

Pend
Oreille
County
Master
Gardener
Volunteer
Handbook

January 1

2019



Pend Oreille
County

WASHINGTON STATE UNIVERSITY
EXTENSION

Pertinent information
for Pend Oreille
County Master
Gardeners

PEND OREILLE COUNTY MASTER GARDENERS

VOLUNTEER HANDBOOK

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INTRODUCTION

Almost all of the information you will need to be a Master Gardener can be found in the Washington State University Master Gardener Handbook available at the WSU Master Gardener website (<http://mastergardener.wsu.edu>). However, every County Extension Office in the State of Washington is different and organizes their Master Gardener program in a variety of ways to better meet the needs of their individual communities. This Volunteer Handbook provides additional information you will need to perform your Master Gardener duties here in Pend Oreille County.

Please remember this handbook is a work in progress. The Extension Office is always interested in updating information to better help the Master Gardeners fulfil their missions and goals so we will be constantly improving this handbook to better serve your needs. Please feel free to contact me with your questions and suggestions for additional information that you would like to see included in this handbook.

Thanks to all the Master Gardeners who have contributed to this handbook; especially Jan Wood who wrote the initial version.

Dixie Chichester
Master Gardener and 4-H Program Coordinator

MISSION/GOALS/OBJECTIVES

WSU/PEND OREILLE COUNTY MASTER GARDENER MISSION

The mission of the Pend Oreille County Master Gardeners is to work as volunteers to share our passion, resources, and knowledge of gardening by offering educational opportunities to the community. We, as a team, shall provide science-based information while maintaining respect for the natural order and, at all times, hold ourselves to the highest standards of knowledge and professionalism.

WSU/PEND OREILLE COUNTY MASTER GARDENER PROGRAM

GOALS AND OBJECTIVES

GOAL 1: DELIVER GARDENING EDUCATION TO ADULTS

The Pend Oreille County Master Gardeners shall provide gardening education to the adults in Pend Oreille County and the surrounding community.

1. Master Gardeners shall organize and teach classes, tours, demonstrations, workshops and conferences to deliver gardening education to area adults.
2. Master Gardeners shall readily volunteer to serve as committee chairpersons and committee members to help organize classes, tours, demonstrations, workshops and conferences to deliver gardening education.
3. Master Gardeners will develop, maintain and utilize the greenhouse and garden areas located at the POC Extension Office at 227-A S. Garden Avenue in Newport to host gardening classes, tours and demonstrations.

GOAL 2: DELIVER GARDENING EDUCATION TO YOUTH

The Pend Oreille County Master Gardeners shall provide gardening education to the youth in Pend Oreille County and the surrounding community.

1. Master Gardeners shall work with the Pend Oreille County Food \$ense staff, school staff and other community volunteers to help maintain Food \$ense school gardens as well as participate in delivering gardening education to school students to support the Food \$ense curriculum and activities.
2. Upon request, Master Gardeners shall work with area schools, both public and private, and other youth organizations (4-H, Girl Scouts, Boy Scouts, Campfire, etc.) to provide gardening education during scheduled classes, meetings, day camps and other youth events.
3. Master Gardeners will develop, maintain and utilize the greenhouse and garden areas located at the POC Extension Office at 227 S. Garden Avenue in Newport to host youth gardening classes, tours and demonstrations.

GOAL 3: PROVIDE CONSULTATION SERVICES TO THE COMMUNITY

The Pend Oreille County Master Gardeners shall provide advice and consultation services to individual homeowners as well as displays and demonstrations pertaining to gardening and landscaping at community events where gardening education is appropriate.

1. Master Gardeners shall organize and maintain regular “Plant/Information Clinics” that are open to the public at the Extension Office located in Newport. If Master Gardeners are available, plant clinics shall also be held in selected areas in the middle and northern portions of Pend Oreille County.
2. When enough volunteers are available clinics will also be held at area events such as the Master Gardener Plant Sale, Farmers Market, Lavender Festival, Rodeo, Emergency Preparedness Fair, County Fair and other appropriate venues.

GOAL 4: RECRUIT NEW MASTER GARDENERS

The Pend Oreille County Master Gardeners shall continually recruit new members to perpetuate the Master Gardener program within the County.

1. Master Gardeners shall assist WSU/Pend Oreille County Extension in providing Master Gardener training every other year.
2. Master Gardeners shall design, print and make available appropriate brochures, information booklets and applications and make them available throughout the year, especially at Master Gardener classes, workshops, tours and other events.

GOAL 5: CONTINUING EDUCATION

The Pend Oreille County Master Gardeners shall continuously train, learn and educate ourselves to be a team of knowledgeable professionals.

1. Master Gardeners shall commit to the required 10 hours of continuing education each year.
2. Master Gardeners shall help organize and coordinate continuing education classes and events.

GOAL 6: RETAIN MASTER GARDENER TRAINEES, INTERNS AND VETERANS

Pend Oreille County Master Gardeners shall take necessary steps to retain Master Gardener trainees, interns and veterans within the Master Gardener program.

1. Master Gardeners shall organize and maintain a vigorous Mentoring Program to mentor new trainees as they work to become interns.
2. Master Gardeners shall continuously organize and participate in volunteer recognition, team building and social activities to promote and strengthen working relationships and friendships among Master Gardeners.

GOAL 7: SUPPORT THE PEND OREILLE COUNTY CHAPTER OF THE MASTER GARDENER FOUNDATION

Pend Oreille County Master Gardeners shall support the Pend Oreille County Chapter of the Master Gardener Foundation.

1. Master Gardeners shall be encouraged to become members and support the mission, goals and objectives of the POC Chapter of the Master Gardener Foundation.
2. Master Gardeners shall be encouraged to serve as Foundation officers when vacancies arise.
3. Master Gardeners shall be encouraged to attend Foundation business meetings whenever possible.
4. Master Gardeners shall be encouraged to participate in Foundation events and activities.

PROGRAM REQUIREMENTS OF PEND OREILLE COUNTY
VOLUNTEER HOURS REQUIRED

Program Requirement	Master Gardeners	Master Gardener Interns (the year following your training.)
General Volunteer Hours (Program support, educational delivery, Demonstration Garden, etc.)	25 hours of approved community service	40 hours mostly spent in educational outreach activities such as staffing the Extension Office and information booths, or giving presentations, tours, and demonstrations
Continuing Education	10 hours including viewing child safety training	viewing child safety training
Plant/Information Clinic	10 hours required	10 hours required

VOLUNTEER HOURS

- Plant/Information Clinic
- Demonstration Garden: Creating and maintaining our garden for teaching about plant selection, maintenance and sustainable gardening practices.
- Community Garden: Teaching and demonstrating gardening techniques or helping to develop new community gardens. Maintenance of community gardens without an educational component may not be counted for MG hours.
- Youth Outreach
- Storm-water Education
- Other Educational Delivery
- Program Support: Activities approved by our MG coordinator could include helping with administrative work, office clean-up, fundraising events, attendance at planning meetings, etc. The number of support hours may be limited by our MG coordinator.

CONTINUING EDUCATION

- Horticultural courses given by WSU
- Retaking some MG basic training sessions
- Webinars, field trips, and workshops sponsored by Extension
- Classes offered by community colleges, technical colleges and universities
- WA State Dept. of Ag. approved pesticide classes
- Classes taught by associations such as WA State Nursery and Landscape Assoc.
- Time spent doing research preparing a MG presentation which is delivered to the community (Time limit is 4 times the length of the presentation.)
- Other activities including training on presentation skills, meeting facilitation, etc.

ANSWER CLINIC

During the growing season, more of your time will be spent visiting with and doing research for clients that come or call into the Extension Office who need assistance with plant, insect or general gardening problems. MG volunteers are limited to giving advice to home gardeners. If a commercial grower requests help or information they should be referred to the County Master Gardener Coordinator. Volunteers are also not authorized to provide legal opinions. Volunteers are required to give an integrated pest management approach which includes information about cultural, mechanical, biological and chemical methods. Recommendations must be made from home and garden sections of relevant current WSU Publications or other WSU approved recommendations for home garden use.

When diagnosing plant problems, volunteers should use language such as, "The problem seems to be caused by..." or, "It appears that a cause of this problem may be..." MG shall not endorse any particular product, business, or service. MG should mention a product by its chemical name and then include products from several companies to clarify the recommendation.

MASTER GARDENER PROJECTS OF PEND OREILLE COUNTY

EDUCATION COMMITTEE (CHOCOLATE COMMITTEE)

Supervisory Committee: Sue Lynn, Barb Bateman, Janet Kobylarz, Vickie Green, Pandi Gruver

This committee supervises all adult education for the general public including classes, tours and events at the Extension Office Meeting Room; the Demonstration Garden and the Greenhouse. The Master Gardeners offer gardening classes to the community throughout the year. These may take place in a classroom setting or in the demonstration garden or greenhouse. The Extension Garden is located just northwest of the Extension Office building at 227 S. Garden Avenue in Newport. The garden is used as a living classroom as Master Gardeners teach gardening techniques to the public. The Extension Greenhouse is located just adjacent to the Demonstration Garden and the Extension Office building at 227 S. Garden Avenue in Newport. The Greenhouse is also used as a living classroom for Master Gardener classes and events as well as other Master Gardener projects such as growing plants for the plant sale; housing plants for other projects and storing equipment. The greenhouse requires educational development and constant supervision and maintenance during the growing season.

Master Gardeners may assist in organizing classes by taking on the different roles of presentation, publicity, registration, refreshments and general organization.

YOUTH/SNAP ED SCHOOL GARDENS

Project Leader: Open

All three school Districts in Pend Oreille County have a Food \$ense School Garden. The Master Gardeners assist the Food \$ense staff by working with kids in the gardens during class times and maintaining the gardens outside of class time. (For Master Gardener/Food \$ense Volunteer Job Descriptions see page 15.)

ANSWER CLINIC

Chairperson: Jane Bolz

Supervisory Committee: Jane Bolz, Kamori Cattadoris, Marge Helgeson, Jim Conrad, Traci Conrad

Each Master Gardener is expected to sign up to work at the Extension Office for Answer Clinic for 10 hours each year. Master Gardeners work together to answer questions from clients regarding gardening, plant ID or other environmental issues. Work during answer clinic includes contacting clients, plant/weed research, office organization, developing program media such as flyers, brochure and signs, organizing class materials, developing class curriculum, working in the Extension garden and greenhouse, updating the website, writing news releases, blogs and gardening newsletters, etc. Answer Clinic hours may also be earned at the Farmer's Market, County Fair, and other community events that are approved by the Master Gardener Coordinator.

Each Master Gardener will sign up for at least 10 hours of Answer Clinic duty during the required Clinic trainings in April and May. If you are unable to attend plant clinic during your assigned time, you must contact the Plant Clinic Chairperson to arrange for a substitute for that time you will be absent. For safety reasons, Master Gardener clinics must be attended by at least two Master Gardeners. No Master Gardener should be by themselves in the Extension Office building.

GARDEN TOUR

Project Leader: Kay Bettencourt

Each year, our Master Gardeners organize and implement a Garden Tour, usually the first Sunday in August. The most beautiful and/or educational gardens in our community are selected to be on the tour which is usually followed by a catered dinner in one of the gardens.

OFFICE STAFFING

Project Leader: Dixie Chichester

Some of your volunteer time may involve staffing the Master Gardener desk or the volunteer work room at the WSU/Pend Oreille County Extension Office. Most of this time will be spent on working on Master Gardener projects such as PowerPoint presentations, displays, organizing classes or assisting the Master Gardener Coordinator.

PEND OREILLE COUNTY FAIR

Project Leader: Marge Helgeson

Master Gardeners set up an information table in the Horticulture Building as well as assist the Horticulture Building Superintendent. When possible, Master Gardeners are on hand to answer gardening questions and visit with fair attendees.

COMMUNITY EVENTS

Project leader: Open

Throughout the year, the Master Gardeners set up displays and participate in different community events, such as Community Festivals, Farmers Market, Volunteer Fair, Festival of Trees, etc. This participation is based upon the availability and the willingness of individuals and/or Master Gardener teams to participate.

MASTER GARDENER NEWSLETTER –

Project Editor: Open

“Gardening in Pend Oreille” newsletter is published quarterly and sent out via e-mail to a mailing list.

MASTER GARDENER EQUIPMENT

All Master Gardener computers are to be kept at the Extension Office. If you require taking the lap top home, special permission must be obtained, and check-out procedures followed.

MAIN LAP TOP COMPUTER

The Master Gardener laptop was purchased with POC MG Foundation funds is to be used for Master Gardener or Master Gardener related programs and is not to be used for individual Master Gardener’s personal business.

Password: 1234

LAP TOP

The second laptop available is the Dell computer located in the Extension Office work room. This computer was donated by Extension and may be used for other Extension projects as well as Master Gardener projects.

Password: GardEN.1

CHROME BOOK

The Chrome Book was purchased with MG Foundation funds and should be used only for Master Gardener projects.

Password: poc***3mg

DIGITAL MICROSCOPE

The digital microscope is to be used for Master Gardener or Master Gardener related programs and is not to be used for individual Master Gardener's personal business. The microscope is kept with the laptop in the locked filing cabinet.

SOIL BLOCKER

The soil blocker is available for Master Gardener classes and demonstrations but is also available for individual Master Gardener use. When checking out the soil blocker, please sign the check-out sheet and make sure to sign in when you return the soil blocker. Please do not keep the soil blocker longer than one week.

ADDITIONAL PEND OREILLE COUNTY MASTER GARDENER INFORMATION

VOLUNTEER DATA BASE

Each Master Gardener Volunteer is required to log all volunteer hours onto the WSU Volunteer Database. Your Username is your e-mail address. The password is password! (Don't forget to add the exclamation point.) Once you have logged on you may change your username. Volunteers should log hours as they are completed or at least by the end of the month. Logging your hours entitles you to liability insurance coverage through WSU. If your hours are not logged there is no proof that you are a currently certified Master Gardener.

To document your hours each month enter "The Volunteer Hours Database" at <https://volunteers.cahnrs.wsu.edu/logon.aspx> or contact Dixie Chichester (509-447-6453) or email her at d.chichester@wsu.edu

CODE OF CONDUCT

All Pend Oreille County Master Gardeners are required to sign and abide by the "Code of Conduct" agreement. If you feel a fellow Master Gardener is not following our code, write down the date, time, and other event details and report the conduct to our Master Gardener Program Coordinator, Dixie Chichester, d.chichester@wsu.edu at 509-447-6453.

GRIEVANCE POLICY AND PROCEDURES

If a Pend Oreille County Master Gardener, intern, or trainee has complaints or problems of any kind pertaining to the conduct of another volunteer or staff person, that volunteer shall immediately obtain a "Conduct Documentation Form" and submit it to the office. Forms may be obtained and submitted to Pend Oreille County Master Gardener Coordinator, Dixie Chichester, d.chichester@wsu.edu, 509 447-6453. Likewise, if a Master Gardener, Intern or Trainee has additional complaints or concerns, not pertaining to other program participants but to program procedures or other events, these complaints

should be put into writing and submitted or e-mailed to the County Master Gardener Coordinator, Dixie Chichester.

PEND OREILLE COUNTY MASTER GARDENER LIST-SERVE

The listserve is a tool that allows approved Master Gardeners to send and receive e-mail to the entire Pend Oreille County Master Gardener group. It is to be used for legitimate Master Gardener activities not personal use. All gardening information sent through the listserve must be research based. A Master Gardener who does not comply with WSU listserve policies that Master Gardener may be removed from the list. Just add the address to your contact list and use it when you are conducting Master Gardener business. The address is: pomastergardener@lists.cahnrs.wsu.edu

PEND OREILLE COUNTY E-MAIL INFORMATION

Our Master Gardeners have an e-mail address that is to be used when contacting clients and community members on Master Gardener business. Master Gardeners are not encouraged to use their own personal e-mail addresses when contact members of the community concerning Master Gardener business. The procedures to access that e-mail address are as follows:

Go to www.outlook.com to type in the e-mail address and password. (This is set as the current homepage on the Master Gardener laptop.)

Our e-mail address is: pomastergardeners@outlook.com

Password: poc***4mg

EXTENSION OFFICE PRINTING POLICIES

Miscellaneous black and white copies on white paper in quantities under 100 will be provided by the Extension Office free of charge excluding printing required for fundraising project. Printing for fundraising projects should be paid for by the MG Foundation. Any printing project that requires over 100 black and white copies must be paid for by the MG Foundation. The Extension Office will provide only white paper. Colored paper for printing projects must be provided by the Foundation. The Extension Office will print copies over 100 for \$.10 each for one sided copies and \$.15 each for 2 sided copies. The Extension Office does not provide color copies for free but will make color copies for the Master Gardeners for \$.25 each for one-sided color copies and \$.35 each for 2 sided color copies. If you need to make copies contact Beverly Sarles or Dixie Chichester to make arrangements.

EMERGENCY PROCEDURES FOR MASTER GARDENER FIELD TRIPS

POSSIBLE RISKS:

1. Weather – rain storms, snow storms, wind, fire and other environmental events could cause cancellations or interruptions to field trip.
2. Vehicles used for trip may experience mechanical failure.
3. Vehicles may be involved in a road accident.
4. Drivers may get lost and not arrive at the planned destination.
5. Field trip participants may experience illness, injury or other physical problems.

1. Weather

- a. Weather forecasts should be consulted, and the trip should be cancelled if it severe weather is forecasted.
- b. Proper clothing and gear including rain coats, umbrellas, snow boots, coats, and hats should be worn and carried by field trip participants.
- c. Drivers should be briefed with instructions to return to the Extension Office should they determine that driving conditions are unsafe.

2. Vehicles

- a. All vehicles used for the field trip should be in good working order. Gas tanks should be full or near full.
- b. All vehicles should be checked to determine that spare tires and tire changing tools are functioning and available.
- c. All vehicles should include owner's manuals that outline emergency procedures (safety flashers, changing tires, identification of emergency lights, etc.)
- d. There should be at least one first aid kit accompanying the group.

3. Accidents

- a. All drivers should have current driver's licenses, registrations and up-to-date insurance coverage.
- b. All drivers should be experienced and willing to follow all traffic regulations, including speed limits.
- c. All passengers in vehicles shall always wear seat belts while in the vehicle.
- d. If involved in an accident, driver shall follow all proper procedures to:
 - i. Deal with any injuries; call 911 if necessary.
 - ii. If possible, move the vehicle to a safe location
 - iii. Exchange contact information with the other driver/s.
 - iv. Take photos of accident scene
 - v. Contact the Master Gardener Coordinator immediately to determine any additional procedure that must be followed.

4. Lost Drivers

- a. Before leaving for the destination, all drivers should have maps, addresses, and telephone numbers of the proposed destination.
- b. All drivers should exchange telephone numbers.
- c. If a driver does not possess a cell phone, prior plans should be made of where and when to meet to reconnect.

5. Illness or Injury

- a. Before leaving the Extension Office it should be determined where the hospitals and emergency rooms along the intended journey are.
- b. If a field trip participant falls ill or becomes injured during the trip, first aid should be administered and then it should be determined if the person should be delivered to the closest emergency room. If a visit to the emergency room is not required, the injured or ill person should determine if they wish to return to the Extension Office. If they wish to return, the driver will immediately return to the Extension Office.
- c. The Master Gardener Coordinator should be contacted and informed of the early return.

ITEMS TO HAVE ON HAND:

Cell phones
Car registrations and insurance cards
Owner's manuals for vehicles
Maps
Contact information of destination
Locations of hospitals and emergency rooms along the route
List of phone numbers of other participants
Adequate clothing (Sun hat, sunglasses, coats, sweaters, boots)
Master Gardener Name Tag and business cards
First Aid kit
Emergency contact information
Drinking water

WASHINGTON STATE MASTER GARDENER FOUNDATION, PEND OREILLE COUNTY CHAPTER

FOUNDATION OFFICER DUTIES

CHAIR: Conducts quarterly P.O. Chapter/MGFWS business meetings, Board meetings, and the annual budget meeting; works closely with the Volunteer Coordinator; oversees the budget; works with Board members and the general membership as appropriate, and as needed to further the mission, goals and objectives of the Foundation.

CO-CHAIR: Supports the Chair's work, as necessary, in conducting the P.O. Chapter/MGFWS business in the furtherance of the Foundation's mission, and conducts meetings when the Chair is unable to attend.

SECRETARY: Attends Foundation and Board meetings; prepares minutes which will be available to the membership within 10 days after the meeting; prepares Foundation correspondence; maintains records, including an inventory of the Foundation's property; and performs other duties requested by the Chair.

TREASURER AND/OR CO-TREASURER: Keeps records of all financial transactions; serves on the budget committee; supplies financial information and records as required; provides budget, revenue and expenditure reports; assists committee chairs with their budgets; prepares information for the annual audit; and substitutes for the Secretary when needed. These duties may be divided by the Treasurer and the Co-Treasurer at their discretion.

MASTER GARDENER FOUNDATION OF WASHINGTON STATE REPRESENTATIVE: Represents the P.O. Chapter/MGFWS at State Foundation meetings, and relays information between the two entities.

2019 FOUNDATION OFFICERS

Chair:	Loretta Nichols
Co-chair:	Janet Kobylarz
Secretary:	Mary Higdon
Treasurer:	Barb Bateman
Foundation Rep:	Kay Bettencourt/Vicki Green

FINANCIAL POLICIES AND PROCEDURES

The Treasurer and Co-Treasurer shall administer the financial assets of the Pend Oreille Chapter/ MGFWS in accordance with the Organization's By Laws and the following Financial Policies and Procedures.

The Treasurer or Co-Treasurer shall:

1. Hold and maintain in a secure manner, the Organization's checkbook, check register, extra blank checks and all financial records for the current fiscal year (November 1st thru October 31st).

2. Reimburse only those expenditures which meet the following requirements:

A. The expenditure is charged to a currently budget line item/ committee.

B. The expenditure is pre-approved by the committee chair, and the Treasurer or Co-Treasurer is notified by them of the approval prior to a request for reimbursement.

C. The reimbursement request is in the form of a fully completed and signed (by the person submitting it) Transaction Slip to which is attached any bills, invoices or purchase receipts needed to verify the request.

D. The check for reimbursement is signed by two (2) of the currently approved check signers.

3. Upon the written request of a committee chair, make available petty cash to be used temporarily at a specific Master Gardener sponsored event. The committee chair will sign a receipt for the funds received and will be personally responsible for their return in a timely manner to the Treasurer or Co-Treasurer for redeposit at the conclusion of the event.

4. Be the only P.O. Chapter/MGFWS members empowered to make deposits into the bank account of the P.O. Chapter/MGFWS, write checks or make entries into the P.O. Chapter/MGFWS bank account checkbook register.

5. Collect all financial records at the end of a fiscal year(Nov.1-Oct.31) and place them together, labeled with the year and the names of the Treasurer& Co-Treasurer, in the secure storage of the Pend Oreille Chapter/MGFWS.

DONATIONS to the Master Gardener Program of Pend Oreille County through the Pend Oreille Chapter/MGFWS shall be handled as follows:

1. The P.O. Chapter/MGFWS Donation Form is to be completely filled out and signed by both the donor(note if they wish to be anonymous- no thank you note will be sent) and the MG accepting the donation.

2. Checks must be made out to "P.O. Chapter/MGFWS" only.

3. The chapter's EIN# will be furnished to any business donor requiring it for tax purposes. Contact the Treasurer, Co-Treasurer or chair.

4. The yellow Carbon copy is to be given to donor for the donor's records.

5. White Copy:

* If cash or check, attach funds to donation form (in a sealed envelope) and deliver to Treasurer ASAP!

* If non-cash, deliver the donation form to the Secretary with a note explaining the service provided or the items donated (where /how they are being used or stored).

FOUNDATION PROJECTS

PLANT SALE

Project Leader: Vicki Green

OTHER FUNDRAISERS

MASTER GARDENER SCHOLARSHIPS

Project Leader: Open

COLLEGE SCHOLARSHIP PROGRAM

Project Leader: Open

IT/TECH

Project Leader: Jane Bolz

RESOURCES

Books, computer and microscope are available in the lobby of the Extension Office.

Access the MG Handbook online or at the Extension Office.

MG website: <http://mastergardener.wsu.edu>

WSU/Pend Oreille County Extension website: <http://ext100.wsu.edu/pendoreille/gardening/>

Outlook e-mail: pomastergardeners@outlook.com password: poc***3mg

Hortsense: <http://pep.wsu.edu/hortsense>

Pestsense: <http://pep.wsu.edu/pestsense>

List serve: pomastergardeners@lyris.cahnrs.wu.edu

Master Gardener Gardening website: <http://gardening.wsu.edu>

WSU Copyright Policies: <https://ucomm.wsu.edu/wsu-copyright-policy/>

CONTACT INFORMATION

EXTENSION OFFICE AND STAFF

MASTER GARDENER PROGRAM COORDINATOR

Dixie Chichester d.chichester@wsu.edu 509 447-6453

PEND OREILLE COUNTY EXTENSION ADMINISTRATIVE ASSISTANT

Beverly Sarles Beverly.sarles@wsu.edu 509 447-2401

WSU/PEND OREILLE EXTENSION DIRECTOR

Mike Jensen mike.jensen@wsu.edu 509 447-2401

APPENDIX

Bylaws of the Pend Oreille Chapter of the Master Gardener Foundation of Washington State

Article I

Name and Location

Section 1. The name of the Organization shall be the Pend Oreille Chapter/Master Gardener Foundation of Washington State, herein referred to as the Foundation or the P.O. Chapter/MGFWS throughout these Bylaws. The Foundation's location shall be in the County of Pend Oreille in the State of Washington, and the chief place of business shall be the WSU/Pend Oreille County Extension located at 227 S. Garden Ave in Newport, WA, 99156.

Section 2. The business of the Foundation shall be transacted in accordance with these Bylaws, provisions of pertinent State and Federal statutes and relevant sections of the Master Gardener Foundation of Washington State Bylaws dealing with Dependent County Chapters.

Article II

Mission Statement

Section 1. Chapter Mission: The purpose of the P.O. Chapter/MGFWS is fundraising in the furtherance of the Washington State University Master Gardener Program of Pend Oreille County and it's environs. It is not the purpose or intention of this Foundation to carry on business, trade, avocation, or profession for profit. Within the generality of the foregoing, the following purposes are specifically stated:

1.1 To financially support the community educational efforts of the WSU Master Gardener Program in Pend Oreille and it's Environs in it's Mission to provide research-based information, gardening and environmental stewardship, and to financially

promote community service to improve the health and well-being of the citizens of Pend Oreille County and it's environs.

1.2 To provide financial support to further develop the members' horticultural knowledge and skills as well as leadership and teaching skills, and to facilitate an exchange of ideas and information between members of the Foundation through periodic newsletters, meetings, seminars, expert guest speakers, and any other appropriate means.

1.3 To provide financial support to increase the general public's awareness and knowledge of WSU Extension's community horticultural services which are available to the citizens of Pend Oreille County and its environs.

Section 2 This Foundation will not engage in and is not incorporated for any political activity or any activity for the personal gain of it's members or any other party or organization.

Article III

Membership

Section 1. Rights of Voluntary Association: Membership in the P.O. Chapter/MGFWS is voluntary and in no way limits or affects an individual Master Gardener's right to participate in the WSU Master Gardener Program.

Section 2. Membership Classes: There shall be two classes of membership: Active and Associate.

2.1 Active Membership: All Master Gardeners of Pend Oreille County and its environs who have previously completed the WSU Basic MG Training Program, are actively contributing volunteer hours to the WSU Pend Oreille Master Gardener Program, and are in good standing as defined by the WSU

Master Gardener Program Handbook, shall have a voice and one vote at P.O. Chapter/MGFWS general business meetings.

2.2 Associate Membership: Extension Educators and staff working with the WSU Extension Program will be Associate members. Other persons who enrich the objectives of the WSU Master Gardener Program in Pend Oreille County and its environs, or support the mission and goals of the Master Gardener Program in the community may also be granted Associate membership with a majority vote of the active members attending the next Foundation general meeting. Associate members shall have a voice at Foundation general meetings, but may not vote, hold Foundation offices, or be involved in the Foundation's financial affairs.

2.3 Interns: Any trainee, upon completion of the WSU MG Basic Training course automatically becomes an Active Member, if they so desire.

Article IV

Officers

Section 1. The officers of the Foundation, herein called the Board, shall consist of a Chair, Co-chair, Secretary, Treasurer (and Co-Treasurer as needed), and Master Gardeners Foundation of Washington State Representative.

Section 2. Duties of Officers:

Chair: Conducts quarterly P.O. Chapter/MGFWS business meetings, Board meetings, and the annual budget meeting; works closely with the Volunteer Coordinator; oversees the budget; works with Board members and the general membership as appropriate, and as needed to further the mission, goals and objectives of the Foundation.

Co-Chair: Supports the Chair's work, as necessary, in conducting the P.O. Chapter/MGFWS business in the furtherance of the Foundation's mission, and conducts meetings when the Chair is unable to attend.

Secretary: Attends Foundation and Board meetings; prepares minutes which will be available to the membership within 10 days after the meeting; prepares Foundation correspondence; maintains records, including an inventory of the Foundation's property; and performs other duties requested by the Chair.

Treasurer and/or Co-Treasurer: Keeps records of all financial transactions; serves on the budget committee; supplies financial information and records as required; provides budget, revenue and expenditure reports; assists committee chairs with their budgets; prepares information for the annual audit; and substitutes for the Secretary when needed. These duties may be divided by the Treasurer and the Co-Treasurer at their discretion.

Master Gardener Foundation of Washington State Representative: Represents the P.O. Chapter/MGFWS at State Foundation meetings, and relays information between the two entities.

Section 3. Terms of office of the Foundation officers shall be one (1) calendar year.

Section 4. Active members interested in serving in a Board position should notify the Chair before the January general business meeting. Elections will be held at the January meeting.

Section 5. Vacancies occurring on the Board during a current term of office shall be filled by appointment by the Chair, and approved at the next general meeting. If the position of Chair becomes vacant, the Co-Chair will assume the office of Chair, and appoint a new Co-Chair to serve until confirmed at the next general meeting. If an interim appointee nominated by the Chair is not approved at the next general meeting, nominations and an election to fill the vacant position will be held at that meeting. The member so elected shall hold that office until the term of office expires.

Section 6: At the end of each elected term or in the event that an Officer can no longer perform his/her assigned duties for any reason, all moneys, papers, equipment, keys, and any other materials or records belonging or pertaining to the Foundation shall immediately be turned over to the Chair or another member designated by the Board.

Section 7: The Board shall be empowered to enter into agreements with other organizations, to further the business of the P.O. Chapter/MGFWS. Such agreements must be previously approved at a general meeting.

Article V

Meetings

Section 1. All Foundation meetings will be open to the general membership and invited guests.

Section 2. Business meetings of the Foundation shall be held quarterly. Other meetings may be held at the Chair's discretion. Foundation committee meetings may be held as needed. Notification of meetings shall be made to members on the MG list serve, and through other methods of communication as needed.

2.1 The regularly scheduled business meetings of the Foundation will be held in January, April, July, and November.

2.2 At the first quarterly meeting in January, election and installation of Officers, reading of any proposed Bylaw amendments, and a finalized budget summary will be on the agenda.

Section 3. The annual budget meeting will be held in October with a finalized budget for the ensuing fiscal year to be presented at the November meeting. Officers of the Board and committee chairs are requested to attend.

Section 4 The Board will be responsible for establishing and reviewing policies and procedures of the Foundation, and communicating these and any changes to the members.

Section 5. The current edition of Robert’s Rules of Order will be the authority for all questions of procedure at any meetings of the Foundation, as long as they are consistent with these Bylaws and any special rules of order the Foundation may adopt. Meetings are to be conducted in a manner consistent with the code of conduct. The Chair shall be empowered to adjourn any meeting at his/her discretion.

Article VI

Quorum

Section 1. Four (4) members of the Board shall constitute a quorum to conduct business at the Board meetings.

Section 2. At any meeting of the general membership, twenty percent (20%) of active certified Pend Oreille County Master Gardeners shall be sufficient to constitute a quorum for the transaction of business.

Article VII

Finances

Section 1. All monies raised and donations received by the Foundation shall be used to further the mission of the Foundation. No officer or member of the Foundation will receive payment for services rendered over and above expenses incurred as a result of a budgeted presentation event, activity, or project.

Section 2. Fiscal Budget Year: In order to maintain the Foundation’s nonprofit 501(c)(3) status as a Dependent County Chapter of the MGFWS, the Foundation fiscal budget year shall be consistent with that of the MGFWS. No financial reimbursement shall occur for the following fiscal year until the beginning of that fiscal year.

Section 3. Reimbursement requests not pre-approved by the associated committee chair, a committee chair exceeding the allocated budget, and expenditure(s) by any individual member not pre-approved by a majority of the

Board will not be reimbursed, and that amount will be the personal responsibility of the person incurring the expense.

Section 4. Committee chairs may request a budget increase and the Foundation can approve additional funding by a majority vote of the Board.

Section 5. All funds of the Foundation will be held in a P. O. Chapter/MGFWS bank account. Two approved signers are required to disburse funds from this account. The Treasurer will manage these funds in accordance with the Foundation Bylaws and the policies and procedures established by the Board.

Article VIII

Amendments of Bylaws

Section 1. These Bylaws may be altered, amended, or repealed, and new Bylaws adopted as approved at any general meeting.

Section 2. The Master Gardener Foundation of Washington will be notified immediately of any changes and/or additions as required by the laws of the Federal non-profit statutes.

Article IX

Dissolution of the Foundation

Section 1. A final meeting date shall be set by the Board no sooner than twenty (20) days after a majority decision of the Board to dissolve the Foundation, with members notified in the most efficient manner possible. The purpose of the meeting will be to conclude all affairs of the Foundation.

Section 2. Notice of the final meeting date, time, place, and purpose shall be published in the local newspaper(s) for two (2) weeks prior to the meeting, including a notice to any creditors with claims against the Foundation to present their claims to the Board prior to the final meeting.

Section 3. A final audit of the Foundation’s financial records shall be conducted by an independent third party prior to the final meeting. The Foundation Treasurer shall present this report at the final meeting to the attending members.

Section 4. After payment of all liabilities of the Foundation, the remaining assets will be distributed to the Pend Oreille Master Gardener Program.

Adopted this thirtieth day of January, 2016 by the Pend Oreille Chapter/Master Gardener Foundation of Washington State.

WSU MASTER GARDENER/ SNAP ED VOLUNTEER JOB DESCRIPTION

Title: WSU Master Gardener/ Snap Ed Volunteer

Purpose: To provide gardening education based on WSU research to Pend Oreille County youth participating in WSU Food Sense programs and activities at Snap Ed school gardens in Newport, Cusick and Metaline Falls.

Nature & Scope: WSU Master Gardeners make it possible for Snap Ed staff to supplement their nutrition education program with hands-on gardening experiences for youth. Master Gardener volunteers will provide education about the gardening aspects of nutrition education that includes basic gardening techniques; garden planning; soil preparation; seed planting; plant placement; plant care; proper watering techniques; pest control; harvesting techniques.

Requirements:

1. Be a certified Master Gardener, Master Gardener Intern or Master Gardener Trainee.
2. Have knowledge of and experience or skills in basic gardening or other horticulture related areas.
3. Be willing to follow the WSU Master Gardener policies and procedures.
4. Be able to communicate effectively with youth.

Supervision: Master Gardener Volunteers are supervised by faculty or staff in the WSU Extension Office in their county of residence. This includes the Extension Director, Master Gardener Program Coordinator, the SNAP Ed coordinator/director and staff.

ANSWER CLINIC PROCEDURES

OPENING THE CLINIC – 4:30 P.M.

- At least one person from your team must arrive for plant clinic before the office closes for the day (4:30 p.m.).
- Immediately obtain the WIFI password of the day from Beverly.
- Log your arrival time on the MG Clinic Report Form (black 3-ring binder).
- Take the “Plant Clinic Open” sign out of the upper left drawer in the Master Gardener desk and tape it to the outer door of the lobby.
- Prop open the outer door with the wooden door stop. (Beverly will have locked the door when she left.)
- Set up tables and chairs in the lobby if so desired. Tables and chairs may be obtained from the meeting room.
- Retrieve the file cabinet key from the middle desk drawer of the MG desk.
- Unlock the cabinet and get out the MG computers or set up your own computer
 - Password to get into the MG laptop is 1234
 - Password to get into the Chromebook is: poc***3mg
- Get out and set up the digital microscope
- Log on to the MG e-mail program
 - Select “Extension Pro Services” for the WIFI link
 - Open Chrome or Internet Explorer
 - Enter the password for the day into the SOPHOS UTM9 HotSpot pop-up box; check that you accept the terms of use
 - Go to www.outlook.com
 - Type in e-mail address: pomastergardeners@outlook.com
 - Type in password: poc***4mg
- Check for e-mails from clients. If there is an e-mail, get a Plant Clinic Assistance Form and fill out the information so we have a hard copy
- Delete any spam or other unnecessary e-mails from the inbox
- Look for Plant Clinic Assistance Forms on the Master Gardener desk with outstanding questions and begin research to answer questions. There will be three piles. One is the pile of completed forms. The second is the pile of forms that need to be completed. The third will be a pile of blank forms. Make sure to complete all information including putting your name or initial on any notes you make.

CLOSING THE CLINIC – 8:00 P.M. (IF ALL CLIENT QUESTIONS HAVE BEEN ANSWERED AND THERE IS NO ADDITIONAL WORK TO BE COMPLETED, THE CLINIC MAY BE CLOSED AS EARLY AS 6:00 P.M.)

- Place all completed Assistant forms in the completed file. Leave forms that have not been addressed in the “To-Do” pile. Call or e-mail the client and explain that the MGs will try to get to their question as soon as possible. If your team has started a problem but has not finished by contacting the client, your team must take responsibility to complete the form. Do not take the yellow assistant form but determine who will complete the form and that person should then write down the contact information of the client. Put a sticky note on the form telling who will be contacting the client. That person should then come to the office after completing the assignment; complete the form and place it in the “Done” pile.
- Log off all computers. (Do this first because there will often be updates that need to download before you can actually turn off the computer and put it away.)
- Complete all notes needed on the Assistant Forms. Complete the MG Pesticide Survey E-mail address form (Excel spreadsheet located on MG laptop).
- Take down the sign on the lobby door and replace in the proper drawer.
- As a group, complete the Plant Clinic Summary Form for the date of your clinic, located in the black 3-ring binder. (Make sure to fill in the back). Fill in the times you closed plant clinic.
- Turn off all computers, mice and replace on proper drawers.
- Return the file cabinet key to the MG desk drawer.
- Replace tables and chairs if you took any from the meeting room.
- Check lobby, meeting room and desk for any items left out.
- Turn out all lights including lights in both bathrooms.
- Remove the door stop from the outer door.
- Close door behind you.
- Pull on doors from the outside to make sure both are locked.

EXTRA PROJECTS (IF THERE ARE NO QUESTIONS TO ANSWER)

- Review all Clinic forms to make sure all clients have been contacted and information provided is acceptable; if you find a form that shows client has not been contacted, work to complete the research and contact the client.
- Clean/organize MG desk
- Familiarize yourself with Outlook.com. Clean/organize e-mails in inbox (Outlook.com)
- MGs and Interns: Continuing Education, browse gardening.wsu.edu for research on gardening topic
- (Trainees: work on training modules)
- Catch up on logging your hours

HOSTING A CLASS

SIX MONTHS IN ADVANCE

- Determine the topic of your class
- Recruit and confirm class presenter
- With presenter determine date for class
- Determine required equipment and supplies for class
- Reserve venue (Extension meeting room is reserved via Extension Office at 447-2401)
- Reserve or otherwise locate needed equipment

THREE WEEKS IN ADVANCE

- Purchase advertising
- Send out news release

ONE WEEK IN ADVANCE

- Contact presenter to confirm class date and determine equipment needs, etc. for class. Get biographical information so you can write an introduction
- Send driving instructions and a map to presenter
- Secure, rent or otherwise acquire needed equipment for class

DAY OF EVENT

- Purchase or make refreshments
- Pick up equipment and supplies
- Get cash from bank for change (5 fives and 10 ones are usually adequate)
- Arrive at venue at least 45 minutes to 1 hour before scheduled class start time
- Put on your name tag
- Set up table with table cloth in foyer for registration
- Secure cash box and handouts for registration table
- Obtain registration sheet for class
- Obtain pens/pencils for registration
- Set up refreshment table in hall or in meeting room
- Make one pot of hot water and place that water in a thermos
- Make one pot of coffee
- Obtain tea/coffee suitcase from basement
- Obtain napkins, plates, cups etc. from basement (If supplies are low contact MG Coordinator or Foundation Board to get okay to purchase additional supplies.)
- Help MG Coordinator and class presenter set up equipment.
- Set up class chairs and tables according to wishes of class presenter
- Visit with your presenter to discuss times of class and prearrange signals for timing to make sure that the class ends on time.

DURING EVENT

- Secure the cash box
- Start the class on time
- Introduce your speaker
- Be available to assist MG Coordinator and class presenter with unforeseen problems or needs during the presentation.
- Watch the clock and let the speaker know when the class time is up.
- Stand at entrance and thank guests for coming as they leave.

AFTER EVENT

- Assist class presenter in putting away any of their equipment and supplies
- Walk presenter to the door and help carry items to their car
- Thank presenter for coming
- Put away Extension Equipment that was used for class
- Secure the registration sheet and return it to MG Coordinator
- Unplug coffee maker and wash carafe
- Empty hot water from carafe
- Put away all items back in storage bins or suitcase and return to basement
- Put away all table cloths, tables, cash box, pens, etc.
- Monitor building and meeting room and place all trash in trash cans
- Turn off all lights (check the restrooms)
- Lock door



Master Gardener Program

WASHINGTON STATE UNIVERSITY
EXTENSION

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, and national or ethnic origin; physical, mental, or sensory disability; marital status or sexual orientation; and status as a Viet Nam-era or disabled veteran. Evidence of non-compliance may be reported through your local WSU Extension Office.

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