." Most of us end up asking the same questions more than once before it sinks in.

Give it a try--it'll be fun, you'll learn a lot, you'll help a lot of grateful home gardeners, and you'll amass lots of MG volunteer hours!

We've prepared these guidelines to make your volunteer time in the PIC as easy as possible--so you can spend less of your time wondering about where things are and more of your time solving mysteries!

Dropbox link to the PIC Manual
<http://tinyurl.com/pdjob3a>

Appendix E

MG MAJOR EVENTS-2015

Events – 55 Number of People – 7577

<u>Date</u>	<u>#</u>	<u>Event</u>	<u>Title</u>	<u>MG involved</u>
1-15	14	MG Foundation Mtg.	General Meeting	Betty Manes
2-15	30	Kelso Garden Club	Composting	Mara Williams
2-15	64	MG Foundation Mtg.	Inflatable Greenhouse	Betty Manes
2-15	74	MG workshop	Fruit Tree Pruning	Ted Cunningham
2-15	72	MG workshop	Mason Bees	Billie Bevers (51 bee houses)
2-15	51	MG workshop	Grape Pruning	1*
2-15	30	Kelso Garden Club	Mason Bees	Billie Bevers
2-15	31	Veg. Garden Series	Planning a Garden	Jon Griffin
3-15	338	Home and Garden Show (5 Classes)		2*
3-15	28	MG Foundation Mtg.	How to Landscape	Betty Manes
3-15	30	Twsgawa Nursery	Mason Bees	Billie Bevers
3-15	24	Home VEG program	Awardees Orientation	3* (64 applications)
3-15	29	Youth Workshop	Planting a Garden	4*
3-15	21	MC workshop	Vermi-composting	5* (20 compost bins)
4-15	16	Prayer Group	Container Gardens	Phyllis Collins
4-15	16	Veg. Garden Series	Tending a Garden	Jon Griffin
4-15	24	MG Workshop	Growing Tomatoes	Jon Griffin
4-15	7	RA Long (teen parents)	Container Gardening	Phyllis Collins
4-15	1254	Earth Day	Booth: Questions	6*
4-15	23	MG Workshop	Seed planting	7* (19 buying starts)
4-15	23	Brown Bag	Container Gardening	Phyllis Collins
4-15	12	MG Workshop	Floral Design for Easter	8*
4-15	11	4-H Spring Break Camp	Gardening	9*
4-15	31	MG Foundation Mtg.	General Meeting	Betty Manes
4-15	115	Wilco	Planting Day	10*
5-15	65	Kelso Garden Club	Good bugs, Bad bugs	Tom Welch
5-15	19	MG Workshop	Hypertufa Pots	11* (17 pots sold)
5-15	21	MG Workshop	Rain Barrel	12* (27 rain barrels sold)
5-15	327	Plant Sale (5-9)		13*
5-15	275	Plant Sale (5-30)		13*
5-15	34	MG Foundation Mtg.	Olla: Garden Irrigation	Betty Manes
5-15	17	Veg. Garden Series	Extending a Garden	Jon Griffin
5-15	22	Longview Employees	Vegetable Gardening	Jon Griffin
6-15	20	Youth Workshop	It OK to bug us	14*
6-15	12	MG Foundation Mtg	P&Q Garden Tour	Betty Manes
7-15	26	MG Foundation Mtg.	Garden Tour	Phyllis Collins
7-15	3706	General Public	Cowlitz County Fair	15*
7-15	8	MG Workshop	Flower Arranging	16*
8-15	29	MG Foundation Mtg.	Garden Tour	Nancy Chennault
8-15	12	Country Village	Save the Bees Day	Billie Bevers
8-15	27	MG Youth Camp		17*
9-15	43	MG workshop	Composting	18*
9-15	29	MG Foundation Mtg.	Aquaponics	Betty Manes
9-15	308	Kessler STEM youth program		19*
10-15	30	MG workshop	Mason Bee Care	Billie Bevers
10-15	12	MG Foundation Mtg	Harmful Insects	Alice Slusher
10-15	11	Tsugawa Nursury	Mason Bees	Billie Bevers
10-15	24	Rainer Garden Club	Harmful Insects	Alice Slusher
10-15	11	MG Workshop	Hypertufa Pots	20* (9 pots sold)
10-15	31	Youth Workshop		21*
10-15	43	MG workshop	Composting	22*
11-15	29	Rainer Garden Club	Container Garden	Phyllis Hull
12-15	14	MG workshop	Flower Arrangement	Marge Lippincott

1* Grape Pruning Workshop - Sara Clark

Billie Bevers Lucy Claxton Phyllis Collins Al Deichsel Caroline de Bruyn Wanda Hamm Greg Kehn

2* Home and Garden Show – Billie Bevers and Gary Fredricks

Gardens – Jon Griffin Lawns & Moles – Bryan Iverson Mason Bees – Billie Bevers
Sharpen Tools – Dale Hurley Composting – Tom Welch Raised Beds – Jon Griffin

3* Home VEG – Renee Reinhardt and Gary Fredricks

Judges: Lynell Amundson Lucy Claxton Phyllis Collins Al Deichsel Jon Griffin Phyllis Hull Chuck Tadlock
Mentors: Lynell Amundson Leonie Botha Julie Cook Caroline DeBryan Al Deichsel Gary Fredricks
Sheila Haney Debby Hunt Alissa Lee Jeri Kay Lesneski Diane Mattoon

4* Youth Workshop – Diane Mattoon and Leonie Botha

Betty Bates Patricia Bosh Carmela Dalinger Patti Gibson
Sheila Haney Marge Lippincott LaDonna Slack Maryetta Traub

5* Vermi-composting Workshop – Tom Welch

Ted Cunningham Greg Kehn

6* Earth Day – Patricia Bosh

Betty Bates Billie Bevers Lucy Claxton Natalie East Patti Gibson Debby Hunt
Phyllis Hull Greg Kehn Jeri Kay Lesneski Betty Manes Linda Newton Terrie Phillips
Marjorie Pitcher Renee Reinhardt Phyllis MacNichol-Collins Chuck Tadlock

7* Seed Planting – Jon Griffin

Betty Bates Billie Bevers Patricia Bosh Debby Hunt Sheila Haney Greg Kehn
Jeri Kay Lesneski Marge Lippincott Mary Ann Pleger Vona Williams

8* Floral Design – Marge Lippincott

Patricia Bosh Colleen Callahan Lucy Claxton Maryetta Traub

9* 4-H Spring Break Camp – Gardening

Erica Bockman Colleen Callahan Patti Gibson Vona Williams

10* Wilco

Billie Bevers Erica Bockman Phyllis Collins Diane Mattoon LaDonna Slack

11* Hypertufa Class – Phyllis Collins

Billie Bevers Colleen Callahan Vicki Carter Erin Chambers Lucy Claxton
Wanda Hamm Sheila Haney Greg Kehn Barbara Rafano Sara Whisnant

12* Rain Barrel – Jon Griffin

Al Deichsel Greg Kehn Mike Marum Sara Whisnant

13* Plant Sale (5/9 & 5/30) – Lucy Claxton and Jon Griffin

Lynell Amundson Billie Bevers Betty Bates John Blair Patricia Bosh Vicki Carter Phyllis Collins
Ted Cunningham Erin Chambers Linda Courtney Al Deichsel John Dunning Natalie East Lynn Harrelson
Jane Hendrickson Patti Gibson Phyllis Hull Dale Hurley Debbie Hunt Greg Kehn Jeri Kay Lesneski
Marge Lippincott Carole Lowman Shirley Lutz Betty Manes Roxanne Olson Mary Ann Pleger Marjorie Pitcher
Barbara Rafano Sara Pursley LaDonna Slack Pan Starnes Alice Richter Renee Reinhardt Chuck Tadlock
Karen Ward Sara Whisnant Vona Williams Harvey Williamson

14* Youth Workshop – Diane Mattoon

Betty Bates Patricia Bosh Patti Gibson Wanda Hamm Greg Kehn Terri Phillips Mary Ann Pleger
Barb Rafano LaDonna Slack

15* Cowlitz County Fair volunteers

Betty Bates Jo Beckett Billie Bevers John Blair Patricia Bosh Erin Chambers Lucy Claxton
Julie Cook Linda Courtney Jack Courtney Ted Cunningham Caroline de Bruyn Carmela Dalinger Natalie East
Linda Evans Patti Gibson Jon Griffin Wanda Hamm Sheila Haney Phyllis Hull Jeri Kay Lesneski
Marge Lippincott Betty Manes Phyllis Collins Diane Mattoon Linda Newton Roxanne Olson Terrie Phillips
Marjorie Pitcher Mary Ann Pleger Barbara Rafano Karin Stormo Chuck Tadlock Maryetta Traub Tom Welch
Sara Whisnant Vona Williams Harvey Williamson

16* Flower Arrangement Class – Marge Lippincott

Colleen Callahan Lucy Claxton Patti Gibson Diane Mattoon Maryetta Traub

17* MG Youth Camp - Patti Gibson

Betty Bates Jo Beckett Patricia Bosh Ted Cunningham Lucy Claxton Carla Coffey Carmela Dalinger
Natalie East Jon Griffin Wanda Hamm Greg Kehn Marge Lippincott Diane Mattoon Linda Newton
Roxanne Olson Terri Phillips Mari Ann Pleger Barbara Rafano LaDonna Slack Karin Stormo Pam Starnes
Chuck Tadlock Maryetta Traub Vona Williams Mara Williams

18* Composting – Tom Welch

Carmela Dalinger Al Deichsel Debby Hunt Maryetta Traub

19* Kessler STEM youth program – Lynell Amundson

Sheila Haney Lynn Harrelson Jeri Kay Lesneski

20* Hypertufa Class – Phyllis Collins

Lynell Amundson Ted Cunningham Carmella Dalinger

21* Youth Workshop – Diane Mattoon

Betty Bates Wanda Hamm Terrie Phillips

22* Composting – Tom Welch

Ted Cunningham Natalie East Greg Kehn Jeri Kay Lesneski

Loowit High School Garden – Carla Coffey

Greg Kehn Roxanne Olson Pam Starnes

Appendix F

Research Guidelines for Master Gardeners Articles and Presentations

1. Keep It Local

Include regional keywords such as 'Washington' or 'Pacific Northwest' in your search.

Gardening recommendations from other parts of the country may not be appropriate for our Pacific Northwest regions. Other parts of the country have different soil, weather and pests. Even if pests are the same, they behave and are managed differently in different climates. If possible limit gardening research to the Pacific Northwest region (Washington, Oregon and Idaho). That being said, there are many useful extension publications from universities in other regions such as Cornell and Purdue Universities. For more general plant propagation or landscaping topics, these resources may provide you with valuable information. Just keep in mind, that our local climate and soil may produce different results.

2. Keep It Science-based

Limit your search to university websites ('.edu' domain names) by typing 'site: .edu' into the search field after your keywords.

As Master Gardener volunteers, you are representing Washington State University and it is important that information in articles and presentations be science-based. This is especially important for the pest management. A list of approved references for pest management is available at <http://mastergardener.wsu.edu/approved-references-for-pest-management-recommendations/>. Contact your program coordinator if you are unsure whether a reference is science-based.

3. Keep It Focused

Try multiple keyword combinations. Putting quotation marks around multiple words will search for that exact sequence of words. Additional keywords are often listed under the detailed record listing and are especially useful in narrowing your search efforts.

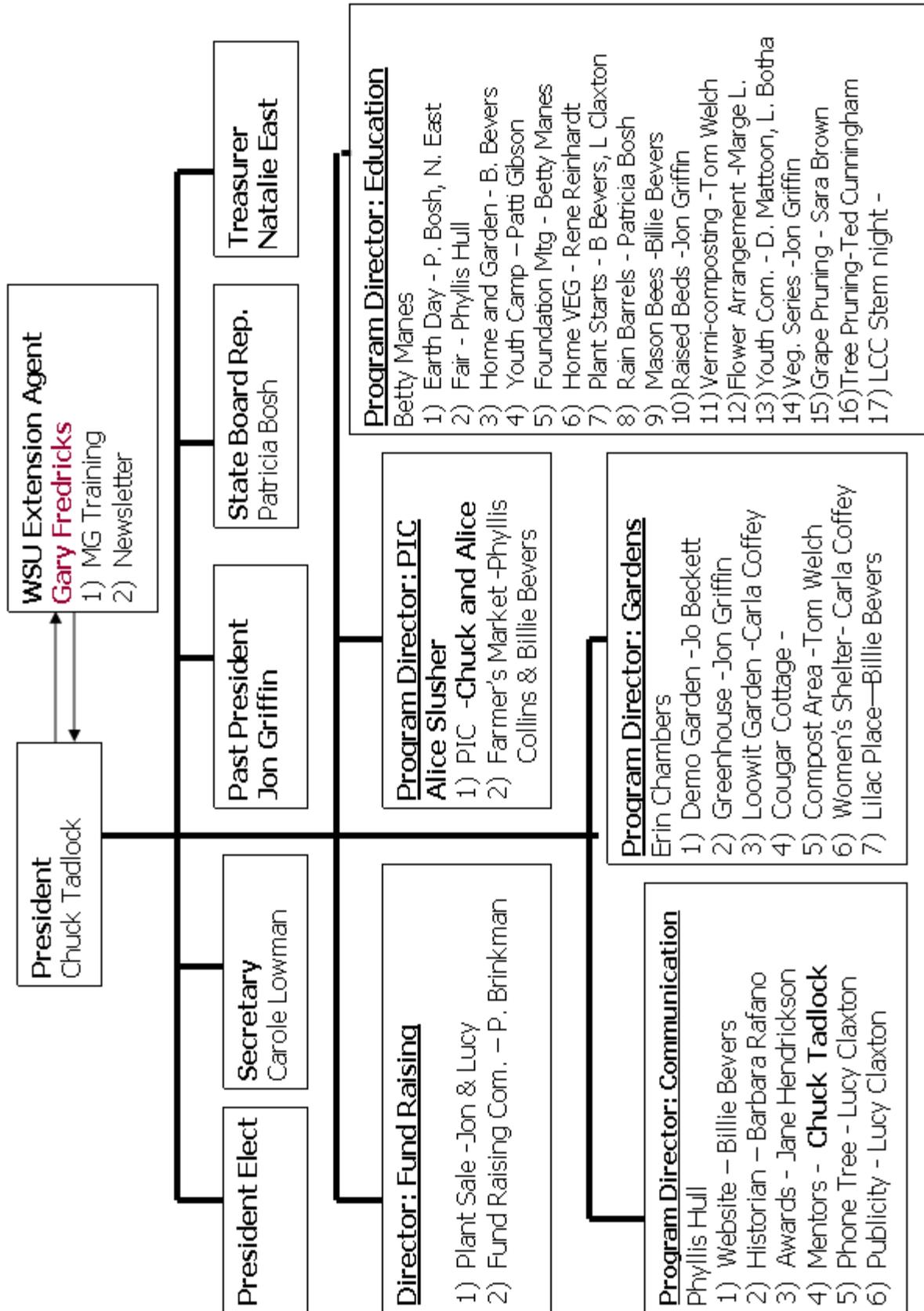
It is easy to become sidetracked by the sheer volume of information available online. By limiting your keyword search by region, sites with '.edu' domains and keyword combinations, you should be able to maximize your research efficiency.

4. Keep It Old School

If you are completely daunted with navigating the web alone, go to your local library for help! Librarians are trained to help access both online and print materials.

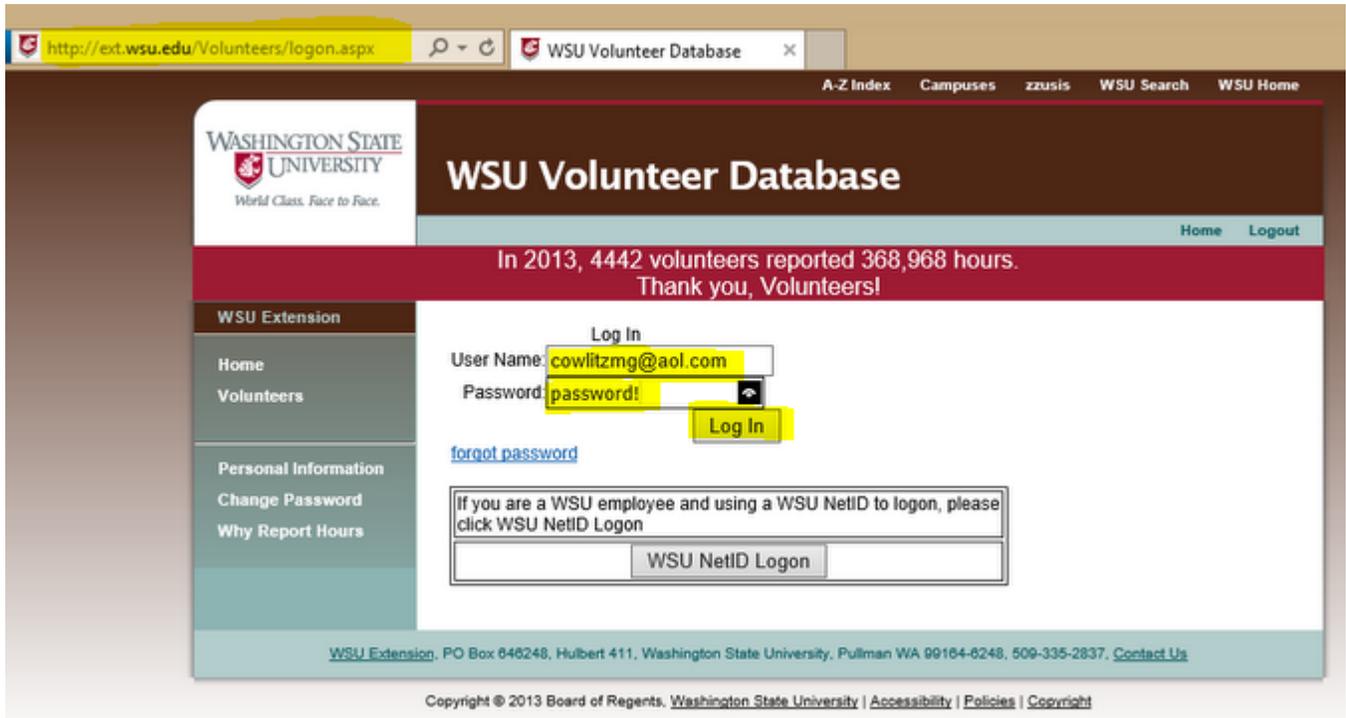
Books and other printed material are a great resource for gardeners. Most books have been subjected to more rigorous fact-checking during publishing than online information. However, information in books can be outdated and inappropriate for our region. Keep in mind the publication date and author's location.

Cowlitz County Master Gardener Foundation Board - 2016



Appendix H

How to Report your MG Volunteer Hours



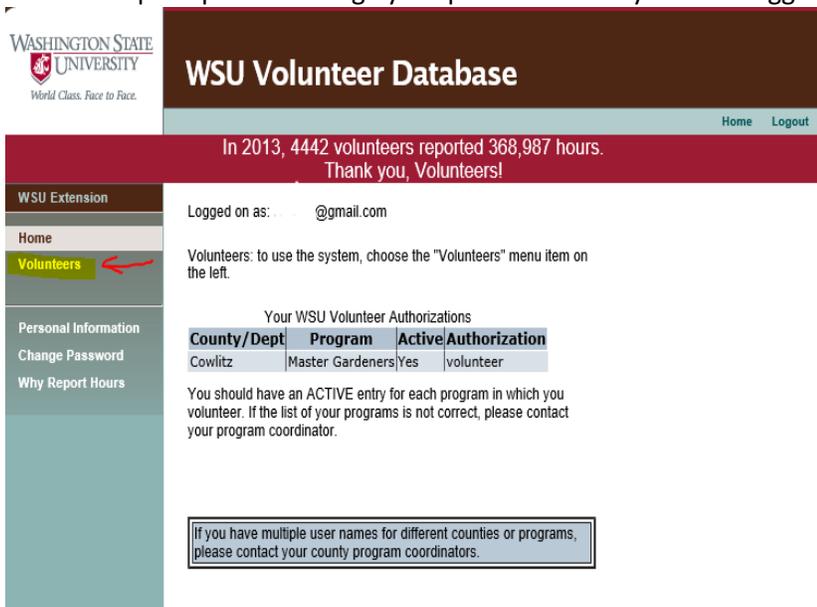
Type the following URL into the address bar at the top of your browser window:

<http://ext.wsu.edu/volunteers/logon.aspx>

Your user name: your full email address (E.g., cowlitzmg@aol.com)

Your password: password! (don't forget the exclamation point at the end)

You will be prompted to change your password after you have logged on.



WASHINGTON STATE UNIVERSITY
World Class. Face to Face.

WSU Volunteer Database

Home Logout

Logged on as: alslush@gmail.com

Volunteers: select from the follow menu items on the left to use the WSU Volunteer System.

Menu Item	Task
Enter Activity	Record new volunteer activity by program, category, and date.
View/Edit Activity	Modify or delete volunteer activities that you entered earlier.
Program Supervisor	Check and possibly change the person entered as your program supervisor.
Report	Take a quick look at the data you've entered for the specific time period you select.
Personal Information	Revise the your personal information (e.g. email, address).
Change Password	Change your password.

WSU Extension, PO Box 646248, Hulbert 411, Washington State University, Pullman WA 99164-6248, 509-335-2837, Contact Us

Click on "Enter Activity."

Home
Volunteers
Enter Activity
View/Edit Activity
Program Supervisor
Report - My Hours
MG - Hours
Report - State

Personal Information
Change Password
Why Report Hours?

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department: Cowlitz Location of Activity: Cowlitz

Program: Master Gardeners Activity: Answer/Plant Clinic

Specific Activity Title: In-clinic work

Select a Date: April 2014

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Start Time: 9:00 AM End Time: 12:00 PM Elapsed time: 3 hours

Enter your total contacts for each classification.

Female	Male	
2	3	White
		Black/African American
		Hispanic/Latin Origin
		Asian/Hawaiian or Other Pacific Islander
		American Indian/Alaska Native

Combined total: 5

Save Clear the form

Each of the fields highlighted in the screenshot need to be entered. Note: if you are entering an activity for the current date, it will be outlined in the calendar. You must still click on the date for it to work--the date you choose must have a gray background when clicked.

Home Logout

Logged on as: alslush@gmail.com

This entry was saved. You can use this page to add another entry, logout, or select another menu item from the menu on the left. Click to close this box (optional).

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department: Cowlitz Location of Activity: Cowlitz

Program: Master Gardeners Activity: Answer/Plant Clinic

After all the fields are completed and you have clicked, "Save," you will see this message that your entry was saved. If you have made an error, it will prompt you to try again.

Appendix I

WSU-Cowlitz County Extension Master Gardener Program

E-Mail Usage Guidelines

Policies and Procedures Regarding Email Communications

Email is one of the most commonly utilized media to transmit information among colleagues and from WSU personnel to clientele. Email lists (also known as listserves) can be created by faculty and staff on their individual computers or created through WSU's Lyris system. WSU Extension policies regarding the use and management of email and email lists follow.

- Email should be used in a professional and courteous manner. Proper grammar and professional conduct are expected.
- WSU Extension personnel are responsible for securing their email addresses and are therefore responsible for the content sent from their email accounts.
- Email list owners are responsible for the content transmitted to these lists regardless of the source. Misuse by list members should be dealt with in a timely and decisive manner.
- Use of email lists by non-WSU personnel is permitted, but it is the responsibility of the list owner to clearly define the policies that govern use of these lists by ALL users.
 - Non-WSU personnel using WSU email lists are subject to all of the same rules that govern WSU employees.
 - Failure to follow WSU policies will result in suspension of their access to WSU email lists
- All WSU email list users must behave in a civil and appropriate manner. Failure to do so may result in suspension of access to the list.
- All information presented in email communications must reflect the mission, values, goals and standards of WSU Extension and comply with all local, state, and federal laws including, but not limited to, copyright, libel and indecency statutes.
- All WSU email list users must abide by local, state, and federal law. Additionally, users should never recommend or advocate for a position or practice that violates any such law.
- Email lists must never be used by either WSU employees or guests to advocate for a specific political point of view or support for candidates for political office.
- Email lists should never be used to distribute non-science based information unless the information is put into context by including a 'preamble' indicating the limitations of the information.
- If a person uses a WSU email list to voice a personal opinion, this should also follow a context statement 'preamble' explaining that the following is the opinion of the person and does not necessarily reflect the policies or institutional viewpoints of WSU or WSU Extension.
- WSU email lists should never be used to broadcast an advertisement for a non-WSU event without a context statement explaining that the event is not a WSU or WSU Extension event. Blindly forwarding an advertisement may be seen by others as endorsement of the event.
- WSU email lists should never be used to advertise ANY commercial product, service, or political viewpoint. Any language that may be construed as an endorsement should be avoided.

- WSU Extension email users should not provide links to .com (dot com), .net (dot net), or .org (dot org) web sites including links embedded in attached documents unless the following conditions are met.
 - The information provided on the site is appropriate, unbiased, science-based and is of high quality.
 - The site does not promote a specific political belief or support specific political candidates.
 - The site does not advocate for any action that is in opposition to existing local, state, or federal laws and/or regulations.
 - The site provides a solution to a software or computer problem whereby the manufacturer is providing a specific service to those with software licenses or those who possess specific hardware.
 - The link to the site is an appropriate citation. In these situations, it must be clear that this is a citation and not an endorsement of products, services or views expressed on the .com, .net, .org site.
- When external web sites are referenced, the following disclaimer must be displayed clearly on all pages containing external links.

Some WSU Extension websites provide links to external sites for the convenience of users. These external sites are not managed by the WSU Extension. Furthermore, WSU Extension does not review, control, or take responsibility for the content of these sites, nor do these sites implicitly or explicitly represent official positions and policies of WSU Extension.

- Under no circumstances should WSU personnel use email or email lists to recommend products or services or companies when clear competitive options exist. No preference should be shown to lenders, equipment dealers and manufacturers, consulting services, or any other product or service providers. Endorsement of products or services is implied when links to .com, .net, or .org sites are provided without a disclaimer or context statement.

Any exceptions to this policy must be approved in advance by the Associate Dean for WSU Extension.