

Pierce County Master Gardener Frequently Asked Questions

1. Question: How do I find out who the clinic captains are and how to contact them to work a certain clinic?

Answer: This information along with other important program information is kept on our sharepoint site. Directions for how to access the website are at the bottom of this document. It's a password protected site in order to keep MGs' private information safe as well as insuring this information only reaches MGs and not the general public. Other items on our sharepoint site include:

1. Current Membership Roster
2. Continuing Education Schedule
3. Archived Newsletters
4. Master Gardener Foundation of Pierce County Meeting Minutes, Board Information and other Foundation related documents including reimbursement forms
5. Calendar of events for MGs only (to include the monthly CE schedule, MG only meetings, garden workdays, annual trainings schedules, etc.)

2. Question: Are veteran MGs required to put in 10 hours in the Demo Garden or is that just interns?

Answer: Only interns are required to put in 10 hours at the demonstration gardens.

3. Question: I have done some MG related work at home (balancing cashier's reports; totaling book sales receipts; creating signs; etc.). Does that count toward MG hours?

Answer: Yes, when you are doing work from home that includes things like the above mentioned, they will be counted under "Program Support" in the online WSU Volunteer Database.

4. Question: What is meant by Specific Activity Title on the WSU Volunteer Database? Should I fill that in?

Answer: These codes are still being developed. MGs will be expected to begin practicing reporting to these codes in January of 2012, once these codes are in place. This will make reporting at the end of the year much easier and allow the Pierce County MG administration to streamline our databases.

5. Question: A. If I participate in a clinic and my hours are entered on the clinic sheet, do I still need to enter my hours in the WSU Volunteer Database?

B. How do I determine the ethnicity of the people I've spoken with as well as the subjects that I discussed with them?

C. Do I need to enter the contacts as well?

D. If so, and another MG has already recorded them, isn't that double reporting?

Answer: A. While your hours are recorded through the clinic count sheet, they still need to be recorded in the online database. If we can get all MGs reporting to the Online Database, the clinic count sheets will not be entered into the Pierce County MG database, but reconciled with the online database.

B. Please use your best guess when determining ethnicity of clients. Also, continue to note questions or topics discussed on the clinic count sheet so these can be tracked.

C. Yes, but use your best guess. Do not worry about accuracy.

D. Yes, but WSU is not concerned with double reporting. Should you and another MG help somebody or teach a class, you should both count the number of contacts (participants) in the database.

6. Question: How do I maintain certification?

Answer: WSU Pierce County Master Gardeners commit to 35 total hours of volunteer work each year.

Each of the four criteria must be met every year!

- **Twenty five (25) of those hours** go toward outreach programs and program support. The majority of those hours (13) are required to be in public contact (such as Answer/Plant Clinic, Youth Outreach or Other Outreach Delivery). Other ways MGs earn volunteer hours include program support and demonstration garden support.
- Master Gardeners are also required to attend **10 hours of continuing education** classes either provided by the Master Gardener Program, WSU Extension, or as defined by the WSU State Master Gardener Program.
- It is mandatory that **every** Master Gardener record their hours on a monthly basis in the [WSU Volunteer Database](#).
- *Turn in a reapplication every year by December 31st. If this is not received in a timely manner (by January 31st), MGs will automatically be:
 - resigned from the program
 - not included in the roster
 - not allowed to participate in MG events

*No exceptions!

7. Question: How do I find out what's going on in the program?

Answer: Toward the beginning of every month an email is sent out by the program coordinator that includes important MG announcements. The email is called "PCMG Announcements." It's important that if your email address changes, you let the office know (and Dee McRee at dpmcree@msn.com) as soon as possible so we can be sure you're not missing important announcements. It is also important that you check your spam (or junk) mail settings inside your email server to be sure the emails are not being blocked by your email service.

If you do not have email, you must notify the MG Data Entry Team at mg.data@wsu.edu or call them at 253-798-3234 to let them know that you need to receive the newsletter via regular mail and that you need help recording your volunteer hours in the online database. Please note, this option is for MGs without a computer or internet access only.

8. How do I access the PCMG Only SharePoint Site?

Answer:

1. Open your browser.
2. In the address box at the top of your home page, type: county.wsu.edu/pierce/mg/. Press "Enter." The Pierce County Master Gardener page will open.
3. In the menu on the left hand side, find "Master Gardener" and click on that. A page titled "WSU Pierce County Master Gardeners" will open.

Master Gardener Program

4. In the main body of that page, find “Master Gardener Tools – for Current Master Gardeners” and click on that. A page titled “Master Gardener Quick Links” will open. Find “Master Gardener Sharepoint Site (For Master Gardeners Only)” and click on that. The window requesting your username and password will open.
5. Enter “ad\pierce.mg” under “username” ignoring the quotes. Enter “PCMGsrgr8!” for the password, again ignoring the quotes. Clicking on the box next to “remember password” is a good idea and may save you some hassle later on. Click on enter. **
6. The Sharepoint Site will now open and you will be able to access what is listed there.

A good way to save time would be to save the address to the WSU Pierce County Master Gardeners to your favorites. To do this,

1. When you are on that page, go to the menu bar at the top of your screen where it lists File, Edit, View, Favorites, etc. and click on “Favorites”. A menu will drop down.
2. Click on “Add to Favorites”. A screen will open titled “Add a Favorite”.
3. Simply click on Add. Then any time you click on the box on your home page that shows “Favorites” (with a star) you will be able to go directly to the site you want.