

# Yakima County Orientation Handbook



# Master Gardener Program

2021

## Table of Contents

|  | <b>Page</b> |
|--|-------------|
| Welcome, Mission Statement, History of the MG program                | 1-3         |
| History of the Yakima MG program, Important websites                 | 4-5         |
| Historical Data Sheet for Yakima County                              | 6-7         |
| Basic information for the MG program (please read important changes) | 8-12        |
| MG Policies for Yakima County (new please read)                      | 13-21       |
| Clinic Policies  | 22-23       |
| Plants & Plant Sale Policies (there may be changes due to Covid)     | 24-25       |

### **Individuals that allow the Master Gardeners Program of Yakima County to function smoothly:**

|   |    |
|---|----|
| Acting Extension Director – Tipton Hudson |    |
| Program Coordinator – Claudia Steen, MS   | 26 |
| The Advisory Team                         | 27 |
| The MG Foundation & the Board officers    | 28 |

### **Master Gardener Support Teams / leaders / information:**

- ✓ Teams that answer gardening questions from the public:
  - Diagnostic Clinic      Margaret Morris / Andrea Altmayer      29
  - Farmer’s Market      Ken Tolonen / Clinic team      30
  - Central WA State Fair      Ken Tolonen / Clinic Team      31
  
- ✓ Teams that showcases gardening practices:
  - Demonstration Garden      Skip Brockman / Diana Pieti      32
  - Heirloom Garden      Phyllis Pugnetti / John Strong      33
  - Kamiakin Food Garden      Debra Byrd / Yvette Colfax      34
  - West Valley Food Garden      John Strong / Camille Smith      35
  
- ✓ Teams that are involved in education of the public and other Master Gardeners:
  - Demo Garden Workshops      Virginia Vorenkamp / Angela Galbreath      36
  - Spring Symposium      John Strong / Phyllis Pugnetti      37
  - Curriculum      Claudia Steen / Debra Kroon / Sally Simon      38
  - Speaker’s Bureau      Claudia Steen / Carol Barany      39
  - Writer’s Guild      Carol Barany / Jim Black      40
  - Youth Programs      Annette Olson / Michelle Murphy (sub teams)      41-42
  - Community Involvement      Lindy Sheehan /      43
  
- ✓ Teams that are involved in fund raising:
  - Greenhouse      Lorie Harrison / Camille Smith / Skip Brockman      44
  - Plant Sale      Deanna Husch / Susie Walters      45

- ✓ Teams that help support the Master Gardener program and its members:
  - Newsletter Julie Hunziker 46
  - Publications Amber Knox / Claudia Steen 47
  - Photography / Scrapbook Rod Woolcock / All members / Diana Pieti 47
  - Publicity / Social media John Strong / Lindy Sheehan 49
  - Facilities / Refreshments (if we meet in person) / all MG's need to help 50
  - Audio / Visual equipment Guillermo Rivero / John Strong
  - Garden tours & Field trips Jenny Mansfield / Sheila Gunderson 51
  - Sunshine Jenny Mansfield / Ana Villasenor 52
  - Luncheons (again we will see if we can have gatherings)
    - Soup lunch – Carol Woolcock / Sally Simon 53
    - Picnic in the park – Debra Byrd / Yvette Colfax / Rosebud Guthrie
    - Tomato Fest – Carol Barany / John Barany 54
    - Awards banquet – Claudia Steen / Diana Pieti
  - MGFWS – John Strong / Margaret Morris 55
  - Washington State Advanced Education Conference Information

How to report your volunteer hours (important to read over if you have any questions) 56-62  
 Online Database Activity Entries This will be changed to a GivePulse system soon.

**Important Forms:**

|  |       |
|--|-------|
| Master Gardener Volunteer Position Description   | 63    |
| Application for MG Foundation (turn into the secretary if you are interested in joining) | 64    |
| Non-WSU CE form  | 65    |
| Volunteer hours monthly manual form for reporting hours                                  | 66    |
| WSU Incident Report information - see Program Coordinator for more information           | 67-68 |
| Yakima Co Incident Report form - see Darrell Monroe safety officer                       | 69    |



## Master Gardeners Orientation Handbook

**Welcome – we are happy to have you join our family of Master Gardeners!  
Cultivating Plants, People and Communities Since 1973**

### **Vision**

Highly recognized, diverse and fully supported, WSU Master Gardener volunteers are the go-to resource for communities seeking innovative solutions for their ever-changing horticulture and environmental stewardship needs.

### **Mission**

Engaging university-trained volunteers to empower and sustain communities with relevant, unbiased, research-based horticulture and environmental stewardship education.

### **Our Values**

We value personal and professional **research** and **discovery** because it encourages us to stay current about horticulture and environmental stewardship to meet the unique educational needs of our communities.

We foster and benefit from an atmosphere of **diversity** and **inclusivity** because our differences inspire creative thinking and innovative solutions.

We act with **integrity** because trust, truthfulness and respect create a healthy and positive culture.

We are committed to **stewardship** and **sustainability** serving as ethical and responsible agents of our natural resources, human resources and University resources.

We **collaborate** because together we **empower** healthy and resilient communities.

We are a **dynamic** and **responsive** program where **knowledge** inspires change.

### **Critical Issues Facing Washington Residents:**

- Clean Water
- Wildfire Preparedness
- Pollinators
- Plant Biodiversity
- Nearby Nature
- \* Water Conservation
- \* Local Food
- \* Climate Change
- \* Soil Health
- \* Horticulture Skills

4,000 WSU Extension Master Gardener volunteers give about 300,000 hours of time, valued at \$9.5 million annually. This is more than 10 times the dollar value invested into the program.

### **History of WSU and the Master Gardener Program:**

In 1914 the Smith-Lever Act established the Extension Service as a partnership between USDA, County Government and the Land Grant University. WSU became a land grant University in 1890.

In 1971, WSU Extension agents David Gibby and Bill Scheer working in King and Pierce Counties, WA saw the need for information about plant problems for the home gardeners. The initial response was to get information out via the mass media with a television and radio gardening show put on by Gibby. In 1972 Gibby organized a trial clinic at the Tacoma Mall to see if there was any interest in gardening information. Steve Lorton, NW editor of Sunset magazine featured the clinic. This, however, caused even more demand for information. When the extension agency was not able to keep up with this demand, they decided to recruit and train volunteers to serve the urban audience. As a result there were over 600 applications and 300 were selected and 200 finished training with Ed Hume as an honorary trainee. The Master Gardener title was derived from Germany's "Gartenmeisters" who are highly respected horticulturists in their communities. This is the legacy to which WSU and Master Gardeners must aspire.

The Master Gardener Program was started by the WSU Extension faculty in **January of 1973**. Ed Hume, media gardening expert, was an honorary trainee and provided valuable help in advertising the program and continues to do so. The next step was to develop a training curriculum which at the completion the students must pass a subject matter exam. Sharon Collman was program assistant with Gibby and is credited with building a solid foundation for the program and retired in 2017 as Extension Agent in Snohomish County. WSU then offered non-credit education to all who wanted to become Master Gardeners in exchange for volunteer hours where they serve as community educators for home gardening questions. The earliest clinics were held in the shopping malls in King and Pierce Counties on week-ends where booths were set up and people were encouraged to bring in their questions and plant materials. Blaire Adams replaced Gibby and was based in Puyallup; after many years he was replaced by George Pinyuh who established the MG Foundations throughout the state in 1987. Bill Scheer stepped down as an agent but continued to teach MG classes for the next 20 years and was replaced by Mary Robson who served from 1994 to 2004. Bernard Wesenberg promoted the MG Program nationwide. Many individuals have contributed to the success of the program over the years.

The first State Program Leader was Van Bobbitt who served from 1989-1998, followed by Rod Tinnemore from 2001-2006, Tonie Fitzgerald from 2008-2013, Nicole Martini from 2013-2017 and Jennifer Marquis appointed Program Leader in 2019 to the present.

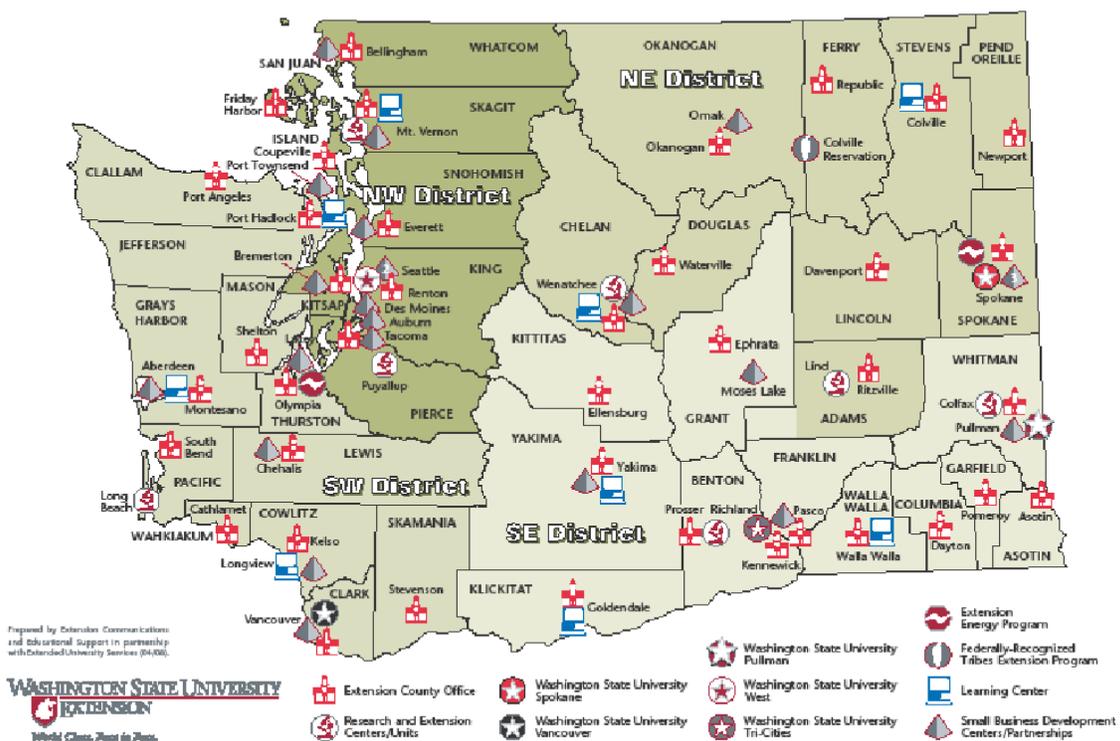
Master Gardeners now have chapters in 33 of the 39 counties of Washington State. Four chapters combine two counties: Benton/Franklin, Grays Harbor/Pacific, Chelan/Douglas & Grant/Adams. The MG website has an excellent WA state map that allows you to click on information about each county.

In the **2018 Impact Report**: There are 4,342 WSU certified Master Gardener volunteers in WA state with over 310,000 volunteer hours reported. In addition they return to Washingtonians more than 10 times the funds expended on the program's maintenance.

The Master Gardener's volunteer concept is so effective that it has spread throughout the United States, several provinces of Canada and is now world-wide. The concept also spread to other Extension agencies.

The purpose of the program is to provide public education generated from research at WSU. Volunteers are trained by WSU faculty and staff to be community educators. WSU Extension Master Gardeners provide research-based scientific information about gardening, environmental stewardship and horticulture topics to individuals and communities of Washington State. We are proud to welcome you to that elite group of individuals.

## Washington State University



## History of Yakima County Master Gardeners:



Our local chapter was founded in **1980** by WSU Extension Agent **Roy Van Denburgh**. He came to this position February 1<sup>st</sup> 1980 and one of his first assignments was to launch a new MG program in Yakima County. At that time only King, Pierce and Spokane Counties had programs and he traveled to Spokane to study their program, which was then under the direction of David Bosley. At the same time, Marianne Ophardt began as Extension Agent for Benton-Franklin County as they collaborated on their programs. Marianne retired in 2016. There was little in the way of a set curriculum for Yakima so they developed a training curriculum, advertised the program and Roy began instructing his first class of 4 individuals in May. The extension office was in room 232 of the Courthouse and classes were held in the conference room. Charter members included Cathy Peters, Herman Moya, Paulette Brown and Harold Rush who in July began their payback hours which primarily consisted of staffing the clinic in the Courthouse. In February of 1981 another class began with about 11 individuals; the popularity increased and even more (37) applied the following year, one of which was Gary Schemp and Meg Pehlke. Roy felt that 30-35 individuals were a good size for subsequent classes; he recalls that he *“liked the eye to eye contact with the interns”* as they learned gardening information. His curriculum included: basic horticulture, entomology, plant diseases, soils, home lawns, impact on the environment, etc. thus giving individuals University-recommended procedures.

By 1985 several more WA counties (Snohomish, Wenatchee, etc) were onboard with MG programs and 40 states had adopted the MG principles. The emphasis was always the clinic where volunteers were present to answer gardening questions from the public. Roy recalls he and Ruth Ames began the Kids Garden at the Arboretum which became very popular as they taught kids gardening practices and allowed them to take the produce home to their families. Marjorie Monschke remembers meeting on the 2<sup>nd</sup> floor of the courthouse and commented that the room seemed small and stuffy! As more members joined and veterans returned for their continuing education, they quickly outgrew the conference room and in 1993 classes were moved to the Arboretum. Marjorie stated that the first plant sale was just a group of MG with station wagons that took the plants they had propagated to Franklin Park to sell; she commented that they were extremely happy with the \$300 that they made. Marjorie received her 20-year certificate and said “the most important thing about Master Gardeners is the friendships you make”.

Jim Corliss recalled “we would meet at the Arboretum from 12-1 and bring our own lunch. Classes began at 1 pm with Roy and the other professors. During the year we would put on an all day Annual Gardening Symposium, now known as the “Spring Symposium” where speakers demonstrated their field of expertise. At first MG sold plants at the Jones Center of the Arboretum and in 2006 began holding the plant sale at the North Yakima Conservation District greenhouse. The *Foundation* began in 1988 with Bonnie Johnson as President and John Schactler as VP, the original By-Laws were written by Mike Richardson in 1995.

Roy retired in 2001 and knows the Master Gardeners Program has enriched his life, and hopes that he and the program were able to touch the lives of each Master Gardener as well. Diana Pieti stepped up to the plate to oversee the program with Marianne Ophardt from BF County. In 1998

Mike Bush was hired as WSU Extension Agent and began work with the MG program in 2005 and retired in 2018.

The classes continued to grow and in 2003 they were moved to the Red Barn at the Ahtanum Youth Park. This was also the location chosen for the Demonstration Garden which was developed from bare land in 2005 to the wonderful garden we see today, thanks again to the dedication of many Master Gardeners. In 2008 the Extension office was moved across the street from the courthouse. In 2012 the move was made to Union Gap where the facility houses the Extension Agents office, a conference room that can be booked for small meetings, the Diagnostic Plant clinic, a lab room in which to do soil pH testing, two computers dedicated to the Master Gardener program, a copy machine for small jobs, many gardening reference textbooks, all our important files, our scrapbooks, and a microscope capable of taking pictures of specimens that have been submitted for identification.

Data on individual Master Gardeners for each year was lacking in those formative years; however, information from Foundation lists, member lists and directories helped to note that from 1994-2005 there were a total of 376 trainees who joined MG with 67% completing the training and many remaining in the program. A few of these early members are still with us today. Starting in 2006, the data was much better. Please review the historical data sheet for details.

### **Important websites:**

As you proceed through the year, these are important websites that you might want to use. [mastergardener.wsu.edu/](http://mastergardener.wsu.edu/). Lots of good information is found on this website.

Our Yakima County local website is [tinyurl.com/yakimamg](http://tinyurl.com/yakimamg)

Our State Foundation website is [mgfws.org/](http://mgfws.org/)  
Advanced Education Conf website is [mglearns.org/](http://mglearns.org/)

Our WSU publications website is [pubs.extension.wsu.edu/](http://pubs.extension.wsu.edu/)

WSU gardening website is [gardening.wsu.edu/](http://gardening.wsu.edu/)

Other important websites you will need as you progress through the class is the WSU's [hortsense](http://hortsense.cahnrs.wsu.edu/home/pestsensehome.aspx) & [pestsense.cahnrs.wsu.edu/home/pestsensehome.aspx](http://pestsense.cahnrs.wsu.edu/home/pestsensehome.aspx). We use these as resources at the diagnostic clinic when answering client questions.

The WSU Extension office is located at 2403 S. 18<sup>th</sup> St. Suite 100, Union Gap, 98903-1637.  
Phone: 509-574-1604, FAX: 574-1601, email: [www.gardener@co.yakima.wa.us](mailto:www.gardener@co.yakima.wa.us)

Our mailing address is P.O Box 10081, Union Gap, WA 98903.

Our classes & many meetings are held at The Red Barn - located at the Ahtanum Youth Park 1000 Ahtanum Rd, Union Gap. Turn south off Ahtanum at the entrance, turn left heading east until you see the Red Barn.

## Historical Data Sheet

| MG Year | Trainees start/finish | Total MG In source | Active MG Emeritus | Additional Information  |
|---------|-----------------------|--------------------|--------------------|---|
| 1980    | 4/4                   | 4                  | 0                  | Roy Van Denburgh PhD - E  |
| 1981    | 11/8                  | 15                 | 0                  | Courthouse classes & Clinic   |
| 1982    | 37/19                 | ? 49               | 1 MG               |   |
| 1983    | ?                     | ?                  | 0                  | Kids garden Arboretum   |
| 1984    | ?                     | ?                  | 0                  |   |
| 1985    | ?                     | ?                  | 0                  |   |
| 1986    | ?                     | ?                  | 0                  | State Foundation began  |
| 1987    | ?                     | ?                  | 0                  |   |
| 1988    | ?                     | ?                  | 0                  | Foundation formed, Bylaws written   |
| 1989    | ?                     | ?                  | 0                  | Program Leader, Van Bobbitt   |
| 1990    | ?                     | ?                  | 0                  | Sat Annual Garden Symposium   |
| 1991    | ?                     | 47                 | 0                  |   |
| 1992    | ?                     | 67                 | 0                  |   |
| 1993    | ?                     | ?                  | 0                  | Arboretum Classes   |
| 1994    | 7                     | 33                 | 0                  |   |
| 1995    | 7                     | 37                 | 0                  |   |
| 1996    | 26/10                 | 34                 | 0                  |   |
| 1997    | 13/7                  | 34                 | 0                  |   |
| 1998    | 17/14                 | 34                 | 1 MG 1 E           | Mike Bush, PhD hired  |
| 1999    | 12/12                 | 54                 | 0                  |   |
| 2000    | 17/6                  | 55                 | 1 E                |   |
| 2001    | 23/16                 | 57                 | 0                  | Roy retired, Diana PC, MG at Fair<br>Program Leader Rod Tinnemore                   |
| 2002    | 24/18                 | 56                 | 4 E                | PS Arboretum, tomato fest, tour of<br>gardens, Writers Guild                        |
| 2003    | 48/27                 | 83                 | 4 MG 1 E           | Red Barn Classes, awards banquet  |
| 2004    | 29/25                 | 84                 | 1 MG 1 E           | MG brochure, WSU/Foundation MOA   |
| 2005    | 24/19                 | 105                | 1 MG 1 E           | Demo Garden, Dr. Bush PC, L&L   |
| 2006    | 31/18+1               | 99                 | 3 E                | Plant sale Cons District, 2-year plan   |
| 2007    | 37/18+4               | 105                | 6 MG 3 E           | Youth Program, Directory, DG MOA  |
| 2008    | 29/11+4               | 95                 | 1 MG 2 E           | Health Bldg Clinic, summer picnic<br>Program Leader Toni Fitzgerald                 |
| 2009    | 32/13+6               | 92                 | 2 MG 6 E           | Online reporting. Eve SS arboretum  |
| 2010    | 32/17+4               | 98                 | 3 MG 5 E           | WSU Angel online, Kelly PC, DG classes,<br>Farmer's Market, Yak mag Carol, SS Davis |
| 2011    | 24/18+1               | 98                 | 6 MG 2 E           | Claudia PC, soup & bread lunch  |
| 2012    | 24/17+ 2              | 98                 | 10 MG              | Union Gap Clinic, Curriculum team   |
| 2013    | 15/11                 | 116                | 8 MG               | Nicole Martini Program Leader   |
| 2014    | 16/10+1               | 120                | 8 MG               | Heirloom Garden, Gina Ord Ext Director<br>Spring Symposium PNWU                     |
| 2015    | 14/8                  | 121                | 5 MG 2 E           | Buena Community Garden  |
| 2016    | 12/6                  | 117                | 6 MG               | Blackboard online, PC paid  |
| 2017    | 12/5+2                | 108                | 5 MG 1 E           | Seed Saving Library   |
|         |                       |                    |                    |   |

|      |           |     |       |   |
|------|-----------|-----|-------|---|
| 2018 | 19/13     | 105 | 13 MG | Kamiakin Community Garden, Gina left  |
| 2019 | 21/14     | 119 | 11 MG | Juvenile Justice program for Youth<br>Tip Hudson, Interim Ext Director<br>Program Leader Jennifer Marquis   |
| 2020 | 19/11 + 7 | 128 |       | Buena CG dismantled, Kamiakin CG to<br>Food Garden, Heirloom Garden to Food<br>Garden for 1 year - COVID-19 |

**Totals**

**105 MG 26 E**



## Basic Information for class:



Trainees should have been contacted by two MG mentors who give their name and contact information. We assign two to each trainee so that at least one will be available at all times and at least one will have had the online training course. Trainees should feel free to ask questions of them or any Master Gardener - things may be a little confusing at first. If trainees have not yet been contacted by a mentor please let the Program Coordinator know.

Some information that should be relayed to trainees by their mentors include:

- We meet each Wednesday; class is held from 12:15-2:30 pm at the Red Barn you should have been given directions. Our Lecture hour is first that is given by a WSU Ext faculty or outside lecturer. After a short break our Second Hour is often given by veteran MGs who want to share their expertise. Scheduling conflicts may change that at times.
- The speed limit at the Ahtanum Youth Park is 10 mph and is enforced.
- Parking is around the Red Barn; the area close to building is reserved for the handicapped.
- Feel free to bring a lunch and eat it at your table. These are not assigned, so sit wherever you like. We encourage trainees to sit with their mentors at first.
- The building is colder in the winter with concrete floors, so dress warmly.
- The chairs are plastic and hard; a cushion is nice to bring.
- We are sustainable; bring a cup for coffee/tea - napkins are provided for snacks at break.

- Volunteers bring goodies each week; feel free to sign up to bring finger food snack items to share.
- Bathrooms & a water fountain are both available.
- Each week everyone needs to sign the **attendance sheet** provided at the back table. Other items of interest may also be present on the table; please take a look around. There is a "free for the taking" table as well, so feel free to donate items or find an item you can use. If no one takes your item, please take it back home.
- Trainees receive a temporary name badge on the first day and Veterans receive a permanent name badge upon certification. It is extremely important to wear it to each class and any MG event especially where you are with the public.
- The first day our photographer will be taking pictures for the MG directory. Smile pretty! Everyone should have already signed a photo release form with your application.
- Each individual has already filled out a personal information sheet for the directory; please ensure your listing in the directory is correct prior to final printing.

An **Online Blackboard orientation** occurs the week before the first official class meeting with the Program Coordinator and their mentors preceded by a luncheon:



- Trainees were told during the “Meet & Greet” to sign up with WSU at least a week before class and pay by credit card, so that they are online when the **mandatory online orientation class** is scheduled.

- Trainees were given a paper with the Blackboard software requirements and hopefully were able to meet those needs. The most important thing is to have a high speed internet and DVD reader. If you don't

have a home computer, come to the clinic or go to a local library.

- Trainees were given the date/time/location for the online orientation by email.
- Mentors were invited and a box lunch provided so all could get acquainted.
- During this class trainees were shown how to get online and how the Bb program works that delivers the online training. The power point pdf is then emailed to all the trainees to answer any questions they may have.
- Trainees were given the important rules for successful completion.
- One of the veteran mentors is an online mentor - if the trainee has questions regarding Bb or the coursework they are to ask them or call or email the Program Coordinator. We also try to pair the students with another veteran mentor so at least one is available at all times.
- Trainees will also receive a power point pdf by email showing how to do the required "Put the Child First" module found on Bb.

An **Orientation** for trainees and veterans will occur for the first class meeting:

- An overview of the MG program and the various teams will be presented by the Program Coordinator.
- The Trainees will introduce themselves and the veterans will be introduced by their class year.
- Introduction of the Foundation officers and brief information on the role of the Foundation in relation to WSU.

- At the break we encourage veterans to introduce themselves to the new Trainees.
- The second hour we will show a power point of the WSU online reporting system of pay-back hours, remember that monthly reporting is required.
- Our safety officer, Darrell Monroe, will speak on important safety issues, incident report form and how to report an L&I claim are found in the back of this manual.
- At completion of the lecture all chairs must be restacked against the wall.
- This 2 hour Orientation will count as 2 hours of *Program Support* and be in a blue color.

### **Titles during the program:**

When an individual begin the 14 weeks of basic training they are referred to as a Trainee, after successful completion of the online class and the formal classes and they continue to contribute 50 volunteer hours and are referred to as an Intern. This includes reporting hours online each and every month. At the successful completion of the internship they earn the title of Certified Master Gardener which will be awarded during our ceremony in December.

### **Subsequent classes:**

- Each week two lectures will be given for the majority of class sessions held Wednesday afternoon that run from the middle of January to the end of April. Our lectures have been designed with the veterans CE in mind. The basic horticulture information is presented to Trainees in the WSU online course. Veterans are always welcome to sign up for the course as updated information has been added as well as it being a wonderful refresher.
- Our first hour lecture is most often a guest lecturer, extension agent or outside speaker with a science-based horticulture topic for CE.
- The second hour is often a Master Gardener who is willing to share their area of expertise. A few of the lecture topics are for fun and a **red color** by the title will let you know that they do not count for continuing education.
- There will be a few lectures that may be categorized under Program Support and will be designated by a **blue color** in the lecture brochure.
- As you enter, be sure and sign in on the attendance sheet provided on the back table. This keeps track of in class hour CE. Trainees are encouraged to not miss more than 2 class sessions, if that occurs then they can pick up the addition CE at either the Spring Seminar (4 evenings in March), DG or HG classes held most Saturdays and the fall Advanced Education Conference.
- Our photographer will be taking pictures the first few weeks for the members Directory. Ensure all your information is correct before it goes to print.
- Announcements are often given before class. It is important to be present for those.
- If you enter when class is in session please be as quiet as possible finding a place to sit at the tables up front. We discourage sitting in the back of the room as it is difficult to hear and see the speaker and their power point presentation.
- It is important to turn all cells phones to vibrate and leave the room quietly to answer any important calls.
- We encourage you to ask questions of our speakers, but we ask that you **save questions until the end of their formal presentation**.
- After the presentation we will open for questions, please keep them relevant to the topic and brief. You need to raise your hand to be acknowledged and may be given our

portable microphone to use. If the microphone is not accessible, please speak LOUDLY so all can hear your question. Now is not the time to use your “meek voice”!

- During class we ask that individuals keep side conversations to a minimum. If business needs to be conducted, take the conversation outside as a way of respecting our speakers and the other MG who would like to hear the lecture.
- Each week trainees need to ensure the online coursework (reading chapters from the training manual) is completed and the open book quiz(zes) have been submitted (the quiz average must be at least 80%). The recommended due date is 2 weeks after assignment. The final exam that should be taken by the end of formal classes and must also be passed by 80%. Although the deadline is October 31st for all requirements.

**Volunteer hours for Trainees/Interns:** When class is in session and the rest of the year you can be putting in your volunteer hours. It is required that you volunteer a minimum of:

**9 hours** at the **Diagnostic Clinic**. At first you will be receiving training on how to properly answer gardening questions from the public. Know a veteran will be with you at all times. After these 9 hours of learning clinic protocols, you will be able to sign up to earn hours at the Farmer’s market or Fair booth answering questions posed by the public (again with a veteran).

**9 hours are required** at the **Greenhouse** gaining plant propagation experience. (This requirement does NOT include volunteer hours at the Plant Sale or the Arts sub team.)

**9 hours** in the **Demonstration Gardens** helping with the planting, care and tending of plants is required (community gardens do not count for this requirement). You need to put in a minimum of 3 hours at the Ahtanum Youth Park Demo Garden and 3 hours at the Heirloom Garden which are both teaching gardens; the last 3 or more are your choice.

The last requirement is a **1-hour communication/education piece**. The whole purpose of the Master Gardener program is to share gardening information with the public. We primarily do this through the Clinic teams, Speaker's Bureau, Youth team, Writers Guild, etc. To meet this requirement - you will choose a mandatory clinic question that you will research (cite your references) and give a minimum 5 minute presentation with your fellow trainees at the Clinic Exercises class that is scheduled in April. You also have the option to write the answer to the question with a minimum of 300 words, cite your references and turn it into the clinic co-leader. If good these may be printed in our MG Newsletter.

You have until the **October 31st deadline to complete 50 volunteer hours**, so try a variety of activities to see what you like best. See the various Team write ups for details.

Sometimes life gets in the way of what we want to do, including the MG training. If you have encountered a problem, please discuss it with the Program Coordinator before you drop from the program - we have a 2-year plan option available.

### **Options for MG Certification for Veterans:**

There is **NO charge** for subsequent years as a veteran - it is all free. In order to continue to be a Certified WSU Master Gardener you must: complete 25 volunteer hours, have 10 hours of continuing education, document these hours by entering them into the WSU data base monthly, return a signed re-application form stating that you wish to continue as an active WSU Master Gardener with a deadline **December**. In addition, background checks will need to be performed every 2 years. If we do not hear from you by then we will consider that you have decided that you do not want to be an active member and will no longer be a WSU Master Gardener.

Some options if you are a veteran and are not able to continue to meet those obligations include:

- We are hoping you choose the first option of remaining **Active**. BUT . . .

- If you are unable to participate actively for one year you can be placed on **Leave of Absence** status for the year. You may only be on leave for one year in order to retain your WSU certification with no obligations. You will remain in the directory and still get our monthly newsletters.
- If it is time to retire; you will be placed on **Alumnus Status**. You will not be included in the MG Directory, your name will be removed from the email list and you have no obligation for volunteer hours.
- It is time to retire, but you qualify for **Emeritus Status**. In order to qualify you must have put in 500 hours of volunteer service or have been active in the Master Gardener Program for 10 years. You will be included in the MG Directory under the Emeritus category and must contribute one hour a year in any capacity of your choice. If you work in any plant clinic venue you must have 5 hours of continuing education.

If it has been over one **year** since meeting your obligations in order to obtain a Master Gardener WSU certification you must: (basically start over)

- a. Fill out an application form and pay the current application fee.
- b. Attend Orientation and be present for the majority of hours of lecture classes.
- c. Sign up for, pay, attend the online Orientation and take the online Master Gardener course through WSU meeting those obligations (unless it has been within 5 years).
- d. Put in the required 50 volunteer hours in the venues required of all Trainees/Interns.
- e. Document these hours by entering them into the WSU data base monthly.

Certain items will be arriving by email to include:

- *The Weekly Dirt* will be emailed every week during class and is important to read before class as it will keep you up to date with what is happening, give follow up on items and state any changes that may have occurred.
- *Monthly Master Gardener's Newsletter* will continue to be emailed to you after class sessions are completed. It will have a calendar of events for the month – a great way to keep organized so you know where you can put in your volunteer hours or obtain CE other than class hours.
- Other announcements from program officials such as the Foundation President and the Program Coordinator will occur prior to the lecture. Be sure and check your email every few days. If your email or phone number changes, it is up to YOU to notify the Program Coordinator.

**Social events** during the year include:

- New member's soup & bread lunch –February date, held in the Red Barn.
- Picnic in the park – summer potluck held August under the trees at the Red Barn.
- Tomato Fest – fall potluck held September in the Red Barn.
- Awards banquet – will be held December at the Red Barn where Interns will receive their certification and veterans will be acknowledged for the hours and/or years of service.

We hope you enjoy your experience with the Master Gardener Program of Yakima County and please let us know if you have any concerns, we want to help you succeed!

## **Master Gardener Volunteer Program Policies and Procedures**

### **Dress Code at Public Events**

MGs are representatives of WSU Extension and should dress in an appropriate and professional manner. This includes always wearing one's name badge when serving as a WSU volunteer. Clothes should be suitable for the activity or location. "Office casual" is appropriate for speaking engagements, indoor plant clinics, and schools. Gardening work clothes are appropriate for demo gardens and some outdoor events. In public events where you may get dirty, for example the Plant Sale, an apron would be appropriate to wear.

MG's should not wear or use the MG title to endorse a product or place of business. Volunteers may list their WSU Extension MG training and experience as qualifications when applying for a job. However, they may not give the appearance of being a WSU Extension MG at their place of employment.

Likewise, when volunteering in MG activities, volunteers may not wear apparel imprinted with nursery or garden center logos, or with lawn and garden service or other gardening business-related trademarks.

### **Pet Policy**

Policy on Non-WSU Facilities. In situations where animals are allowed on the premises or at events, Master Gardeners should respectfully consider the perspectives of others. Members of the public and/or fellow Master Gardener volunteers may have allergies to, and/or not feel comfortable around, certain animals. In situations where animals are allowed, please use good judgment and check with the event coordinator if you have questions regarding bringing an animal to an event. Exceptions to this policy are: 1) Individuals who require the presence of a certified service dog. It is still important to be mindful of other individuals safety in regards to your animal. 2) The event is not for the public AND the team leader has determined that the specific animal is not a threat to other Master Gardeners.

### **Computer Use Accommodations Policy**

Reasonable accommodations are based upon medical disabilities, not skill issues. If you are not able to read the print, there are special screen enhancers to accommodate or text-to-voice option. Access to computers can be resolved with 1) providing a computer that can be used at the Extension Office or 2) providing a list of the free computer access points in the region, for example libraries. Also, we can try to accommodate skill issues by having a mentor assist you through the process.

### **Civil Rights Policies**

Discrimination in all of its forms, including sexual harassment and sexual misconduct destroys mutual respect and a trusting environment, can bring substantial personal harm to individuals and violates individual rights. Such behaviors are prohibited and are NOT tolerated at WSU.

WSU Extension programs and policies are consistent with federal and state laws, regulations, and applicable executive orders regarding civil rights, equal opportunity, and affirmative action. WSU prohibits discrimination on the basis of race; sex; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability; marital status; sexual orientation; or military status honorably discharged disabled veteran, presence of any mental or physical

disability. Because WSU Extension receives both federal and state funds, WSU MG Volunteers may be required to participate in the collection of contact information to verify lawful compliance with affirmative action laws.

### **Cultural Diversity Training**

WSU Extension is committed to non-discrimination for all Extension programs on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To request an accommodation or submit a complaint, please contact the Acting Yakima County Extension Director, Tip Hudson at 509-962-7507.

Beyond non-discrimination, WSU will take specific action to reach out in a positive way to persons who are underrepresented and increase diversity. Our goal is to train all WSU Extension volunteers regardless of cultural diversity and outreach. WSU Extension faculty will hold a few training opportunities. We are also working with the statewide team to develop an online training format hopefully to become available in 2021.

### **Reasonable Accommodations Policy**

Persons with disabilities who require alternative means for communication, program information or reasonable accommodations need to contact the Tip Hudson, Interim Director of Yakima County Extension. All WSU events should conform to ADA guidelines and the Rehabilitation Act of 1973.

### **Child Protection and Vulnerable Adult Training**

WSU Extension remains committed in its efforts to prevent the abuse and exploitation of children and vulnerable adults. In our continuing efforts to assure a safe environment for all program participants, Washington State University Extension is requiring child protection training for all faculty, staff and volunteers working with youth and vulnerable adults.

To register for the training, visit <http://universalvoltraining.wsu.edu/>. Fill in the requested information and press "Submit Request". Or you can go into the WSU website, click on I am a MG volunteer, go to Resources and click on Put the Child First New Registration.

A 20-minute presentation may be viewed at any time at your home or Extension office. Your registration for the training will be kept in the system as proof of your participation.

You will receive an email with your password. Follow the email instructions to complete the log in to the "Put the Child First" Training. You must watch the entire video in order for the site to mark it completed under the "My Training" Tab. New trainees have this in their first module and must pass the quiz.

### **Code of Conduct**

All MGs must sign a Volunteer Position Description that basically states:

As a WSU Extension Master Gardener, volunteers will:

- Represent WSU Extension with dignity and pride.
- Respect all persons with whom they interact as a WSU Extension MG (fellow volunteers, Extension and other county personnel, and the general public).
- Conduct themselves in a courteous, respectful manner and refrain from profanity, harassment, disruptive behavior, or abuse of any kind.
- Provide a positive role model when working with youth.
- Respect and follow WSU, county, and program policies and guidelines.

- Comply with equal employment opportunity and nondiscrimination laws.
- Not consume alcohol, use marijuana, tobacco (including vapor products) or illegal substances while representing WSU.
- Participate as team members within the WSU Extension MG program.

### **Conflict Resolution Policy**

We are a large group that is made up of many different personalities who are working toward a common goal. Like a large family, we need to be able to interact in a positive manner with one another. It is important to communicate with volunteers clearly and regularly about policies, procedures and behavior expectations. Please read over the MG Position Description guidelines for details:

If conflict arises between two Master Gardeners in Yakima County that is of a personal nature it is suggested that:

- 1) If the issue is minor, as adults, we know we need to be tolerant of others and try to accept that individual's uniqueness.
- 2) If the issue is of greater concern or has occurred repeatedly and needs to be dealt with, then it is recommended to try to talk objectively with the individual involved and come to a mutual understanding.
- 3) If that is not appropriate or after talking it does not resolve the issue, then you should contact the Program Coordinator to voice your concerns. If the PC has a solution to the problem then that should be attempted; this may include the PC talking to the other individual about the concerns or arbitration of a meeting with both parties to facilitate resolution. However, if the problem is of great magnitude, the PC may take the issue directly to the WSU MG Extension Volunteer Development Specialist.

If conflict arises that involves several individuals, teams or conflict between Master Gardener(s) OR the issue is a conflict between a MG and outside agencies or individuals AND the issue may negatively impact the MG program it is suggested that:

The pertinent facts in the matter be written down by all parties and submitted to the Program Coordinator who will attempt to brainstorm a plan for conflict resolution that favors the furtherance of the MG program.

It is NOT appropriate:

For personal conflicts of any kind to be brought up as an agenda item at Foundation meetings.  
 For any Master Gardener to maliciously spread gossip about individuals, teams or situations.  
 If resolution of the conflict is not able to occur with an individual or there has been repeated conflicts that continue to negatively impact the Master Gardener program, a final counseling will occur with that individual who may then be asked to terminate their volunteers services by the Volunteer Development Specialist.

### **Guest Policy**

Master Gardener classes are intended for the benefit of Master Gardener trainees, veterans and Emeritus. Occasional visits by guests of MG trainees, veterans and Emeritus are welcome to acquaint them with the program or allow them to attend a class that they think is of particular interest. Any MG trainee, veteran or Emeritus may invite an individual once or twice per year. The Coordinator should be notified of each guest. This policy is not intended to allow for ongoing visits by guests as these individuals should sample a class or two and then sign up for the course for the following year.

## **MG Transfer Policy**

Master Gardener volunteers from outside Yakima County wishing to transfer into our MG program must apply for, and be accepted by, one of two routes:

### 1) Transfers from outside Washington State:

They will follow the same application process as other new applicants with a \$50.00 fee. They must also provide a letter of reference from their previous MG program or a copy of their certification. Individuals must apply for, pay and take WSU Online Training in accordance with WSU policy. They must also attend Orientation and the in-class lecture series. They will then revert to the veteran requirement of 10 hours of CE and 25 hours of volunteer service.

### 2) Transfers from inside Washington State:

They will follow the same application process as other new applicants with a \$50.00 fee. They must also provide a letter of reference from their previous MG program or a copy of their certificate. They must also attend Orientation and the majority of the in-class lecture series. They will then revert to the veteran requirement of 10 hours of CE and 25 hours of volunteer service. The online course, if taken within the last 5 years, will not be required.

## **Reimbursement for Expenses**

When giving a presentation for a group, it is permissible to accept payment to one's local MG program. Volunteers may ask for reimbursement of travel costs or supplies if the supplies are used in projects that the audience takes with them. However, it is inappropriate to accept personal pay for speaking engagements while using the title of WSU Master Gardener.

WSU Extension MGs may teach community education classes for which a fee is charged when this fee covers actual class expenses or is applied fully to the WSU Extension MG program.

When volunteers cease active participation in the WSU Extension MG program, they may not accept compensation for teaching or give presentations using the title of WSU Extension Master Gardener.

## **Mileage Reimbursement Policy**

Master Gardeners are volunteers. Travel expenses are generally considered part of volunteering and not eligible for reimbursement by the Foundation. MGs may claim mileage on their income tax returns per IRS Notice 2014-79 or its current successor. For 2020 this rate is \$0.14/mile.

Three exceptions are allowed:

- 1) If MG are asked to pick up supplies such as plant material for the Greenhouse from a location at least 40 miles from home, the MG may request mileage reimbursement.
- 2) When MG is participating in a state MG meeting as an authorized representative of the Foundation and the location is at least 40 miles from home, the MG may request mileage reimbursement.
- 3) When a MG is to give a lecture through Speaker's Bureau that is more than 50 miles away from Yakima they can request mileage reimbursement.

Any other requests must be submitted to the Executive Board for consideration.

The allowed mileage rate is set by the IRS for "use of an automobile in rendering gratuitous services to a charitable organization" per IRS Notice 2014-79 or its current successor.

### **Clarification of TEAM (Together Everyone Achieves More) and sub-team**

Many years ago the Foundation determined, because of our growth as an organization, that individual Teams would be formed that specialize in one aspect of our Master Gardener mission, for example: Clinic, Youth, Greenhouse, etc. (see list of teams)

It was also voted that no major Team should only have one lead and thus the Co-leader requirement began. The purpose was that if one individual goes on vacation, becomes ill or steps down mid-year that the other individual is still in place to carry out the team mission. Each major Team is also made up of team members who all *work together* to carry out their volunteer mission. Smaller teams may perform their responsibilities with only the 2 co-leaders (Sunshine, Facilities/refreshments, luncheons, etc). A major team can also have 3 co-leaders if needed.

We also have very large Teams that have sub-teams who may or may not have individuals who help lead one of the aspects for example the GH, Youth, Clinic, etc. Youth has 5 schools and key individuals help with a particular school as well as many events. GH has annuals, perennials, veggie, herbs, facilities, safety, etc sub-teams that help with that aspect. These individuals should NOT be referred to as "co-leaders as they are under the umbrella of the co-leaders of that team. Each of these large Team co-leaders are responsible for deciding how their team members interact and if "sub-teams" are necessary. There does not have to be the "rule of two" for the "sub-teams" and Emeritus may be involved in that aspect.

At the completion of the year co-leaders may decide to step down. There is a **policy for replacing co-leaders:**

1) we ask that the co-leader stepping down make suggestions as to a qualified MG they think should replace them, 2) if not we ask the other co-leader who they would like to be their partner, 3) if not then they should ask team members who are qualified and want to step up, 4) at last resort will send an email to all active MGs to try to recruit qualified individuals to step into the open positions. However, it is up to the team co-leaders to fill any sub-teams or key individuals. The Foundation also determined that Team Co-leaders need to be active members as there is often many volunteer hours that must be donated to assure smooth functioning of the team. Therefore MG who have chosen Emeritus status should not be a co-leader of a major team as they often do not want to have these responsibilities. This guideline does NOT apply to the "sub-teams" or being a team member. We encourage Emeritus to do as little as one hour a year or as many as they would like within the team(s) umbrella.

If you have any questions or concerns please contact the Program Coordinator.

### **Friend of MG Policy**

Each individual who applies as a Friend must:

- Have an Active or Emeritus Master Gardener sponsor them.
- The MG sponsor must be willing to take them 'under their wing and be with them at any MG venue or event.
- They have to fill out a Friends Application that states what they can contribute to the MG program and sign a Liability waiver form as they are not covered by WSU L&I.

Categories of Friend Applicants:

1. Spouses or acquaintances of MG who just wish to volunteer on a regular basis at the various MG venues with their sponsor, do not wish to become a MG and will not be attending lectures. If it is just periodic then only a Liability waiver needs to be signed.
2. Spouses or acquaintances of MG that must accompany the MG to venues due to a disability. They may also volunteer to help at the venues (except clinic related venues).

Follow up:

- The sponsor will come before a Foundation meeting and there must be a vote of approval. The Program Coordinator will sign the form that will be kept in the MG's file at the Clinic office.
- Applications will be accepted all year.

### **WSU Facebook Policies**

As social media contributors, we represent the university, and do not have free speech like we do as individuals. We must reflect the university to the public as they wish to be represented and abide by all legal and ethical procedures established by Washington State University. We must protect the integrity of the university in all public discourse, and social media is discourse for all to see.

General rule for content: If the university would post it to the website (wsu.edu), we can post it to social media. Things the university would post to their website: science-based research articles and events. ALL information on social media must be unbiased, educational, and vetted for accuracy (make a careful and critical examination of). It is always better to be “safe” than “sorry”.

Partnerships vs. Patronage: It is okay to post information about us from other business, or other business' information if the post or our language does not encourage patronage. It is okay to promote collaboration, information, or education, but never purchases.

For example, we can say, “Come see us at Job’s Nursery’s spring garden event this Saturday! We will be showing you how to plant bulbs.”, but we could not say anything about their business (“Come shop bulbs at Job’s spring garden event, we will show you how to plant them.”)

Another example of how not to make a statement would be “This tool is available at Lowes or Home Depot or any Walmart.” The correct alternative would be “This tool is available at most national retailers, hardware stores or big box home centers.”

Offer disclaimer information beside any image or video that contains a product. Examples, “Shown in this photo is one brand, but any 10-10-10 all-purpose fertilizer will meet the need.” “For this demonstration, our master gardener used XYZ brand, but any similar brand will work just as well.”

Clarify a personal experience. The visitor/reader may be in a different growing zone or have different weather or soil conditions. “Extension experts suggest the XYZ ingredient/practice is best.” “I have also found that for me, ABC also works, but that is an individual result that may or may not work for you.” – Post signed by Master Gardener.

Pre-approved content sources:

Sources from your land grant institution

Sources from neighboring extension offices.

Sources from extension.org or other land grant edu. source

Other extension publications/social media

Other university articles and publications provided it is applicable to our climate.

Gardening publications like Fine Gardening Magazine are okay but must be vetted for content.

Citing Sources

We need to be careful to not plagiarize words or photos (the more common error). All content created for a post should indicate the source of the photo or information. A simple tagline of coda that is the last part of the post, such as:

Source: Flickr user: UDExtension

Source: USDA

Source Jane Smith, Yakima MG

Unsure?

If you are unsure about any policy or content, reach out to the Social Media Team who can first arbitrate or weigh-in when you are not sure about an opinion or endorsement.

### **Safety and Liability Policies**

Every employee and volunteer has a responsibility to follow safety rules and procedures to avoid accidents and to help identify and correct hazardous conditions. WSU volunteer programs, including the Master Gardeners, account for a significant amount of reported injuries for the University. The largest share of these injuries are related to: (1) Slips, trips, and falls; (2) improper lifting; and (3) cuts, abrasions, and other types of wounds.

To achieve the necessary level of safety, WSU Master Gardener volunteers need to be familiar with procedures and equipment associated with the activity they are leading or participating in and the potential hazards of the activity. More specifically, volunteers must be capable of identifying those activities that have the potential to cause accidents, injuries, or disease exposures.

Once a volunteer has identified accident or injury risks, they must be capable of establishing written or verbal instructions, training, demonstrations, modification of activities, or use of personal protective equipment (i.e., gloves, eye protection, helmets)—that will prevent or eliminate the identified risks and the likelihood of injuries.

If an injury occurs, the volunteer must be prepared to provide an appropriate emergency response to the type and extent of injury. This includes determining the severity of the injury, implementing the proper emergency response, informing the member's emergency contact about the injury, and immediately reporting the injury to program staff or the county director.

Instructional videos on appropriate safety considerations will be made available on the Master Gardener website. These will include modules on (1) slips, trips, and falls; (2) proper lifting; and (3) proper ladder use.

All volunteers must be aware of their surroundings. Regardless of the location, team leaders must provide an orientation on the activity and safe use of all equipment. They must also point out the location of the first aid kit, post the physical address of the site in case an emergency response is needed, and make sure all volunteers are aware of these. If a demonstration garden is located on city, county, or WSU property, a team leader should contact that agency to see if safety committee representation is recommended.

First aid kits must be inventoried on a regular basis, stocked based on WSU recommendations, and inspected to make sure no products have expired.

Pesticides for demonstration gardens must be handled, applied, and stored following all label directions and in accordance with WSU pesticide policies.

### **Workers Compensation Coverage for Injury**

Volunteers currently enrolled in the WSU Extension Master Gardener Program, while acting in good faith within the scope of their official WSU duties, are covered under the WSU workers' compensation coverage through the Department of Labor and Industries (L&I) for injuries/illness resulting from their volunteer activities pursuant to RCW 51.36. Timely entry of volunteer hours into the volunteer database is imperative. L&I coverage may include hospital, physician's care, prescriptions, ambulance, and other associated costs. Loss of income is not covered.

When a workplace accident occurs among WSU employees, volunteers, or visitors, supervisors are responsible for reporting, evaluating, and, when necessary, investigating the incident. Reporting and investigating all accidents is required by state regulations and is an integral part of WSU's accident prevention program. Investigations are conducted to identify factors contributing to the accident and methods for correcting and eliminating these contributing factors.

Report all workplace injuries to your supervisor immediately, and seek medical treatment if needed. Timing is everything: WSU policy requires that all (major and minor) injuries be reported within twenty-four hours. Prompt reporting eliminates delays in benefits to individuals. For injuries that occur over the weekend or after regular business hours (Monday through Friday, 8 am to 5 pm), reports should be submitted the next regular business day after the accident. Major incidents resulting in serious injury (e.g., fracture or amputation), inpatient hospitalization, or death are to be reported immediately.

In the event of an accident, the supervisor completes:

The **WSU Online Incident Report**.

And If...

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

When visiting a healthcare provider, be sure to indicate you were injured on the job and thus this could be a workers' compensation claim.

The most up-to-date information on completing an injury/illness report can be found on the WSU Master Gardener Program website.

### **Independent Activities Not Covered**

Although foundations, associations, and other Master Gardener organizations are valued partners and support groups for WSU Extension programs, they are legally independent of WSU Extension. Therefore, WSU is not responsible for their activities, except for those activities approved by, and for the benefit of, the WSU Extension Master Gardener Program.

Thus, when an individual is involved in an activity exclusively sponsored by a non-WSU organization (that is, without the review and approval of authorized WSU Extension staff or not carried out through Extension), they are not covered by WSU liability or WSU workers' compensation insurance.

### **Liability, Defense, and Indemnification**

WSU and its officers, employees, agents, and volunteers, while acting in good faith within the scope of their official WSU duties (see below), are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.). State statute provides that the state may provide a defense and indemnification for any agent of WSU, including a volunteer, against whom claims are filed. Defense and indemnification at WSU is subject to approval by the WSU Board of Regents. The requirements for acting in the official capacity of a WSU volunteer (and, therefore, being covered by WSU liability insurance) are:

- Current enrollment in the WSU Extension Master Gardener Program;
- Compliance with WSU Extension Master Gardener guidelines, WSU policies, and the law;
- Engagement in activities that are planned, approved, and carried out through WSU Extension;
- Reporting of dates and times of WSU Extension volunteer activities on a monthly basis.

Defense and indemnification are available to volunteers acting within the scope of their duties.

Defense and indemnification are not available to volunteers in the following situations:

- Committing an act with the willful intention of causing injury or harm or committing an act reckless or malicious in nature;
- Committing an act in willful violation of the law or of WSU regulations and policy; or
- Committing an act while under the influence of alcohol or a controlled substance; or
- Committing an act that falls outside the scope of approved WSU Extension volunteer duties.

### **Insurance Coverage and Exclusions**

County Extension offices are unique in that they are responsible to two entities. As part of the WSU system, they are accountable to the rules and regulations of the University. Additionally, county Extension offices represent a partnership with local government. In all cases, these offices are housed within buildings owned and operated or leased by county government, and county employees often work in the Extension office. Therefore, it is necessary and prudent to honor the rules and regulations established by the respective county to ensure the safety of their employees. As a working principle, when county governments have requirements that exceed those mandated by WSU, county regulations supersede those from WSU.

## Clinic Policies

### Answering Questions

MG Volunteers are limited to giving advice to home gardeners. Questions concerning commercial crop and nursery production, municipal parks and trees, homeowner/condo associations, landscape issues, pesticide regulation, wetlands or waterways, livestock and pasture, legal opinions, pet or human health and food safety/preservation topics should be referred to the appropriate WSU Extension educator. Please contact Tip Hudson at [HUDSONT@WSU.EDU](mailto:HUDSONT@WSU.EDU).

For clients with questions about insect and plant identification or plant problem diagnosis that MGs cannot answer either because they are not permitted or because they have exhausted local resources, including staff, the client should be referred to the WSU Plant & Insect Diagnostic Labs in Pullman or Puyallup.

For health issues, including a sense of being bitten by something, clients should be referred to their personal medical advisers or their County Health District. If they have an actual sample of an arthropod, they should be referred to staff or to the WSU Diagnostic Laboratories.

Any questions pertaining to wetlands and waterways (Riparian Zones) should be referred to the client's local planning authority or their County Conservation District. Clients may also be provided with the link to the WSU Shore Stewards program.

### Food Safety and Preservation

MGs are limited to advising home gardeners about growing and harvesting plants, but not about their use after harvest. This includes the use of plants as dyes, herbal remedies, or lotions; preservation of garden produce; and advising on edibility of collected or harvested plants. The potential for individual reactions to herbal medicines and lotions or the potential for food illness from misunderstanding food preservation instructions necessitate such limitations. However, MGs may share with home gardeners simple recipes and preparation instructions, and nutritional information about commonly cultivated fruits and vegetables from reliable sources provided that such information does not include instructions or information about food preservation or any food safety issue. *Any questions to do with food safety and preservation should be referred to Margaret Morris at (509) 574-1600 or Lizann Powers-Hammond, MS CN at (509) 735-3551.*

### Mushrooms and Foraging

It is our strict policy never to identify mushrooms for edibility and safety. Instead, we note the ways that mushrooms either cause problems for or assist gardeners. For identification, refer to the Mushroom Society.

### Livestock and Pasture

Any questions to do with livestock or pasture or land used for livestock or livestock feed must be directed to *Tip Hudson*.

### Legal opinions

Volunteers are not authorized to provide legal opinions. When asked about a legal opinion or decision, one suggested response is, "As WSU volunteers, we give general gardening advice. We cannot provide legal advice." Another suggested response regarding pesticides and their use is, "Washington State Department of Agriculture is the legal authority in Washington for pesticides. We cannot provide legal advice."

### Pest management recommendations

When asked for pest management recommendations, WSU Extension MGs are required to provide 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 materials. Only certified WSU MG volunteers are permitted to provide pesticide recommendations and may only do so in accordance with the Pesticide Recommendation Agreement. WSU MG Interns shall work in mentorship with a certified MG or qualified faculty or staff to learn how to make pesticide recommendation. Following these guidelines is essential for compliance with WSU liability coverage. WSU will provide defense and indemnification for MG pest management recommendations only if all WSU [policies and procedures are followed. Compliance with polices is essential for WSU liability coverage.

### **Plant Problem diagnosis**

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...” Supporting documents or publications may be included. Avoid making definitive statements such as, “This is clearly herbicide damage,” or, “I’m sure this was caused by a chemical spray.”

### **Product or service endorsement**

MGs shall not endorse any particular product, business, or service, *including their own*. MGs should mention a product by its chemical name and then include products from several companies to clarify the recommendation. For example, if recommending an insecticidal soap, say “Insecticidal soaps are registered to control this pest. They are found in products such as Nature Guard or Safers Insecticidal Soap, as well as other products.” Or, if recommending an herbicide, say, “Glyphosate is labeled for this weed. It can be found in products such as Roundup or Kleenup, as well as other products.” Make clear that you are not endorsing any particular product.

### **Marijuana Policy**

Although marijuana use and possession is legal under certain circumstances in Washington, federal law still considers the growing and possession of marijuana illegal. This means that our personnel must refrain from being in possession of the plant for plant diagnostic purposes and shall avoid consulting visits to grow sites and other educational efforts that directly support the cultivation and management of cannabis. This includes insect and disease diagnosis. The policy stated below remains in effect as long as the possession and cultivation of cannabis remains a violation of federal law. Failure to adhere to federal law could place our federal formula funds for Extension at risk, as well as exposing our personnel to federal prosecution.

Until both federal and state laws concur on the cultivation of marijuana within Washington, WSU Extension personnel (and volunteers) cannot provide diagnostic services or advice/information on the cultivation of cannabis within Washington, WSU cannot provide diagnostic services, recommendations, or other information regarding the production, management, or processing of marijuana. At this time, WSU personnel, including interns, will not engage in any outreach or Extension activity that support marijuana cultivation, should refrain from being in possession of marijuana for diagnostic purposes, and should not visit sites for the purpose of providing any information or assistance regarding the cultivation of marijuana plants.

## Plants and plant sale guidelines

The majority of members work hard in the Greenhouse to plant seeds, propagate, grow, transplant and care for plants sold at the Plant Sale. All this effort results in generating the majority of our monies that allow the Master Gardener program to continue. The following are some guidelines that may help to ensure our plants go to their intended purpose:

### The Greenhouse Guidelines

- Always wear your name tag in the greenhouse.
- When you arrive, check in with Lorie or Camille OR the sub-team co-leaders for work assignments. You will likely have choices of several, but sometimes not if we have a priority that day. Opportunities may include one or more of the following:
  - Labeling pots
  - Filling pots with soil
  - Planting seeds
  - Propagating from cuttings
  - Transplanting seedlings, plugs or rooted cuttings
  - Grooming plants
  - De-mossing
  - Cleaning pots or trays
  - Facilities repair and/or maintenance
- Work aprons are available on the coat hooks in perennial room for your use. Gloves are available on the wood shelf in the annuals room, west end of old house or bring your own gardening gloves from home is best.
- Enter thru north door if you are first to arrive. Only certain individuals have keys and been assigned numbers for security code. Perimeter gates have keys, north door has key and security code number. All entry doors are then available for entry.
- Some of our plants die, sad to say. If directed, remove dead plant material and dispose of in garbage. Dump spent soil in barrels in perennial room near water table for sterilization and re-use. Put used pots in pot cleaning area.
- When seedlings, cuttings, or plugs are transplanted into unlabeled pots, make a very specific label for the tray and insert it in one pot, add an upright stick and place where directed. Label team will count the pots and record the information so that the labels can be made. When they have counted and recorded the tray, they will lay the stick down to indicate such. Then, when the pots are labeled, the sticks are removed and returned to the shelf unit.
- Seeding soil is in the annuals room. Potting soil is in the perennials room on the potting table. The facilities team keeps it supplied from the stored bales nearby. Pots must be filled two at a time. Need only to shake the pots flush. Do not over fill or pack into pot as this makes the first watering difficult and wastes soil. Our special soil is expensive and we do not want to waste any.
- Seeds, cuttings and tender plugs are kept on the heat benches in the annuals room until they are ready to either transplant or be moved to a regular bench. Seed trays are covered with clear domes and ventilated daily until they germinate.
- We use different sizes and colors of pots for different types of plants to ease in counting at the plant sale. It is essential to use the correct pot for each plant type.

- 3-1/2" green pots = annuals
- 3-1/2" black pots = veggies and herbs
- 4" green, white or terra cotta = geraniums
- 4" black pots = perennials

If you brought in plants for cuttings to be harvested, please take them home as soon as harvest is complete. Verify this with Lorie or Camille in case we choose to keep them for additional harvest.

Before the Plant sale:

1) Plants needed for the following teams must be communicated in advance to the GH team so that adequate plants can be seeded or propagated - they will then be set aside for use in the:

Demonstration garden      Heirloom garden      John's Food Garden

Youth Program gardens      Kamiakin Food garden

2) At the Thursday Master Gardeners plant sale:

Only ACTIVE MGs and those with earned EMERITUS status may shop on this day. If help is necessary, may be accompanied by ONE helper that needs to get a temporary name badge. Any MG who does not have active status by reporting their hours will need to shop on days open to the public. Your NAME BADGE must be worn.

At no time on Thursday is the public allowed to enter the GH.

In the morning, last minute work may need to be done in getting ready for the sale and all must help before being allowed to do their shopping.

MGs will pay the full price for all plants.

After the Plant sale:



1) Only the following teams, institutions, etc. can take remaining plants:

Farmer's Market for the 1 day plant sale

NW Harvest taking only the remaining vegetable plants

Pre-approved garden clubs (that must pay for the pot and the soil)

MG on a day set aside at the greenhouse for the "Fire Sale"

2) All others including school gardens, food banks, etc. must get permission from the GH teams and show proof that plants were actually taken and planted where they were intended. If

intended for resale in any capacity, justification must be made to the team.

## **WSU Extension Director**

Currently Tipton Hudson from Kittitas County is Director of Yakima County Extension. The Kittitas Co Extension office telephone number is 509-962-7507 and his email is hudson@wsu.edu.

## **Program Coordinator**

Claudia Steen, MS



Claudia is involved with the trainees/interns, WSU online course and the majority of official duties. Diana Pieti is the "back up" person who helps in Claudia's absence or when necessary. The Program Coordinator is a paid position responsible for volunteer recruitment, selection, training and coordination of Master Gardener volunteer activities. The position is also responsible for WSU Extension record-keeping, evaluation, submitting the year-end report to WSU, membership recognition and much, much more. A detailed Position Description is available upon request.

The Program Coordinator, as a liaison with WSU, must assure that science-based horticulture information is given to all Master Gardeners and the public in Yakima County, thus helps to lead the Curriculum, Speakers Bureau and helps on the Columbines teams.

Duties of the position also include communication from WSU Extension Master Gardener faculty to all Yakima Master Gardeners; attending Coordinators meetings twice a year & monthly Webinars; respond to emails from WSU Master Gardener faculty; and attend the Advanced Education Conference.

The Coordinator works with the WSU Yakima Extension Agent, WSU Program Leader and Foundation Board in order to ensure the sustainability of the Master Gardener Program of Yakima County. The picture below is of the Program Coordinators meeting in 2018.



## Advisory Team

- ✚ Foundations are a non-profit organization that typically donate funds to another organization. They are crucial in managing the funding and thus have a say in how the funds are spent. However, the Executive Board members are strictly speaking not a WSU MG Program decision making body.
- ✚ In order to assure decisions and any new projects are in line with the WSU Master Gardener and Extension philosophy an impartial & separate MG decision making body has been formed where the most qualified MG for each position is asked to serve for a minimum of a one-year term.
- ✚ This team is advisory only, with the purpose of helping members formulate their ideas prior to presenting to the MG Foundation.
- ✚ The majority of Counties in WA state have an Advisory Team that is made up of diverse qualified MG members whose duties are to guide the Program Coordinator.
- ✚ All members must be individuals with the philosophy of making wise decisions that assure projects provide research-based education that enhances natural resources, sustains communities and improves the health & wellness of Yakima County residents.
- ✚ Suggested Advisory team membership includes:
  - The Program Coordinator - only votes if there is a tie
  - A Foundation Board member - who especially decides on funding aspects
  - A long-standing veteran who has demonstrated to have the best interest of the MG program at heart
  - A new MG or exceptional Intern who can bring a fresh perspective
  - A MG who is an advocate for science-based education
  - Two long standing major team co-leaders who have proven leadership capability.
- If the project affects a specific team with a one-time decision - then the 2 co-leaders should be invited to be part of that decision-making group.
- If the topic of discussion includes decisions on how to accommodate MGs or the public with disabilities then an appropriate advocate should be asked to join that particular discussion.



✚ Once fact finding and recommendations from the Advisory Team have occurred, the information will then be taken to the next Foundation meeting for a vote of approval where all members will have a say in making a wise decision.

## Master Gardener Foundation

### Board members for 2020-2021 include:

Melody Westmoreland – President

Carolyn Heffron – Secretary

Rory Flint Knife - Member at Large

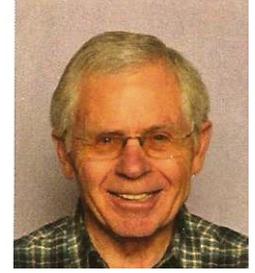
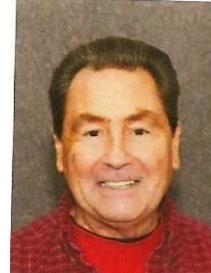
John Strong - Past President

Debra Kroon – Vice President

Nancy Probst – Treasurer

Dan Fortier - Member at Large

Claudia Steen - Program Coordinator - Liaison



### Mission statement of Foundation:

The Master Gardener Foundation of Washington State (MGFWS) is a nonprofit corporation (503(c)(3)) formed by dedicated Master Gardeners to support the WSU Master Gardener Program. The Foundation is a vital team player providing much needed financial support.

An Advisory Team has been formed to assist in managerial decisions for the MG program.

The Yakima County Foundation was chartered in 1988 and is governed by their Bylaws. Elections are held every April and the term of office is one year. Board members can be reelected to serve an additional year. There is no term limit for the Treasurer. Yakima Master Gardener program participates in the state Master Gardener Foundation.

Interaction: A Foundation board member or designee will be a member of the Yakima County Extension Advisory Council. Our representatives to the State Foundation are John Strong as secretary and Margaret Morris as treasurer, Patty Dion as Director of Development and Rory Flint Knife as legal counsel.

Meetings: The Foundation meets the 1st Wednesday of every month (except January) at the Red Barn at 10:30 am. During classes the meetings occur the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday before class at 10:30 am. It is important to be a part of the Foundation; when decisions are made, it is done by a majority vote. The agenda is sent by email one week before the meeting. Those members that are not able to attend can send an agenda item by email to the President before the meeting or call to discuss the information. After the meeting, minutes are emailed to all members. Members are also welcome to contact any Board member or the Program Coordinator to voice their concern on any matter. Trainees/Interns can choose to fill out an application and become a part of the Foundation with full voting privileges. The form is found at the back of this handbook. Fill it out and give it to the secretary. We welcome you to become part of this decision making body.

*When you attend any meeting put your time into Program Support with the specific activity of FM.*



*Master Gardener Program*

*Teams that answer  
Gardening questions  
From the Public*

- **Diagnostic Clinic**
- **Farmer's Market**
- **Central Washington State Fair**

## Diagnostic Clinic Team

Margaret Morris / Andrea Altmayer



Participation in the Yakima County Diagnostic Clinic is encouraged for all veteran and trainee/intern Master Gardeners. The Diagnostic Clinic provides research-based information to home gardeners in Yakima County regarding good sustainable horticultural and gardening practices, safe recommended pesticide usage, identification of insects and understanding their contribution to our eco-system, correct and safe care of backyard fruit trees, etc. The Diagnostic Clinic Team meets on the second Tuesday of each month at the Extension Office. Our meetings are open to all Master Gardeners and /trainees/interns who would like to attend.

The clinic receives calls, emails, and walk-ins asking for help in diagnosing home and garden issues with plants, bugs, and landscape. The issues vary from moth identification to “What’s wrong with my lawn?” to how to prune roses. We also perform pH tests on soil samples. When you work in the clinic you may be the first contact for someone who is just getting started in gardening or you may be the contact after something went very wrong in their garden. Or, you can be part of the excitement when a plant or pest comes into the clinic for identification and has not been found before in our county! In the clinic you never know what you will learn and what problems you will help to resolve. It can be quite exciting and busy in the clinic during the peak gardening months. However, you never have to feel you are on your own in the clinic because the clinic has access to many other experts through WSU Extension and other county and state agencies, as well as other Master Gardeners. Often a response to a clinic question is “I’m sorry I don’t know the answer to that question, but we will research it and get back with you”.

The clinic is a perfect place for Master Gardener veterans and trainees/interns who like to learn about gardening while helping others. Master Gardener trainees/interns must work nine hours in the clinic as a requirement for their Master Gardener certification. Those nine hours must be complete before working at the Farmer’s Market or the Central WA State Fair booths to provide you the training on research-based solutions. You also have access to all our resources. As a trainee/intern you will always have a veteran with you, teaching you the clinic procedures and working with the clients. Veterans are eligible for additional training in the clinic if desired or needed. Working in the clinic is fun and you will learn more than you ever expected! Have fun and enjoy learning and working with other Master Gardeners.

The clinic is located at 2403 S 18<sup>th</sup> St, Suite 100, Union Gap, WA 98903. Phone: 574-1604



*When volunteering in the clinic record your hours at the WSU Volunteer Database and select the activity Answer/Plant Clinic from the pull down menu. The subcategory would be EXT.*

## FARMER's MARKET

Clinic Team / Ken Tolonen



Master Gardeners began staffing a booth at the Yakima Farmer's Market since about 2008. The market is active from the second Sunday in May through the month of October, with open hours of 9:00-1:00 and staff hours of 08:00-1:30. The space is given to us free of charge at the convenience of the Market Manager. Additionally, we are given a second space for a one-time fee the Sunday after the MG Plant Sale for the purpose of selling leftover items from the sale. We do NOT sell any product at our main booth in consideration of the fact we are not charged for the space.

As with all clinic venues, we provide evidence-based, researched information to home gardeners in Yakima County about good sustainable horticultural and gardening practices, safe recommended pesticide usage, identification of insects and their contribution to our eco-system, and correct, safe care of backyard fruit trees. We do not provide answers to commercial growers but may direct them elsewhere on request.

The Market booth is staffed with a minimum of two and preferably three individuals, one of whom must be a veteran MG. Each person can earn up to 4 hours of clinic and 1 1/2 hours of program support each day they volunteer at the booth. If you sign up and are unable to attend, please find a replacement and notify a Clinic Team member.

We typically have 25-50 contacts each Sunday, usually simple questions that are easily answered. If we do not know the answer the person's name, contact information, and question are recorded so that a member of the Clinic Team can respond after researching and finding the answer. This information is recorded on the back side of the log sheet, which is turned into the Clinic Office the next day.

The canopy, weights and signs are stored in the Trailer while the table, chairs, brochures, manuals, and other small pieces of equipment are picked up at 1:00 p.m. by the person working the next week and taken by them for storage. **BRING YOUR OWN CHAIR.** The log sheet(s) and all insect/plant samples must be delivered to the Clinic office on the Monday after the Market day. Prior to the next Sunday brochures and other items are available at the Extensions Office for restocking. *Step-by-step process for setting up/taking down the booth, and equipment inventory sheets are located in the equipment rolling container.*

**Important note:** Any individual working the FM or Fair must have spent a 3-hour shift at the clinic to learn about current policies and guidelines before signing up. All MG who answer questions from the public must read the policy pages in the Orientation Handbook. **Scheduling will be done using DOODLE on the internet.**

*When volunteering record your hours at the WSU website- pull down list of activities = Answer/Plant Clinic with the specific Activity of FMC. Setup/Takedown are entered under program support.*



## Central Washington State Fair

Clinic Team / Ken Tolonen



Master Gardeners began a Fair presence in 2001. This booth provides research based information to home gardeners in Yakima County with regard to good sustainable horticultural and gardening practices, safe recommended pesticide usage, identification of insects and understanding of their contribution to our eco-system, correct and safe care of backyard fruit trees, etc.

A sign-up and schedule is circulated prior to the start of the 10-day Fair run, which starts on Friday and goes through the following Sunday. We work two 4-hour shifts that start at 11:00 AM thru 7:00 PM. Minimum of two volunteers (always with a minimum of one veteran present) is required for each shift. Trainees/Interns need to have met their 9 volunteer hours at the clinic before signing up for the Fair. Veterans must have completed one 3-hour shift in the clinic in the past year in order to sign up.

About 40 volunteers are needed to adequately staff this event. Admission tickets for each volunteer and one parking ticket for each pair are provided. We use demographic sheets to record gender and ethnicity of clients and on the reverse of the sheet we record questions which cannot be answered. Volunteers at the Clinic can research the information and get back to the client. It is very important to give as much information as possible and be concise with the client's information. (Mailing address, phone number, email).

Usually we ask a couple of volunteers to assist setting up the booth on the Thursday before the Fair and with take down on the Monday after the Fair ends.

The Foundation (MG) gives out five awards each year:

- Ken Duffield Youth award for biggest zucchini: \$25.00 award & rosette
- Bonnie Johnson award for best rose bouquet: \$25.00 award & rosette
- Jim Corliss award for best grape entry: \$25.00 award and rosette
- Two 4-H awards of \$15.00: awards and rosette for each award

Please contact anyone on the Clinic Administrative team if you would like more information or want to sign up.

*When volunteering record your hours at WSU website – pull down list of activities = Answer/Plant Clinic with the specific activity of FB.*



### Other Events

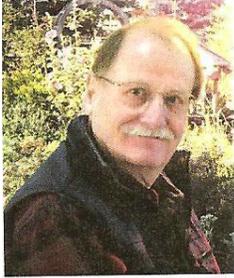
Other events may have a clinic set up (for example the Tieton Garden Tour) during the year including commercial sites, garden events, cultural events as requested.

*Teams that Showcase  
Gardening Practices*

- **Demonstration Garden**
- **Heirloom Garden**
- **Kamiakin Food Garden**
- **John's Food Garden**

## Demonstration Garden Team

Skip Brockman / Diana Pieti



The Demonstration Garden is located at 102 W Ahtanum Road at the Youth Park, which has historical significance in our valley. It was once a Farm Labor Camp where people lived in small cabins and worked the agriculture fields. The Demo Garden was started in 2004 on paper to teach local gardening practices. The grass was killed and several trees were removed. In 2005 roses and ornamental grasses were planted and the garden



was “on its way”.

There are several different areas in the garden: the Cottage Garden, the Children’s Garden, and Woods Walk. In the spring of 2006 the Raised Beds/Xeric Garden was created. We have a grape arbor and several types of berries. The creative hardscapes add wonderful interest to each of the garden areas. An irrigation system was installed; the compost area, a garden shed and area for a bee hive are the latest additions.



The garden is open every day of the year, but since it mostly consists of perennials, annuals, berries, grapes and vegetables it is at its best from April through mid-October. The garden is certified with the state as a Wildlife Habitat. We do have many birds that visit including: doves, quail, hummingbirds, etc. We have discovered cottontail rabbits, quail and killdeer born and hatched in these gardens.

We encourage everyone to just take a walk in the Demo Garden to see what has been accomplished. The garden is a wonderful place to get your volunteer hours with lots of learning regarding different

plants. It’s a wonderful place to share your garden experiences or learn to do different kinds of gardening. We work at the garden Wednesday 8-11:00 am beginning in March until classes conclude; then we switch to Tuesday morning through October. We welcome new volunteers and encourage them to share their ideas as we have more area to develop.

The presence of this Demo Garden pays our fees for the use of the Red Barn, so we encourage all veterans to come out to support this worthy cause.

*Trainees/Interns can satisfy up to 6 of their 9 required hours. When volunteering record your hours at the WSU website – Pull down list of activities = Demonstration Garden with the specific activity of DG.*



## Heirloom Garden Team

Phyllis Pugnetti / John Strong



The Heirloom Garden was created in 2014 as a brainchild of Phyllis. It is located at 1522 S 18<sup>th</sup> Avenue, across the parking lot from the Greenhouse. We meet Thursday mornings from 8:00-10:00, April through October, weather permitting. The garden is open to the public by invitation only.

This is a teaching garden with three main goals:

1) hands-on experience to learn organic, sustainable, low-cost vegetable gardening techniques and to teach regular gardening classes to both Master Gardeners and the public, 2) the produce not used for teaching or seed saving purposes is donated to a local meals program, 3) to create an Heirloom Seed Library, which became a reality in 2017 with a Seed Saving class taught to the public. Those who complete the class become Seed Library members who may check out free seed to plant and grow, then save some seed for themselves and return some to the library, so that others may benefit.

Each year we grow unusual, rare and endangered open pollinated varieties. We welcome gardeners of all levels of experience.

The Heirloom garden will resume in 2021.



*Trainees/Interns can earn up to 6 of their required 9 demo garden hours. Volunteer hours can be recorded under Demonstration Garden with the activity listed as HG (Heirloom Garden)*



## Kamiakin Food Garden Team

Debra Byrd / Yvette Colfax



In 2017 the Yakama Nation Wakishwi Program established the Wakishwi Community Gardens located near the Wakishwi building in Toppenish. In 2018 Wakishwi established the **Kamiakin Community Garden** and provided 20 garden beds for families to adopt for the year, located at the Yakama Nation Correctional and Rehabilitation Facility. Wakishwi donated soil, seeds and plant starters for the families to start their personal garden. Wakishwi also helped and advised for the inmate garden also located at the Correctional and Rehabilitation Facility. Wakishwi envisions multi generational gardening as well as teaching the community about gardening and the benefits created from gardening to new and familiar gardeners. For the future, Wakishwi would like to expand their gardens to the Yakama Nation Foster Retirement Facility, the White Swan Community Park as well as the Yakama Nation Village of Hope program. In 2020 the garden was changed into the **Kamiakin Food Garden**. Any produce that was harvested from the gardens was donated to the Elders, Diabetes Center and other in need of fresh produce.



## West Valley Food Garden Team

John Strong / Camille Smith



The Coronavirus pandemic created even larger than normal need for donations at local food banks. Master Gardeners rose to the occasion, and in 2020 converted what had been our Heirloom Garden, where unusual and endangered open-pollinated vegetables were grown, into a common vegetable garden. We grew vegetables that local food banks have indicated are popular and in demand. Once initial preparation and planting is done, this garden requires minimal care each week. Typically,

four to six volunteers spend about 2 hours weekly tending to the plants. In 2021 the garden returned to the Heirloom Garden.

A second, larger food garden is under development, preparing the soil, installing drip irrigation, and planning the crops. The garden is located in West Valley and there will be opportunities to volunteer in those efforts in 2021. We plan to plant it with vegetables in 2022 that will again be donated to food banks.



*The first year all WORK in the Food Garden will be placed under Program Support. Once the garden is established in 2022 then volunteer work hours can be recorded under Demonstration Garden with the activity listed as WVFG (West Valley Food Garden)*



*Teams that are involved in Education  
of the public and other Master Gardeners*

- **Demonstration Garden Classes**
- **Heirloom (Food) Garden Classes**
- **Spring Symposium**
- **Curriculum**
- **Speaker's Bureau**
- **Writer's Guild**
- **Youth programs**
- **Community Involvement**

## Demonstration Garden Classes Team

Virginia Vorenkamp / Angela Galbreath



“An Hour with Master Gardeners” was started in 2010 and open to the public in the Master Gardener Demonstration Garden. They are held the 2<sup>nd</sup> & 4<sup>th</sup> Saturday of the month at 10:00 am. They begin in May and continue until October (depending on available speakers), both class and parking are free.



The majority of the classes are taught by Yakima County Master Gardeners using veterans as well as Trainees/Interns after they have completed all coursework. It is our goal to use WSU science-based information that we have learned in class to share with the public. In early spring we make decisions about the curriculum for these classes (avoiding growing vegetable topics) and recruit members to help teach them. In addition, it is our goal to either give something away or have a drawing each time so that it helps increase attendance for our classes.



We advertise via bookmarks with a list of dates and topics that we create and then distribute at MG events starting with Spring Symposium. We also use our Sunday Gardening column, our website and Face book to get the word out.

Master Gardener members may attend these classes as well. Veterans can earn Continuing Education hours for attending those classes that have been approved for CE.

We are always open to new ideas for these classes and welcome your suggestions to help make them more successful. If you are interested in helping contact one of the co-leaders.

*When volunteering record your hour at the WSU website – pull down list of activities = Other Educational Delivery with the specific activity of SB (Speakers Bureau) when presenting. When preparing for the talk the time spent on research goes under Program Support (Trainees/Interns) or Continuing Education for veterans (your choice). If you are a veteran attending the class and help by greeting attendees, doing demographics, handing out prize tickets, etc., you can record your time as either Program Support or Continuing Education but not both. Trainees/Interns helping must record under Program Support. Trainees/Interns needing lecture hours record under Annual MG training.*

## Spring Symposium Team

John Strong / Phyllis Pugnetti



This venue has a long history starting in 1990 as the "Master Gardeners Annual Gardening Symposium" which was a daylong event with lunch included. Classes were held at the Arboretum until 2010, changing in 2009 to four evening classes held in March. The purpose of the Spring Symposium is community education. Every effort is made to arrange for noted and popular speakers. Many of them have authored books, and may sell and autograph them at their workshop.

In 2010 Ed Hume was our keynote speaker and offered his book, *Gardening with Ed Hume*. It was then we changed the venue to the Kiva at Davis HS. In 2011 Seattle's Ciscoe Morris entertained us with his enlightening talk. In 2012 the featured speaker was Willie Galloway who highlighted her book, *Grow Cook Eat*. In 2013 our headline speaker was Kathy Hutton, *Tough Turf Options*. In 2014 we had another wonderful line-up to include: Cass Turnbull, *Guide to Pruning*, Dr. David James, *Life Histories of Cascadian Butterflies*, etc.

Now, Pacific Northwest University of Health Sciences has graciously provided use of their auditorium for the lectures. In 2015 we enjoyed the antics of Kelly Dodson & Sue Milliken – *Far Reaches Farm*, etc. In 2016 at our 27th Annual Symposium the featured speaker was again *Ciscoe Morris*. In 2017 the featured speakers were Robin Haglund. In 2018 we featured Gwen Hoheisel and David James. 2019 was Bernadita Sallato, Karen Chapman and Tim Miller all had great topics. 2020 was Sean Tait and Ann Autry but the last two sessions had to be cancelled.

While many of these noted personalities have been popular, and we will continue to recruit them,

feedback has told us that more local experts are appreciated, since they tend to speak to plants and garden issues from our specific growing region.



The Team starts planning in October for the event to be held in March. We try to line up speakers that would be of interest to gardeners in central Washington.

Publicity and pre-registration begins in January. The Team is busy up through the workshops and after with promotion, registration, facility arrangements, technology, handouts, bookmarks announcing our Demo and Heirloom Garden classes, Become a MG and other brochures and an evaluation.

*Logging Volunteer Hours: If you are working on the team or help at the event itself, log your volunteer hours at the WSU website – pull down list of activities = Program Support with the specific activity "CW – spring workshop". Continuing Education hours may be recorded for your attendance at the Symposium. Veterans can log those hours as Continuing Education; Trainees/Interns use the Annual MG training. Do not enter anything under specific activities.*

## Curriculum Team

Claudia Steen / Debra Kroon / Sally Simon



The lecture series normally consists of 15 weeks that begins in January with an Orientation to the MG program of Yakima County. The second hour is on how to report your hours on the WSU website and a safety information session. Then there are 14 weekly sessions with a Guest Lecturer that occurs from 12:15 -1:15 pm. We encourage all individuals to bring their lunch and listen to all the wonderful guest lecturers. This is followed by a 15-minute



break, then a Second Hour lecture often utilizing our MG expertise from 1:30 -2:30. Part of the last class is an evaluation of the lecture series - if you turn in your short evaluation you get a 'famous root beer float' at the break.

When WSU began the online coursework for trainees in 2010, the individual counties were no longer duty bound to provide the core curriculum during the lecture series. As a result Yakima County was able to tailor the lectures to the needs and desires of the veterans. In the fall of 2012 Claudia formed a team to deviate from the previous core curriculum and explore options with other speakers and add topics that appeal to the majority. The team meets in the fall to address these comments and then brainstorm ideas for guest lecturers and topics. If you can't attend the meetings feel free to email your suggestions on lecturer, topic(s) and give contact information and other details.

As lecturers are secured to give a presentation, they are added into the schedule. We encourage the presenters to have power points or handouts prepared to enhance learning and be able to speak for a minimum of 50 minutes. The majority of lectures have been screened to qualify for continuing education credits as veterans need 10 hours per year in order to remain an active member.



"Lunch Time Learning" began in 2005 and was so popular we continue it today. Second Hour are presentations given by Master Gardeners who like to share their expertise or experience with other Master Gardeners. These fun talks and/or hands-on activities have grown in popularity and occur every Wednesday and start at 1:30 until 2:30.

Since these are more FUN lectures some may not count toward CE. Some will be for Program Support and will also be color coded and noted on the brochure. For one session in April the new Trainees will be giving their clinic reports. These need to be a minimum of 5 minutes in length and power point presentations are encouraged. We will help them if they want on how to polish off their presentation.

Once the schedule is finalized, the information is placed into a **lecture brochure** that is handed out to all Master Gardeners during Orientation. It is also placed on the website where it can be accessed and printed out.

Please note that a few topics may be for Program Support in blue or may NOT be for CE in red. When entering hours be sure to note these changes.

If anyone has an idea for a good guest lecturer or interesting topic you would like to hear, please fill out the evaluation or let anyone on the team know - we are open to suggestion.

*When logging hours for work on this team choose Program Support as the Activity. If giving a lecture it is placed under *Other Educational Delivery*.*

## Speakers Bureau Team

Claudia Steen / Carol Barany



Master Gardeners are first and foremost, educators. One important way to give back to our community and act as ambassadors for the Master Gardener program is to speak at various functions. These functions can include garden clubs in our local community, church groups, service organizations or clubs, assisted living facilities, etc.



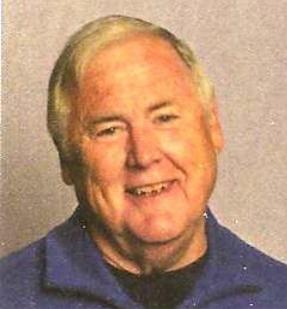
Requests for speakers come into the clinic via telephone or e-mail. Sometimes the organization wants a specific topic and the co-leader will arrange to find a member of the speakers bureau that can present that topic. Other times, it is left wide-open for the speaker to choose their area of expertise. Requests include date, time, location, length of time for the talk, etc. The clinic notifies the team leaders, who then consult the list of speakers and the topics in which they have expertise. The request is passed on to that individual to contact the group requesting the speaker so final arrangements can be made. At the completion of the presentation a form must be filled out to include the information and demographics.

Individuals who are interested or have had experience in public speaking are encouraged to join. We expect that Trainees/Interns complete their coursework first since MGs are asked to use information that is in accordance with WSU training. If you have areas of expertise in gardening you will be asked to research that information using the Training Manual (and other sources) then format the information into a workable “talk”. If you have access to power point for your talk that is an even better approach. Groups love when you have pictures included in your presentation. The WSU website has a power point using their branding that we encourage you to use and any pictures (other than your own and Google images) need to acknowledge the photographer. The MG Program has a laptop computer and power point projector that is kept at the clinic and can be borrowed the day of the talk and then returned in a timely manner. At times the garden club or group will make a donation or honorarium that is given to the MG Foundation Treasurer, thus serving as a modest means of fund-raising.

***Veterans** - Your time for researching and writing the talk can either count toward continuing education (as a veteran) or as program support. The time delivering the talk goes under Other Educational Delivery when reporting your hours. We are also asked to fill out an **Activity Report** which includes the demographics of the group and then give it to the Program Coordinator for reporting.*

## The Columbines / Writers Guild

Carol Barany / Jim Black



The name Columbines came from Bill Keep as a play on words of our weekly Column and the association as gardeners with the flower. We are one of the communication arms of the Master Gardener program that is able to reach a wide readership.

For many years, MG volunteers have been writing a regular column for the Sunday **Yakima Herald-Republic newspaper**. Volunteers also write occasionally for other publications around the valley, including the **Yakima Magazine** that features Carol Barany.

In addition to helping educate our community via the written word, this team provides an opportunity to earn volunteer hours in the privacy of your home. Writers take turns providing articles of seasonal interest. Our Master Gardener column appears on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> (if there is one) Sunday of each month. Carol writes her gardening magic with her own byline on the 2nd & 4th Sunday.

All articles are approximately 750 words, may or may not have an accompanying picture and are edited by either Jim or Carol. This helps ensure that the recommendations that are being made in the article are in accordance with our WSU training. You do not need to produce a polished article as our co-leaders can help you in that area.

The other advantage is that we can have a brief **MG announcement** in the paper each week at no cost. Let us know if you need an announcement placed in a timely manner.

We welcome participation by our Veterans and Interns, however, Interns can write only after successfully completing the WSU online course and lecture series and know that their article(s) will be edited by a MG as well as the copy editor of the newspaper.

If you have an interest in contributing ideas/subjects, writing or editing, please become a part of this mostly "behind the scenes" anonymous team.



*For Veterans, the time spent doing research for your article may be counted as continuing education with a 4 hour maximum; the actual writing and editing are counted as Other Educational Delivery with the specific activity of WG.*

## Youth Program Team

Annette Olson / Michelle Murphy



### **WHO** can be involved?

Anyone who enjoys working with our youth and is dedicated to helping them learn about and explore gardening and the natural environment should consider volunteering. Since we strive to have a low child to adult ratio, there is always room for committed individuals. No prior teaching experience needed – just an open heart and a willingness to learn and have



fun.

### **WHAT** is it all about?



The mission of the program is “to provide structured educational activities and exciting learning experiences to the youth of Yakima County – enriching their understanding of nature through gardening and environmental stewardship.” The overall goal is to present a complete youth gardening curriculum that improves and strengthens the intellectual, emotional, and physical capabilities of youth in our community and promotes a healthy future.

### **WHERE** is the program located?

Requests come from a variety of places in our community; we go where needed. **Community events** include: Mother's Day Baskets, Arbor Fest, Downtown Yakima Farmer's Market, etc. We have on-going **school programs** at several schools: Whitney, Lewis & Clark, Summitview Elementary, Selah Step, and Naches Middle. We recently added a program in partnership with the Juvenile Justice program. And we have many single event activities that are held at our Demo Garden. There are many sub-

teams that help.

### **WHEN** are the activities?

Since we like to work with students outdoors, the Youth Program activities are predominantly March through October. There are a variety of opportunities to suit all schedules. Even if you can't fit in time working directly with the kids, there are other ways to help. Scheduling of the classes is variable and depends on the nature of the program required. Commitments vary from a one-time hour-long class to a weekly class series that goes on for several months. All materials, supplies, plants, etc. are supplied through the Youth Program.



**WHY** should I get involved in the Master Gardeners Youth Program?

One word.... FUN! You are helping to shape the lives of future generations in a rewarding manner; and as a bonus, it counts towards your MG volunteer hours.

"**HOW** can I get involved? Look for team meetings and emails announcing upcoming events with dates, times, and places or just contact Annette or Michelle and let them know you would like to help on this team.

*When volunteering, record your hours spent working directly with students at the WSU website-pull-down list of Activities = Youth Outreach. the specific activity will be entered as an abbreviated code we have standardized for everyone to use i.e. LC for Lewis & Clark Middle School, etc Codes will be found on the sign-up sheets and we will also remind participants of which code to use. Numbers, gender and demographics of the children must be obtained during each session. If you are planning, preparing, or in meetings and are not actually teaching youth then record your hours under Program Support. For all events, only one designated lead person will enter demographics. Maintenance of a garden when teaching is done is on your own time.*

## Community Involvement Team

Lindy Sheehan /



The Master Gardener Program of Yakima County receives special requests for help on community projects. Some examples over the years include: Habitat for Humanity, H.M. Gilbert House, the Yakima Valley Regional Library, The Seasons performance hall, various community gardens, etc.

In **2016** some of the **Community Involvement** contacts included: Englewood Garden senior apartments, the Youth Garden in Wapato, Selah Middle school, Fieldstone Memory Care, Wapato CG, Salvation Army Youth Corp and partnering with WSU Nutrition program for canning.

In **2017** they worked with the Toppenish Community Garden Campbell Farms, Mabton and SEEDS.

In **2018** Community Involvement partnered with the Union Gospel Mission, the Toppenish CG and started working with the Yakama Nation.

In **2019** there were 2 requests: one from the Department of Social and Health Services, a certified nursing facility that were looking help with their small greenhouse. The second was from AmeriCorps OIC (Opportunities Industrialization Center) of WA, a non-profit organization on Fruitvale that was trying to revive their onsite community garden.

Our role is to help educate those involved in these projects in wise gardening practices. It is NOT a project where Master Gardeners do the physical labor or continue to maintain the project! If this is the understanding of the individuals seeking MG involvement - then the project cannot go forward.

When a project is requested all facts must be ascertained, a New Project form filled out and sent to the Program Coordinator, then to the Foundation Board for any suggestions and presented to the Foundation for a vote of approval. Once the project is approved, a MG garden mentor for each garden will be needed.

In 2014 the team established the **Buena Community Garden**, a first for Yakima County Master Gardeners. This was accomplished through a generous donation of land, water and support from the community. The garden was successful until 2019 when it was disbanded.

In 2017 the **Kamiakin Community Garden** was started through the Yakama Nation Wakishwi Program and was changed to a Food Garden in 2020.

*When volunteering for any planning or preparatory work, record your hours at the WSU website – pull down list of activities = Program Support with the specific activity of CG. This can only be done for the first year of the community garden. If you are involved in teaching activities for an approved Adult Community Garden then record your hours under Community Garden in the dropdown list.*

*Teams that are  
involved in Fund Raising*

- **Greenhouse**
  - Perennials**
  - Annuals**
  - Vegetables**
  - Herbs**
  - Arts**
  
- **Plant sale**

## Greenhouse Team

Lorie Harrison / Camille Smith / Skip Brockman



The greenhouse is a large arena where Master Gardeners can volunteer in many activities. The over-all management is the responsibility of the co-leaders of the greenhouse, but under that umbrella are also the several sub teams. Each sub-team has its leaders and several "members" who help facilitate that teams contribution to the greenhouse activities. These teams will be posted on the bulletin board in the perennial room. Anyone can be



a member of a sub team and/or a helper in any team. Merely show up on the greenhouse work days and ask any leader how you can help. The leaders are appointed by the past leader to assume their responsibility. If there is a leader position open and no past leader to appoint, it becomes the responsibility of the green house leaders to fill that position until new sub-team leaders are considered. The maintenance of the entire facility will be a project based team led by the greenhouse team. The projects, and there are always many, will be posted and described in a way that volunteers will self determine if they are able to help, i.e.: ladder climbing, heavy lifting, etc. Not to worry, there are many feet on the ground and no lifting projects on the list.



The **sub-teams** and their co-leaders, each will be meeting on a different day of the week.

**Perennials:** Carol Barany & Cathy LeCompte meet on Mon; **Annuals:** Joan Sousley & Lorie Harrison meet on Tues; **Hanging Baskets:** Patty Ferguson & Angela Galbreath meet on Thurs; **Herbs:** Carolyn Heffron & Diana Pieti on Thurs; **Vegetables:** Beatrice Reiss & Allyn Perkins on Friday in the 2 smaller rooms; **Garden Art:** Jenny Mansfield & Sarah Judd meet on Fri in the large GH; **Watering/Fertilizing:** Darrell

Monroe; **Safety:** Darrell Monroe; **Facilities:** our amazing guys all help; **Pest Control;** all meet on their time schedule. Some Saturday events will be announced.

The greenhouse is a wonderful place to learn many plant-related subjects, including propagation of plants by cuttings, division, and seeds, greenhouse maintenance, transplanting, pot labeling and more. Our plan is to have mini teaching segments about a variety of topics. If you decide to join us you need no experience. And working in the greenhouse is a great opportunity to get to know your fellow Master Gardeners and in the winter enjoy the "tropical climate". The plants that we grow in the greenhouse are sold at our annual plant sale. The revenue from the sale is used to support all our programs throughout the year

The greenhouse is located at **1522 S 18<sup>th</sup> Ave**. The door is located on the north side of the building, only co-leaders have the keys and codes. Normal operating hours are from 8:00 am to 11:00 am. All this work ends with the annual plant sale the weekend before Mother's Day.

See *Greenhouse Effect* articles in the Newsletter and Weekly Dirt for details.

*Trainees can satisfy their 9 required hours in this venue. Hours during the Plant Sale do not count towards the 9 required greenhouse hours. When volunteering, record your hours at the WSU website. Pull down the list of activities and chose Program Support, with the specific activity of GH.*

## Plant Sale Team

Deanna Husch / Susie Walters



The Plant Sale began many years ago with members propagating plants in their homes and selling them out of a station wagon at Franklin Park. In 2004 MG partnered with The North Yakima Conservation District to use their greenhouse and sold plants at Jewett Center at the Arboretum. In 2006 because of the volume of plants to transport we began selling from the Greenhouse location in conjunction with the Conservation District.



As our major fund-raising source, the annual Plant Sale, is the culmination of extensive work done by our wonderful volunteers in the Greenhouse. We traditionally hold our Plant Sale the weekend prior to Mothers Day at our Greenhouse located at 1522 S 18<sup>th</sup> Avenue. This is a 4-day event on Thursday (MGs only), Friday, Saturday and Sunday. You will have plenty of opportunities to help – either prior to the sale, at the event itself and/or with clean-up after the sale. The 20,000 + vegetables, herbs, grasses, annuals and perennials all are labeled and sorted.



Informational signs with pictures are created for most varieties. The Thursday prior to the sale we put the final touches on our FANTASTIC display of plants. When everything looks great we practice our selling techniques on our best customers – Active and Emeritus Master Gardeners only on that day and their spouse or significant other. Be sure and wear your name badge.

During the sale we need HELP – sign-up sheets and individual training will occur at class in April for Cashiers - Counters - Helpers – replenishing stock, answering questions, helping customers, etc. WSU aprons are available and it is a fun event

where we get to see the fruits of all our labor.

Get all your information to help on the last day of class. Handouts will be provided with brief information on all plants to take with you to the plant sale. Remember you are representing the MG program and want to do your best to make a good impression on the public.

*When volunteering record your hours at the WSU website – pull-down list of activities = Program Support with the Specific Activity of PS. The plant sale hours do not count toward a trainees 9 Greenhouse hours.*



*Groups that Support the  
Master Gardener program  
and its Members*

➤ **Newsletter**

➤ **Photography/Scrapbook**

➤ **Facilities**

➤ **Garden tours & Field trips**

➤ **Luncheons**

**Publications**

**Publicity/Social Media**

**AV Equipment**

**Sunshine**

**WA State Representative**

## Master Gardener Monthly Newsletter

Julie Hunziker



One of the ways we keep Master Gardeners informed is our newsletters. Each month we print the *Master Gardener News* with articles and photos submitted by many of our members. Some articles are a one-time subject of interest, others are regular monthly features such as Diana Pieti' column, the Coordinators Corner or Greenhouse Effect.

The last page is the *Calendar* with dates of special events, classes, meetings, and more. This helps to keep us organized and in the loop. Interns have a one hour communication requirement. If writing interests you, we encourage you to try writing a brief article that will be edited. Each newsletter also has wonderful photos taken by many of our talented MGs. Feel free to submit a photo and be sure to include a brief description and the name of the photographer. The deadline to submit articles and photos is the 25<sup>th</sup> of each month in order to appear in the next monthly issue. The *Master Gardener News* should arrive in your email no later than the 5<sup>th</sup> of each month. Articles should be sent to Julie as a Word attachment and pictures should be in jpg format as an attachment. We always proof articles for grammar and spelling so don't let that stand in your way.

### **The Weekly Dirt Has been put on hold**

This weekly newsletter that comes out on Mondays during class time (January through April) lists Wednesday's upcoming speakers as well as the topics they will be presenting, team meetings/reports, MG and other local garden related events and gardening articles, photos, and links to further information submitted by YOU. It keeps us all connected during that very busy time.

Team Leaders are encouraged to keep us updated at least once a month on their progress. Everyone is encouraged to write at least one gardening related article, poem, or captioned photo of their gardening interests. If typing is beyond you, we will be adding an "Articles of Interest" column this year to The Last Page where gardeners can send in the URL of websites, the titles of books they found interesting (please include a sentence or two). Articles are due noon Friday for Monday publication.

*Veterans are encouraged to submit articles. Time spent on research and writing should be documented as volunteer hours on the WSU website under Other Educational Delivery with the specific activity of WG (Writer's Guild).*

## Publications Team

Amber Knox / Claudia Steen



Each year we provide members with an updated **Members Directory** that is the envy of other counties. Pictures are taken during the first few weeks of class in January (we encourage members to update their photo every year). At the same time we collect the updated information on member expertise and interests. If you know you have updates or changes, please make sure Amber gets those. Claudia has the list of individuals who have dropped, taken a LOA, chosen to become Emeritus and the new Trainees. All the pictures and data is collected and it is put together using Publisher. Nice features of the directory include an index of members by their first name, indication of members who qualify for \*E (Emeritus of 10 year service) or \*500+ (Emeritus with over 500 volunteer hours). In the back section we honor our Emeritus members who have retired and any Friends of Master Gardeners. Then there is a wonderful directory cross-referencing areas of expertise and interest. The directory is in beautiful color and is fairly expensive; as a result, only one is given to each member so be sure and put your name at the top and keep it safe.

The other major publication is the **Orientation Handbook**. This was Claudia's brainchild as a frustrated Intern who was curious about the workings of our MG program in Yakima. This Handbook was meant to be your "GO TO" resource when you have questions. It includes: A welcome & mission statement, history of the MG program in general and a history of our Yakima program. There is also a historical data sheet about our membership. This is followed by several pages of important information and WSU policies that should be read each year as information does change.



Our co-leaders provide a write up on their individual team(s) in which you can volunteer. Included are: teams that answer gardening questions; teams that showcase gardening practices; teams involved in education of the public and other MG; teams that are involved in fund-raising; and teams that help support the MG program and its members.

In the back you will see information on How to Report your Volunteer hours and important forms you might need. Everyone will get a copy during the first few weeks of class. A pdf version will be emailed to everyone as well. ALSO the first days of class all MG will get a condensed version **Who's Who & What's What** sheet as well as a 1 page summary on How to Report your hours.

## Brochures

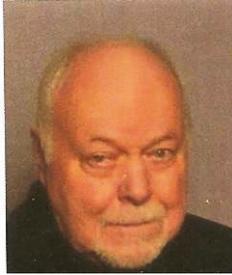


WSU Master Gardeners adopted a branding standard which help us create informative and eye catching brochures that showcase many of our activities, events and programs. Bob Atwood actually made the first Be a MG brochure in 2004. Debra Kroon has been instrumental in creating and updating many of these brochures, flyers and pamphlets. These include a Master Gardener Program Brochure, an Events brochure and many informative brochures the clinic team shares with the public. Lori Fisk will be helping in

2021 if brochures need updating. *All hours should be recorded under Program Support.*

## Photography / Scrapbook Team

Rod Woolcock / Team leaders & ALL members



The first days of class Rod is hard at work taking great pictures of all the new and returning Master Gardeners; these will appear in our Members Directory.

Our venues have gotten so diverse and numerous that one person can't possibly be at all events in order to take pictures. We are asking that ALL team leaders take pictures at their events and any MG's who participate may contribute as well. If you have any good ones please send them via email to

Claudia Steen (she uses them in our Orientation, Awards Banquet and Recruitment power points). Also send photos to Julie Hunziker for Monthly Newsletter and the Weekly Dirt. They should be appropriate for an article or announcement you are sending. And of course, to Diana and Claudia Holm for the Scrapbook.

## Scrapbook

Diana Pieti



Diana Pieti began the **MG scrapbook** in 2002 and did an excellent job of recording our accomplishments through the years. Ruth Svinth, a Friend of the MG program, did the 2016-2018 MG scrapbooks. Diana has agreed to take back these duties so please give her anything you feel is noteworthy to include each year. The Scrapbooks are kept at the clinic and we often bring the latest one to the awards banquet for you to peruse and enjoy.

In 2020 Diana was instrumental in honoring our 40th anniversary of the Yakima Master Gardener program with the "**20 in 20**" projects. The hope was to do 20 projects for our community and a sign was devised that we leave at each of the projects. These will be reflected in the scrapbook.



## Publicity / Social Media Team

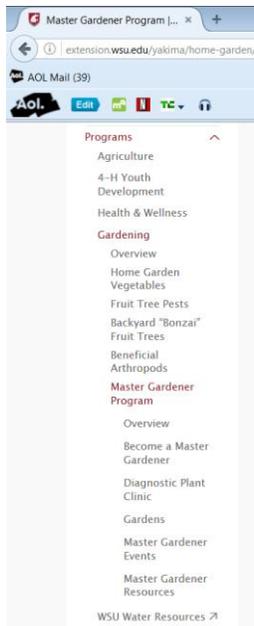
John Strong / Lindy Sheehan



This team is charged with representing the Yakima County Master Gardeners to the public through a variety of venues and media. Our purpose is to promote the services we provide to the community, "tell our story," educate the public and advertise events that we schedule throughout the year. We also maintain an email list of over a thousand and share information about our events and activities



**Yakima Master Gardeners Web Site** through WSU Extension Yakima County. **Check out our website with John as our webmaster.** [tinyurl.com/yakimamg](http://tinyurl.com/yakimamg).



There are several options to choose from:

**Gardening:** Overview; Home Gardening vegetables (articles); Fruit tree pests; Backyard "Bonsai" trees; Beneficial arthropods.

**MG Program:** Overview; Become a MG; Diagnostic plant clinic; Gardens; MG events; MG resources (brochures, become a volunteer, power points from some lectures, handouts, etc). It even has a look at our Facebook entries, a Calendar of events and a link to the WSU online site to report your volunteer hours.

**Social Media** - All social media for MG uses recommendations and must follow guidelines offered by WSU. Lindy will post on and monitor all of our social media pages.

Please follow us on Facebook at:

<https://www.facebook.com/YakimaMasterGardeners> and Instagram at <https://www.instagram.com/YakimaMasterGardeners>. Remember that social media is most effective when our pages are liked, followed and shared.

**Newspaper** - We will insert events at the Yakima Herald in our MG articles found in the Sunday Newspaper. Please let the Columbine co-leaders know if you need an important announcement.

**MG email** - John also keeps us informed! If you send him an email of a MG event or information that needs to be shared, he will spread the word by sending a group email with a specific title as to the content. If you respond please don't respond to John but the individual who generated the email.

If you find you are not getting our MG group emails, you can open this link:

<http://eepurl.com/gP9xXn> NOTE: it IS case sensitive. That will take you to a page where you can sign up to be on the list. If you once were on the list, but are not getting it anymore, you may have inadvertently unsubscribed. Going to that link should get you back in.

*Any hours donated under this team is placed under Program Support.*

## Facilities / Refreshments Team

? / ?

Everyone comments how wonderful it is have coffee/tea and refreshments during class and at many of our events! The Master Gardeners who set up & take down the tables and chairs before every class and at all the events in the Red Barn are amazing. You never see the fact they come early, stay late and make sure the heat, lights and doors are taken care of. They take the necessary items out of the storage box in the closet, set them on the refreshment table and make sure the coffee is hot when we all come into the Red Barn. We recycle food scraps for worm bins so be sure and use the container provided.

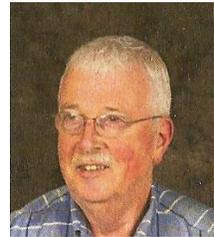
Coffee, and tea will be available throughout both classes. Master gardeners are encouraged to bring their own lunch. A simple finger food snack donated by Master Gardeners will be offered during break after our first class. Examples of snacks: veggies, cookies, cupcakes etc. Any help with setting up chairs before class will be most appreciated. And always stack your chair after class. If you enjoy those snacks - please take it upon yourself to bring items as well.

## AV Equipment Team

Guillermo Rivero / John Strong



During class and at a few of our events you will see hard working Master Gardeners behind the scenes. This team is always there to take care of setting up the audio / visual equipment in order to facilitate our guest lecturers and Master Gardeners who give presentations. And if a problem arises during class they pop up and try to take care of the situation. After class it all needs to be taken down and properly stored.



Without their dedication the lecture series would not be as effective, so be sure and give them a thank you. Some folks are hearing-impaired and many of our presenters are soft-spoken. When using a microphone, hold it directly in front of your mouth. Our sound system includes devices available to loan that will connect to your hearing aids. Ask Guillermo or John if you would like to try them.

We have a portable system as well that can be used during our Demo Garden Workshops and Foundation meetings.

*Time put into these team will be placed under Program Support.*

## Members Own Garden Tours & Field Trips Team

Jenny Mansfield / Sheila Gunderson

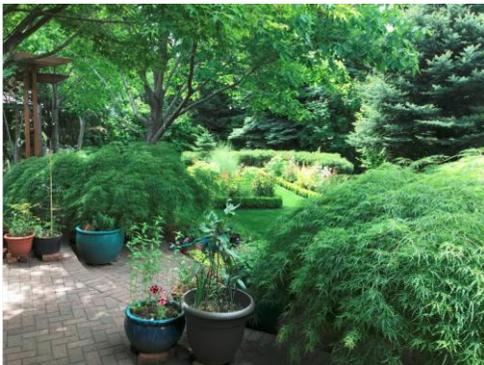


Each year we take the opportunity during the summer to show off our gardens to fellow Master Gardeners. This idea was conceived in 2002 by Rae Ellen Bower who had just finished re-landscaping a section of her yard. She invited Master Gardeners over to her place to 'check out' her new gardens and to enjoy an impromptu potluck. This concept grew into what is now a favorite, happily anticipated event each year.



Usually around 4 yards are lined up for each tour. Please volunteer if you want to show off all your Master Gardener applied knowledge. We try and stay within a geographic area, such as yards in the West Valley, Selah, Terrace Heights or Lower Valley to cut down on a lot of driving. Look for an announcement towards the end of class to see when the next tour will be. The tour usually takes 4 hours.

In 2019 we went to Nancy Probst, Edna Pettyjohn, Darrell DeHart and to Carol & John Barany's for lunch. A good time was had by all but most important it was an educational experience.



*For those who work to plan these events record your time at the WSU website – pull-down list of activities = Program Support and leave the specific activity blank. For those that attend these tours you can only put down the hours as Continuing Education for veterans and MG Annual training for Interns. There is no travel time from garden to garden, just the time spent at each garden, which averages about 2 hours total.*

## Sunshine Team

Jenny Mansfield / Ana Villasenor



This team represents the “kind heart” of the Master Gardener Program. If any one of our members or their immediate family are ill, has an accident, is hospitalized, etc let someone on the team know. Jenny or ?? then get an appropriate card and send it out to the individual.



At times the team will deliver a bouquet of flowers from a home garden to a MG in the hospital. If there is a death of an active Master Gardener or an immediate family only (mother, father, husband, child) member, they are authorized to purchase a simple bouquet of flowers to be taken to the family. It is our way of showing that we care about our close-knit gardening family. We will also honor your need for privacy if you feel that is important.



## Soup & Bread Luncheon Team

Carol Woolcock / Sally Simon



Master Gardeners need no excuse to get together for lunch. Who doesn't like a bowl of hot soup during a damp and cold winter day? This event was started in 2006 by Kay Seitz and today we use this as a way to welcome our new trainees in a social gathering. We have some wonderful soup makers among us and we love to share our recipes with you. We usually can count on Carol Barany for something beautiful to grace the center of our tables and we love breaking bread with one another . . . . some homemade bread from members' kitchens. Watch your Lecture schedule for the date and time so you don't miss this fun event.

*No credit is given for these fun social events.*

## Picnic in the Park Team

Debra Byrd / Yvette Colfax / Rosebud Guthrie



In August when it is hot outside, we again get together for a potluck, this time because the weather is so nice we meet outdoors.

Larray Prather - Emeritus began our annual picnic in 2008 as a way of thanking all the MG's who work hard in the greenhouse & plant sale and now it is an annual

tradition. There are lots of picnic tables and everyone brings a potluck item to share. Also, it is a great time to share any abundance from your garden with others.

Since it is a potluck, bring your significant other, kids or a friend who might be interested in joining our "family of gardeners".

In 2016, 2017 & 2018 our picnic was taken to the next level with Rod Woolcock's band "The Late Bloomers" who were a great success.

In 2019 the main dish was Buffalo spaghetti and again our summer get together was a big hit.

In 2020 we were not able to meet because of Covid



## Tomato Fest

Carol Barany / John Barany



An annual favorite is the Tomato Fest! The first fest had its origins many years ago at the March Pullin' of the Greens at the Yakima Area Arboretum when the question was asked "what was everyone going to do with their tomatoes."

Lucille Meyers - Emeritus suggested a Tomato Fest and the rest is history. Around the middle of September, Master Gardeners and friends come together at the Red Barn to enjoy a potluck meal based on the main ingredient of tomatoes. Just when you can't think of another thing to do with a tomato this potluck occurs. In addition to a delicious potluck, we have the tasting of many varieties of tomatoes. This is fun, plus it allows you to try tomatoes that you may have never tried or even heard of before. Then we have the judging of the Ugliest, Best Looking, Best tasting tomato & best Sun Gold.

## Awards Banquet

Claudia Steen / Diana Pieti

As the snow flies in December, we honor those individuals who have dedicated themselves to making it all happen! **Come celebrate with us! 'tis the season to be Merry!**

Diana Pieti and her team are busy preparing all the food; our facilities gang help set up and take down; Carol & John Barany outdo themselves with the table settings, flower arrangements and center piece place on verdant green tablecloths. Every MG can bring one guest, but you do need to RSVP to Diana so she can prepare enough food for all.

Claudia reviews the record of volunteer hours, classes attended and scores to pass the WSU online exam for each Intern and orders the official WSU Certificate of Completion & WSU name badge. We ensure veterans have their minimum 25 volunteer hours and 10 hours of CE. In addition, the Coordinator determines who have earned the 100, 200 or amazingly 300 plus hours of service pins and we honor those veterans with 5-10-15-20 etc. years of service with a



WSU certificate and pin. We also have an award for individuals with more than 40 hours of CE and honor our Emeritus Master Gardeners. And on occasion give out the prestigious Presidential Award.

We also acknowledge any of our MG who were nominated for the state awards. Each year since 2012, Claudia prepares a power point recapping the year and acknowledging all the hard work of the above individuals.

It is an honor to work with such a wonderful group of individuals! THANK YOU.

## **Representatives to the WA State Foundation Board of Directors**

John Strong / Margaret Morris

The Master Gardener Foundation of Washington State was established in 2010 with a mission to support the WSU Extension Master Gardener Program in its efforts to provide public education in gardening and environmental stewardship generated from research at WSU and other university systems through education, communication, and advocacy.

Their mission is: “We share best practices with local foundations, and support the State Advanced Education Conference.”

The Purpose of the Foundation is to offer statewide volunteer-based unifying leadership to, and communication among, county and regional WSU Master Gardener Programs, foundations and affiliates.

Each local MG program sends up to three representatives to sit on the Board of Directors of the MGFWS. As it is a working Board, each representative has a role in the operation. Our representatives attend quarterly meetings and report back to our Foundation about the activities of the state Board, and sharing news about other counties’ best practices.

John serves as Secretary, Margaret Morris as Treasurer.

### **Advanced Education Conference**

Master Gardeners in all WA counties are encouraged to attend the annual Advanced Education Conference (AEC). In the past, individual local MG chapters planned and hosted the AEC. **Yakima County hosted the 2017 conference.**

Beginning in 2021, the State Foundation is planning the Conference, which will be held in Olympia on September 29 - October 2. The Conference will offer approved continuing education hours for WSU Master Gardeners with over 30 classes and instructors focused on Garden Mastery, Growing Food, Master Gardener Skills, Garden Sustainability and Maintenance. Record up to 11 CE credits for classes, keynote and plenary sessions, and enjoy custom-designed optional Tours for additional CE. Social events, best-practice displays, and garden-related vendors will also be included. The website is [mglearns.org/](http://mglearns.org/).

*Veterans who attend the Adv. Ed. Conf can record their hours at the WSU website – pull-down list of activities = Continuing Education Those who help with the Conference use Program Support with CW as the specific activity. Interns are encouraged to attend and record hours under MG Annual training.*



*Master Gardener Program*

*How to Report your  
WSU Volunteer Hours*

## HOW TO REPORT YOUR VOLUNTEER HOURS

"Entering your hours in the WSU database is a very simple and quick task. Once you have done it the first time, you'll see that it is very easy. Your account has already been established. Your user name is the e-mail address you submitted to the directory. Even if you change your e-mail address at a later date, it will still be your user name unless you notify the Program Coordinator. The password to access your account is "password!" Don't forget the exclamation mark and don't put in the quotes. These pages provide step-by-step instructions to help you the first time you do this. Don't let the length of these instructions frighten you away!

NOTE: It is REQUIRED that volunteer hours be reported on a **MONTHLY** basis.

Keep all activities on a calendar (trust me you won't remember) and enter them at the end of each week or month. DO NOT wait until the end of the year as at that point it becomes a huge job!

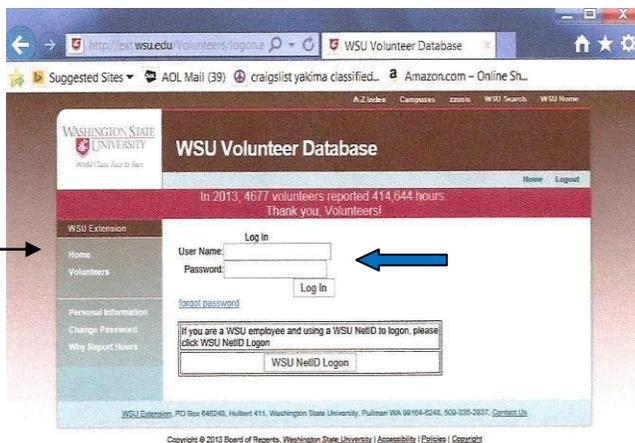
Log onto the Volunteer data base website at: <http://volunteers.cahnrs.wsu.edu>

The Home page appears with the title: WSU Volunteer data base

Log on using your email address as the username

The first time password is 'password!' Then hit log in.

In the column on the left click on Volunteers



In the column at the bottom left choices include:

- Personal information - the first time you log on it will ask you to fill out your personal information page and then hit submit. If you change your email address or other information go in here to make the necessary changes and hit submit. Then assure you let the PC know any change.

- Change password (you can change from 'password!' to your own personal one that is easier to remember – write it down in case you forget). The Program Coordinator does NOT know your password BUT can

change it back to the default "password!" if you forget.

- Why report hours - information - required by WSU to gather statistics and justify the MG program existence.

Once you are logged in, on the left hit **Volunteers**.

In the column on the left or the underlined item in the box click on Enter activity



### WSU Volunteer Database

Logged on as: finevines@aol.com

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

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

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

Assure the pull down lists are on the following: (these are then pre-set each time you log on)

- The program is Master Gardeners
- Location county is Yakima County
- Location of the activity is usually Yakima County (all other counties in the state of WA are also in the pull down list).

A pull down **list of activities** includes: (you must choose one) **DONT FORGET TO CHANGE THIS BETWEEN ENTRIES.**

Logged on as: finevines@aol.com

Program County:  Location of Activity:

Program:  Activity:  ←

Specific Activity Title:  (Example: Vancouver Farmer's Market. This may not be required by your county and program.)

Select a Date: 

|    |               |    |    |    |    |    |  |   |
|----|---------------|----|----|----|----|----|--|---|
| <  | December 2010 |    |    |    |    |    |  | > |
| Su | Mo            | Tu | We | Th | Fr | Sa |  |   |
| 28 | 29            | 30 | 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 | 31 | 1  |  |   |
| 2  | 3             | 4  | 5  | 6  | 7  | 8  |  |   |

Start Time:  End Time:

Save Clear the form

WSU Volunteer Database

Logged on as: finevines@aol.com

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

County:  Location of Activity:

Program:  Activity:  ←

Select a Date: 

|    |              |    |    |    |    |    |  |   |
|----|--------------|----|----|----|----|----|--|---|
| <  | October 2014 |    |    |    |    |    |  | > |
| Su | Mo           | Tu | We | Th | Fr | Sa |  |   |
| 28 | 29           | 30 | 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 | 31 | 1  |  |   |
| 2  | 3            | 4  | 5  | 6  | 7  | 8  |  |   |

Start Time:  End Time:

Save Clear the form

- **Answer/Plant Clinic.** Answers questions posed by the public at the Diagnostic Clinic, Farmer's Market, State Fair booth, special clinics, store nurseries such as Home Depot, home & garden shows, etc.
- **Community garden involvement:** Those involved in community gardens teaching adults will need to get approval from the Foundation prior to starting the project. Our 2 gardens are: Buena CG and the Kamiakin CG. All others reported must be approved. The rules for community garden hours reported are as follows:

- The MG may not receive any produce from the garden.
- They may not count hours that they spend manually tending plots, such as planting, watering, weeding, mowing grass, harvesting, etc. These are on your own time.
- They may count hours they spend directing and coaching others on the proper gardening techniques. Their primary role must be one of teaching, and advising adults in the proper care of gardens.
- If children are taught in this garden as a formal class only - put the hours under Youth outreach (BY).
- **MG Annual training** - this is for **Trainees** and **Interns only** for class hours or any other MG educational activity. Veterans please do not record anything in this area! Blackboard Orientation hour can be recorded as Program Support.
- **Continuing education** - this is for Certified **Veterans only** – this is a place for the WSU class hours you attend, annual MG conference, Spring Seminar, Sat DG or HG classes, Arboretum classes, writing and researching for a news article or talk. If you plan to attend any other garden related classes. Fill out the non-WSU CE form with the details and Claudia will determine if it qualifies for CE credit. Interns please do not record anything in this area! It is important to note that when recording MG annual training or CE the Lecture Schedule that is printed each year should be consulted. If lectures are horticulture based an \* will appear before the title. Others may be essential lectures such as Orientation that are not horticulture based but the hour will be entered under Program Support and will have a cross before the title. Those without either star or cross are NOT for CE

- **Demonstration garden** – We have 2 gardens that qualify to enter your hours as you WORK in the garden 1) creation and maintenance of the Demonstration Garden at Ahtanum Youth Park, and 2) the Heirloom garden at the greenhouse.
- **Other educational delivery** – give a talk for lunch & learn or speaker’s bureau to include: garden clubs, spring workshop presenter, present a DG & HG garden classes, etc. Important note: research for written articles and prep to give oral presentation is not part of this category - report this time in continuing education (veterans only) or program support category.
- **Program support** - this is a huge catch all category to include: greenhouse, plant sale, Foundation or Executive Board Meetings, Arboretum “pulling of the green’s, helping on team events or meetings, veteran mentors (active time spent with your mentee), office duties, set up take down FM & Fair, mentoring, etc
- **Storm water Education** - don’t worry about this category we live in a desert.
- **Youth Outreach** - special events, school gardens, giving presentations at schools, 4-H, etc. These encounters must be educational and do not count for tending of a garden!

Some events may require that you report **Demographics**: these include total participants, gender and ethnicity totals such as the clinic, farmers market, youth, Speaker's Bureau, etc. Only the **Team Leader** will enter the data that is recorded on the log sheets. If however, it is an event (such as giving a presentation to a garden club) for Speakers Bureau where only YOU participate then you do need to enter the data when you report your hours.

If you are unsure where your activity falls be sure and ask the Program Coordinator.

**Specific activity** is utilized to further categorize volunteer hours. Use the abbreviations or code listed on the last page of this guide. **Please DO NOT use any other description** as this simply makes the database unusable. If you see a need for additional breakdown, please contact the Program Coordinator and we will develop a code for all MG users.

Click on **calendar** to the desired date

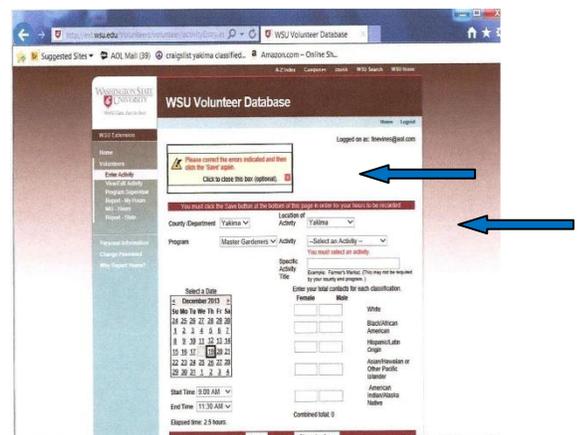
Fill in start and end time by using the pull down list (1/2 hr)

Hit **save** button at the bottom or if you made a mistake hit clear form to start over.

If the event is entered successfully you will see a **green box** at the top.

If you see a warning sign and the writing is in **red**, there has been an error. In this case you may have forgotten to enter an activity. Correct the error and hit submit.

At this point you can enter another activity before getting out of this screen



Select the year

To edit or delete activities, click the "Select" next to the activity.

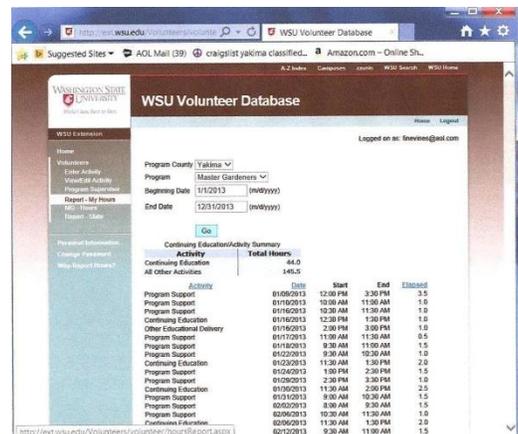
|        | Start Date | Start Time | County | Program          | Activity             | Location |
|--------|------------|------------|--------|------------------|----------------------|----------|
| Select | 01/14/2011 | 11:00 AM   | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/14/2011 | 12:30 PM   | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/15/2011 | 1:30 PM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/15/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/16/2011 | 12:30 PM   | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/16/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/17/2011 | 1:00 PM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/17/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/18/2011 | 9:30 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/19/2011 | 11:30 AM   | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/20/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/22/2011 | 9:30 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/25/2011 | 9:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 01/26/2011 | 12:00 PM   | Yakima | Master Gardeners | Continuing Education | Yakima   |
| Select | 01/31/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 02/01/2011 | 1:00 PM    | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 02/02/2011 | 11:00 AM   | Yakima | Master Gardeners | Program Support      | Yakima   |
| Select | 02/02/2011 | 12:30 PM   | Yakima | Master Gardeners | Continuing Education | Yakima   |
| Select | 02/03/2011 | 8:00 AM    | Yakima | Master Gardeners | Program Support      | Yakima   |

summary to keep track of your activities and gives you a total of CE and volunteer hours at the top. You can set the date parameters at the top and this can be printed by going to the print option. Also for veterans you can select the previous year and view your volunteer hours/CE. Be sure and set the beginning date at Nov 1st of the previous year and end date at Oct 31st of the current year. Then hit Go, if you like to keep this for your records just print out a copy by hitting Ctrl P or go to the Excel view and print from there.

- **Report – state** (view this for comparison of how we rank around the State)

In the column on the left or in the box on the home page other choices include:

- **View/edit activity** (use this if you want to assure your entry is correct). If there is an error you can edit the information by hitting select at the left – make the appropriate changes, then hit save changes). In this mode it reports the hours by calendar year. So be sure and select the year at the top. Keep in mind we do NOT use the calendar year but report from **Nov 1st through Oct 31st**.
- **Program supervisor** are Program Coordinator Claudia Steen and Diana Pieti.
- **Report – my hours** This is a nice



When finished hit **log off** found at the upper right of the page. Be sure and save this web site to favorites or as a shortcut on your desktop to make it easier to access. It is easier if you enter your hours right after donating them. Reporting hours needs to be done at least at the end of every month or if more convenient at the end of the week. It is especially important if you are putting in a lot of hours to be sure and write them down or mark them on a calendar or day planner so you don't forget.

**Interns** are required to put in 50 hours minimum with 9 of those at the diagnostic clinic team, 9 in the Demo & Heirloom garden, 9 in the Greenhouse and 1 hour toward a communication project where trainees chose a clinic question research the information to answer the question, cite references and give a 5 minute oral presentation in April class or in writing where you write 300 words to answer the clinic question, cite references and give that to the clinic co-leader.

**Veterans** are required to put in 25 hours minimum plus have 10 hours of continuing education.

**What qualifies for continuing Ed** besides our classes offered at the Red Barn?

- Spring seminar, Advanced Education Conference, etc.
- The majority of DG classes on Saturday have been approved for CE and all the HG classes count.

- Horticultural courses provided by Extension or re-taking of MG basic training sessions.
- Horticulture related classes offered by the Arboretum, accredited institutions, community colleges, technical colleges and universities. Be sure and fill out the Non-WSU continuing education form which is in the back of this handbook.
- WA State Department of Ag approved pesticide or pesticide alternative classes.
- Classes taught by professional associations such as WA State Nursery and Landscape Assoc., WA Association of Landscape Professionals, International Society of Arboriculture, etc.
- Time spent doing research preparing a MG presentation which is then delivered to the community (no more than 4 times the length of the presentation.)
- Time spent doing research for a newspaper or MG Newsletter article which is then published (limit 4 hours).

**What does not qualify:**

- Food preservation/preparation or nutrition classes for CE
- Garden crafts or photography classes for CE
- Personal trips and tours not pre-approved.
- Personal research or reading not related to a specific MG project.
- Travel time to and from events (there may be some exceptions for MG business).

Awards are given each year at the banquet in December to those individuals who volunteer over 100, 200 plus hours. So keep recording the hours you volunteer until the deadline which is October 31<sup>st</sup>.

**Important note:** continuing education hours do NOT count toward the payback volunteer hour totals.

For Veterans without access to/or are not able to use a computer - you have the option to fill out the **Manual volunteer hours form** and turn them into the Program Coordinator at the end of each month in class. When class ends - these forms needs to be turned into or mailed to the Extension office by the deadline. A copy of the form is included at the back of this Handbook. Just photocopy this form so that you have one for each month. Only Claudia or Diana can enter these hours. Mentors are welcome to help their interns enter their hours but once comfortable they should enter them on their own. Those Master Gardeners who wait until the end to turn in their hours and have over 50 hours will only have 10 hours of CE and 25 volunteer hours entered.

**WHY is it important to record your hours?**

- WSU provides worker's compensation insurance, but only when volunteers provide an accurate accounting of their time. Actual hours must be reported for each volunteer, monthly. It is not appropriate to estimate hours well after the fact!
- WSU needs hours reported monthly for statistics that justify the MG program existence and helps to get continued funding at the state level.
- The Yakima County Extension also needs data to justify continuing the MG program and get funding at the County level as well.
- Both state and county use the demographics as part of their diversity reporting.

## Online Database Activity Entries

**ONLY THESE 2-3 LETTERS CAN BE USED!**

**PLEASE do NOT type in just anything!!!**

**These are NOT required as part of entering your volunteer hours. They are a choice to further define our activities within the larger activity categories:**

### PROGRAM SUPPORT

- GH GREENHOUSE - Those activities associated with the greenhouse including propagation of plants, labeling of plants, repairs made on the greenhouse, cleanup, etc.
- PS PLANT SALE - Those activities associated with the plant sale, such as preparing ads, sale posters, mailings, plant posters. It will also include those activities related to preparing for the plant sale especially during the 2 weeks prior to the plant sale. It will also include all hours spent working during the sale and clean up after the sale. It also includes hours worked on the Arts Team.
- FM FOUNDATION MEETINGS - Include Board meetings for the officers.
- TM TEAM MEETINGS - All teams that need to meet to make decisions.
- CI Community Involvement consultation.
- INT INTERNS – This is for mentors to record those activities that revolve around the new trainees/interns and include: interviewing, mentoring during class, helping them with Blackboard online course, monitoring their progress as interns with volunteer hours, helping them to learn how to enter their hours, etc.
- JFG The first year of JOHNs FOOD GARDEN setting up the infrastructure.

### ANSWER/PLANT CLINIC

- EXT EXTENSION OFFICE CLINIC - Those hours spent staffing the extension office clinic, including hours spent researching client questions at home.
- FMC FARMERS MARKET - Those hours spent staffing the Farmers Market booth, They do NOT include the time to setup & take down the booth, that will go under program support.
- FB FAIR BOOTH - Those hours spent staffing the Fair Booth. **Do not** include the set-up and cleanup.

### OTHER EDUCATIONAL DELIVERY

- SB SPEAKERS BUREAU - Those hours spent actually presenting the subject matter. Hours spent preparing for the engagement can be recorded under program support or continuing education if you have to research the subject matter with various media. It is your choice.
- WG WRITERS GUILD / Columbines - Those hours spent writing, editing, and publishing articles. Those hours spent researching the subject matter would go to CE or program support. Your choice.

### DEMONSTRATION GARDENS

- DG DEMONSTRATION GARDEN at Ahtanum Youth Park work hours
- HG HEIRLOOM GARDEN at the Greenhouse work hours

KFG KAMIAKIN FOOD GARDEN at the Yakama Nation

## YOUTH OUTREACH

**SCHOOL** Programs that involve children that attend more than 1 or 2 sessions in length. Each youth will normally attend a series of sessions. The code for these include:

LC Lewis & Clark Middle school

WH Whitney Elementary school

SU Summitview school

SS Selah STEP

NM Naches Middle school

JU Juvenile Justice program

**SINGLE ACTIVITIES** - Those programs that are only one or two days in length and may involve different youth at each session (just type in the event name) and may include:

Mother's day baskets

Arbor Fest

Demo Garden classes - Bee Happy - Pumpkin Day

Farmer's Market Youth

**Important note: PLEASE - If you use anything other than these 2-3 letter codes the data will become useless!!!**

## TEAM

T - Together

E - Everyone

A - Accomplishes

M - More

## Important Forms

- **MG Volunteer Position Description**
- **Foundation membership application form**
- **Non-WSU Continuing Education form**
- **Reporting Volunteer hours manually**
- **WSU Incident Report information**
- **Yakima Co Incident Report form**

## **WSU Extension Master Gardener Volunteer Position Description**

### **Title WSU Master Gardener Volunteer**

#### **Purpose:**

To provide public education in gardening and environmental stewardship based on researched-based information from WSU Extension and other universities to address such critical issues as enhancing natural resources and environmental stewardship, 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 Washington residents and communities with horticulture programs and home gardening information.

Trained and certified WSU 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 or personal contacts, demonstrations, classes, written material, school programs, demonstration gardens, public meeting, tours, etc.

#### **Requirements:**

- \* Be able to participate fully in the training program provided for WSU Master Gardener Volunteers. This includes online modules and face to face classes.
- \* 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 procedure, including record keeping requirements and responding to reasonable requests for volunteer service.
- \* 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 Master Gardener Volunteers** are supervised by faculty or staff in the WSU Extension office in their county of residence. In counties without paid program coordinators, a WSU faculty member may appoint a volunteer to serve as the Program Coordinator.

## Master Gardener Foundation Membership Application Form

I wish to join the Master Gardener Foundation and understand that membership in the Foundation is different from obligations to the WSU Extension Master Gardener Program. Membership in the Foundation is not required for participation as a local Master Gardener Volunteer.

The Master Gardener Foundation is the Master Gardener branch that decides in which projects we will be involved, which projects to fund, and does all fund raising to support those projects. Only Foundation members may vote or hold office. Membership is free, no joining fees, no annual dues.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ (please print)

Are you a current Master Gardener Veteran or Intern? (circle one)

May we publish your name in the membership list for Foundation business only? Yes No

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return to Foundation Secretary:

Or Mail to: Master Gardener Foundation  
2403 S. 18<sup>th</sup> St Suite 100  
Union Gap, WA 98903

**WSU Master Gardener Volunteer Yakima County  
Continuing Education Completion Form  
For all non WSU Horticultural events**

Name \_\_\_\_\_

Date \_\_\_\_\_

The purpose of obtaining continuing education hours is to improve a volunteer's knowledge and skill base for performing work as a community educator in horticulture and environmental stewardship.

NOTE: It is suggested that you seek pre-approval of this event from your Program coordinator or WSU Faculty prior to attending this event.

Educational Event (Horticultural course, class, webinar, field trip workshop):

---

---

---

Event Host (accredited institutions, WSDA, professional associations):

---

---

---

Event Date: \_\_\_\_\_ Duration of Education Portion (hours): \_\_\_\_\_

Take home message, educational highlights, horticultural lesson learned:

---

---

---

---

---

---

Other Yakima Master Gardeners in attendance:

---

---

Research Time (if you prepared the presentation or reported this event in a MG Newsletter – hours):

---

**Please Attach Event Flier, brochure or Agenda to this form!!**

Return to Program Coordinator

☺Please remember to add your time to the WSU Volunteer Database☺



## WHAT TO DO WHEN A WSU MASTER GARDENER VOLUNTEER SUSTAINS A WORKPLACE INJURY

**\*\*ALL WORKPLACE INJURIES MUST BE REPORTED WITHIN 24 HOURS\*\***

Volunteers currently enrolled in the WSU Extension MG program, while acting in good faith within the scope of their official WSU duties, are covered under the WSU workers' compensation coverage through the Department of Labor and Industries (L&I) for injuries/illness resulting from their volunteered activities. L&I coverage may include hospital, physician's care, prescriptions, ambulance, and other associated costs. Loss of income is not covered.

A. Seek medical treatment immediately, if needed.

Per WSU policy, reportable incidents consist of:

**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.

If medical treatment is obtained:

Report of Accident (ROA) Workplace Injury, Accident or Occupational Disease: Master Gardener must request this form to be completed by the medical provider at the time of treatment. The Provider is supposed to submit the form, not the individual. The form is sent directly to the Department of Labor and Industries from the medical provider. Their link is: <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1599>

IF they do NOT assure you that this has happened you may need to file the claim personally! (see below)

Emergency rooms are required to take all L&I patients and cannot deny treatment, however, individual physicians may or may not take L&I patients. Be sure and ask your doctor first while making an appointment. If they do not take L&I patients there is a list of physicians in your area that do handle L&I claims at the Labor and Industries website (see link below).

B. An Incident Report or Witness/Injured Person Statement must be filled out.

1. The form must contain all important details given by either the injured MG or a witness.
2. Use only the report form provided by Yakima Co safety officer and then get that form to the Extension agent. These forms and information sheet will be kept at each of the major work sights.
3. Regardless of whether treatment is sought for a workplace injury on the behalf of WSU Extension's Master Gardener program, an Incident Report is recommended and highly encouraged. This initial Incident Report will help our program identify any health risks and work to minimize or eliminate this risk in the future.

C. Report the injury to your counties designated WSU Extension Director.

The WSU Extension Acting Director Tip Hudson (hudsont@wsu.edu) at 509 962-7507.

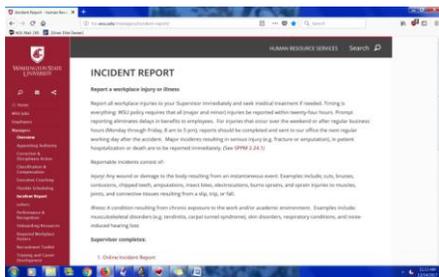
If you are unable to reach either the Director within one business day of the injury, please contact the CAHNRS HR Becca Kucera 509-335-1067 [becca.papineau@wsu.edu](mailto:becca.papineau@wsu.edu) or Jon Hurd 509-335-4580 [jonathan.hurd@wsu.edu](mailto:jonathan.hurd@wsu.edu).

For injuries that occur over the weekend or after regular business hours (Monday through Friday, 8:00 AM to 4:30 PM), injuries should be reported to the WSU Master Gardener Extension Agent the next regular working day after the accident.

D. Master Gardener Extension Agent will then complete the Online Incident Report Form: Online Incident Report Form must be filled out within 24 hours.

<https://hrs.wsu.edu/Online%20Incident%20Report>

1. The agent will fill out all the necessary forms using the Incident Report from the MG or



witness.

2. The agent will send the MG a copy to confirm it has been reported. If the MG sees an error in this reporting be sure and call it to the attention of the agent.

3. A confirmation notice will then be sent from WSU to the agent.

E. The injured volunteer MUST, as soon as possible, report their volunteer hours into the Volunteer Database locate at <http://ext.wsu.edu/Volunteers/logon.aspx>

Note: If no hours are seen in the data base for the time of the accident or only hours seen during the accident and no hours have been reported on a monthly basis - as a result the claim may be denied.

F. IF the hospital or physician does not confirm filling out the necessary paperwork and reporting the incident to L&I - then the injured MG can personally file a claim by visiting the L&I website at: <http://www.lni.wa.gov/ClaimsIns/Claims/Guide/phase2.asp>

Be sure you get a claim number and let the WSU Agent know this number so it can be sent to WSU.



G. If the injured MG receives any bill(s) from the medical provider, make a copy and send it to the WSU director who will follow up with this information.

**Yakima County Master Gardener Program  
Incident Report**

Full Name of injured Master Gardener \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_, \_WA\_ Email \_\_\_\_\_

Date of injury \_\_\_\_\_ Time event occurred \_\_\_\_\_

Exact address where injury occurred \_\_\_\_\_

Description of what the volunteer was doing just before the incident:

Description of incident including specific activity that caused injury:

Describe the object or substance that directly harmed the party:

Specific injury/illness and body parts affected:

First aid/medical treatment performed & perceived severity of injury/illness:

Did volunteer seek treatment in emergency room or hospitalized as inpatient? If so where?

Name and contact information of witnesses or others involved in the incident:

NOTE: It is strongly advised that this incident report be filed out by either the Safety Officer or the injured MG with the help of the Extension Faculty within 24 hours of incident regardless of perceived severity. It is also critical that the volunteer's hours of service leading to this incident are documented in the WSU volunteer database.