Welcome!

Cowlitz County Extension and your community thank you for becoming a Master Gardener.

We hope this guide will provide the information you need to get started serving your volunteer hours.

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Introduction

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

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

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

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

Certification

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

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

MG Identification

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

MG Annual Agreement

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

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

The Master Gardener Calendar

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

Link for Accessing the “Cowlitz Master Gardeners Internal Calendar”:
http://teamup.com/kseaaf848d15584493/

Link for Accessing the “Cowlitz Master Gardeners Public Events Calendar”:
http://teamup.com/ks2ef58008992e2e39/

Refer to Appendix C

The Master Gardener Resources

Additional resources for MG can be found on the WSU Extension\Cowlitz County website located at: http://ext100.wsu.edu/cowlitz/

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

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

Plant and Insect Clinic

Shifts

April 1 – October 31

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

November 1 – March 31

Wednesdays Only
9am – 12:00

Plant and Insect Clinics

PIC Protocol

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

Refer to PIC Manuel online

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

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

Veteran MGs, working alongside you, will provide an introduction to the space,
equipment, and procedures. Don’t worry if it seems overwhelming at first; you will become more comfortable over time.

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

**Farmers Market Answer Clinic**

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

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

**Cowlitz County Fair Answer Clinic**

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

**Home Veg Program**

Started in 2012, the Home VEG (Vegetable Educational Garden) Program goal is to promote vegetable gardening in Cowlitz County. Ten applicants are selected annually to have a raised bed built for them that includes soil and seeds. Those receiving a raised bed will also be assigned a MG to mentor them and answer their gardening questions.

**Home & Garden**

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

**Earth Day**

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

**Camp Luqal Luqal**

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

**Additional Events:**

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

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For questions concerning MG volunteer activities refer to the statewide Master Gardener program’s official handbook that can be found at:
http://cr.cahf.wsu.edu/CEPublication/s/misc0570e/misc0570e.pdf
Program Support

Cowlitz County Fair Planning Committee

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

Community Presentations

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

Gardens

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

Special Projects

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

Continuing Education

Volunteers are expected to pursue 10 hours of continuing education opportunities of their choosing. Generally approved activities are classes, workshops, presentations, or other horticultural/botanic, garden-related educational events put on by reputable organizations. Some of the activities include: Earth Day Functions, MG Fall training classes, WSU Extension workshops, and the annual WSU MG Advanced Education Conference. Please contact the volunteer coordinator if you are unsure if an opportunity you have in mind qualifies for Continuing Education credit.

Awards

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

Master Gardener Foundation

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

MG Foundation Board of Directors

You can volunteer for a position on the MG Foundation Board of Directors. You are welcome to attend MG Foundation board meetings and other committee meetings as assigned. The Board of Director volunteers must be a MG Foundation member to assume a position. (See Appendix G)
Board Meetings are held on the 2nd Tuesday of the month in the WSU meeting room. Job descriptions are available from the office.

**MG Foundation Meetings**

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

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

**If you need help, call the MG Program Coordinator**

Gary 360-577-3014

**Why Report Your Hours!**

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

They are asking questions such as:

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

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

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

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

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

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

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

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

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

User name (Your full E-mail address)
Password password!

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

More About Contacts

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

DO NOT INCLUDE CONTACTS THAT ARE 
EXTENSION EMPLOYEES.

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

You may include...

• Persons who represent business, 
  agencies, or institutions which you serve 
  or which contribute to your programs.

• Personal face-to-face contacts made in
  your office, business or home visits, 
  committee meetings (non- Extension 
  participants), conferences, and 
  consultation.

• Audiences when you presented material. 
  If you did not present material, do not 
  report contacts except those significant, 
  face-to-face interactions which you may 
  have with other attendees. ‘Significant’ 
  means that you have directly engaged 
  with a person regarding Extension 
  interests.

• Newsletters sent to controlled mailing 
  lists for which you have identified ethnic 
  and gender characteristics.

• Telephone or mail contacts in which the 
  person’s ethnicity and gender are known 
  or can be reasonably assumed.

You may not include...

• Extension employees… unless they have 
  legitimate gardening questions and need 
  MG help.

• Mail contacts where the ethnic or 
  gender characteristics are unknown.

• Mass media contacts e.g. radio, 
  television, newspapers, and magazines.

• Form letters, meeting notices.

• Number of bulletins distributed.

• Fair gate numbers.

• Contacts made while working (for pay) 
  at a nursery, garden center, or other 
  place of business.

Using E-mail on a County 
Computer... Refer to appendix I
MG Accident/Injury Protocol

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

In the event of an injury...

STEP 1: Seek medical treatment if necessary.

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

STEP 2: You must immediately report injury to:

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

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

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

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

What to expect when you report an injury

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

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

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

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

360-577-3014

WSU Extension
1946 3rd Ave.
Longview, WA 98632
## Appendix A
### WSU Extension Master Gardener Volunteer position Description

<table>
<thead>
<tr>
<th>Title</th>
<th>WSU Master Gardener Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To provide public education in gardening and environmental stewardship built on researched-based information from WSU Extension and other universities to address such critical issues as enhancing natural resources and environmental stewardship, sustaining vibrant communities, and improving health and wellness of residents of Washington.</td>
</tr>
<tr>
<td>Nature &amp; Scope</td>
<td>WSU Master Gardener Volunteers make it possible for Extension faculty and staff to reach more people with horticulture programs and home gardening information than would be possible without them. Trained and certified Master Gardener Volunteers provide educational programs, free advice, and answers to questions on home gardening and landscape maintenance, pest management, composting, and related topics. This is accomplished through various formal and informal activities, including plant clinics, telephone and personal contacts, demonstrations, classes, written material, school programs, demonstration gardens, public meetings, tours, etc.</td>
</tr>
</tbody>
</table>
| Requirements | • Be able to participate fully in the training program provided for WSU Master Gardener Volunteers.  
• Be willing and able to return a county-specific number of public educational service hours within a predetermined timeframe.  
• Be willing to follow the WSU Master Gardener policies and procedures, including record-keeping requirements and responding to reasonable requests for volunteer services.  
• Be willing to abide by WSU Extension’s Pest Management Recommendation Agreement, giving clients a range of possible options, including cultural, mechanical, biological, and chemical controls.  
• Be able to communicate effectively with the public by telephone, personal contact, group contact, or through written language.  
• Have knowledge of and experience or skills in basic gardening or other horticulture related areas.  
• Be able to work with adults and/or youth, and be willing to share home gardening information with others. |
<p>| Supervision | The local Extension staff in charge of a county’s WSU Master Gardener program oversees and coordinates the activities of Master Gardener volunteers. In some locations, Master Gardener organizations with an official relationship with WSU Extension assist county staff in program administration. |</p>
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>SUBJECT</th>
<th>Chap</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 10</td>
<td>On-line</td>
<td>(am) Leadership &amp; Communication</td>
<td></td>
<td>(am) Gary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(pm) Making a poster project (group effort)</td>
<td></td>
<td>(pm) Patricia Bosh</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Presentation on Success with Ornamentals: Roses, Annuals &amp; Perennials (pm) Urban Forestry 101</td>
<td>12, 13</td>
<td></td>
</tr>
<tr>
<td>Jan 24</td>
<td>On-line</td>
<td>Forestry and House Plants</td>
<td>12, 13</td>
<td>(am) Nancy Chennault (pm) Linden Lampman</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Soils - How to determine what you have (pm) Presentation on composting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 14</td>
<td>On-line</td>
<td>Soils</td>
<td>3, 4, 5</td>
<td>(am) Debbie Burris (pm) Tom Welch</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Plant Propagation (pm) Hands-on Pruning Class (trees &amp; grapes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 28</td>
<td>On-line</td>
<td>Composting, Pruning</td>
<td>21, 22</td>
<td>(am) Scott &amp; Dixie Edwards (pm) Ted Cunningham &amp; Sara Brown</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Having a Garden (pm) Reporting Hours, Activities (pm) PIC, Demo Garden &amp; Juvenile Detention, Garden Tour</td>
<td></td>
<td>(am) Chip Bubl (pm) Gary LaDonna Slack</td>
</tr>
<tr>
<td>March 14</td>
<td>On-line</td>
<td>Vegetables, Greenhouse</td>
<td>6, 25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Fruit Trees (pm) Greenhouses, Tour</td>
<td></td>
<td>(am) Charles Brun (am) Scott &amp; Dixie Edwards</td>
</tr>
<tr>
<td>March 28</td>
<td>On-line</td>
<td>Home Orchards and Small Fruits</td>
<td>7, 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Basic Plant Science Plant Identification</td>
<td></td>
<td>(am) Shelia Gray (pm) Alice Slusher</td>
</tr>
<tr>
<td>April 11</td>
<td>On-line</td>
<td>(am) Presentation on Plant Science &amp; Plant ID</td>
<td>1, 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Plant Science Plant Identification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>TIME</td>
<td>SUBJECT</td>
<td>Chap</td>
<td>INSTRUCTOR</td>
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<tr>
<td>------------</td>
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<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>April 25</td>
<td>On-line</td>
<td>Weed Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) NW Weeds and Alternatives to spraying (pm) Presentation on Bees</td>
<td>17, 19, 20</td>
<td>(am) Angelica V. (pm) Bob Harris</td>
</tr>
<tr>
<td>May 9</td>
<td>On-line</td>
<td>Entomology Plant Diseases &amp; Plant Problem Diagnosis</td>
<td>14, 15, 16</td>
<td>(am) Todd Murray (pm) Alice Slusher</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Looking at bugs (pm) Diagnosis on plant problems round - table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 23</td>
<td>On-line</td>
<td>Woody Plants, Sustainable Design, Water wise Landscaping</td>
<td>10, 11, 23, 24</td>
<td>(am) Debbie Caffall (pm) Lucy Claxton</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Presentation on Landscaping (pm) Design a Garden Exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>On-line</td>
<td>Vertebrate Pests</td>
<td>18</td>
<td>(am) Chip Bubl (pm) Jennifer Leach</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>(am) Controlling vertebrate pests (pm) Working with Adults and Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 27</td>
<td>On-line</td>
<td>Lawns</td>
<td>9</td>
<td>Gary</td>
</tr>
<tr>
<td></td>
<td>In Class</td>
<td>Final Project Presentations Potluck Celebration Lunch Present Posters Volunteer Agreement / Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On-line</td>
<td>Complete all quizzes and exam by July 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Cowlitz Master Gardener’s ‘Master Calendar’ Introduction and User Instructions

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

The calendar(s) may be viewed as a single Day, Week, 8 Weeks, Month or List views (see Item 3 on Figure A). To move to the next or previous Day, Week, etc. click on the forward or backwards arrow on Item 4 on Figure A. To refresh the screen for updates click on the circular arrows on Item 4 Figure A. You can also select the day you wish to view by clicking it on the calendar view in Item 5 Figure A.

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

FIGURE A

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

When you click on an item on the calendar such as Item 1 on Figure B, it will open a window like Item 2 on Figure B for detailed viewing of the entry. You will now be able to view all of the meetings, events and classes sponsored by the Cowlitz Master Gardeners on one single calendar with all the details in one place. WOW!
And to make it even easier, you notice there are no passwords necessary to create or remember to access and use the calendar. Access is based on the Internet address (see Item 3 on Figure B) to view the calendar. OK, so you don’t want to have to remember the Internet address or have to type it in every time you want to see the calendar... OK, you have a couple options. First you can go to the link once by clicking on it (Link is provided later in these instructions.) then use the ‘bookmark’ ability of the browser you use to store the link. Or, you can click on it once and use the simple instructions below to create a quick link shortcut icon on your computer desktop. This will allow you to just click on the icon to open the calendar.

FIGURE B

How-to Make Desktop Calendar Shortcut Icons:

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

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

We hope to have a solid calendar within a couple weeks. Please be patient as we develop it and add events.

Click here to open the new “Cowlitz Master Gardener Internal Calendar”:
http://teamup.com/kseaaf848d15584493/

Click here to open the new “Cowlitz Master Gardener Public Calendar”:
http://teamup.com/ks2ef58008992e2e39/
Appendix D

Plant and Insect Clinic Protocol

Introduction and Welcome

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

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

So many mysteries, and we get to solve them!

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

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

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

IMPORTANT!! Don’t be afraid that you “don’t know enough.” All of us—even MG Veterans with a lot of time working at the PIC—learn something new with each new problem or question, and eventually some of the knowledge begins to stick with you. You are NEVER ALONE here. We ALL work together to solve our problem questions—collaboration is one of our most valuable tools in the PIC. And if you aren’t sure, then ask—there is now such thing as a “dumb question.” Most of us end up asking the same questions more than once before it sinks in.

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

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

Dropbox link to the PIC Manual
http://tinyurl.com/pdjob3a
# Appendix E

**MG MAJOR EVENTS-2015**

<table>
<thead>
<tr>
<th>Date</th>
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<th>Event</th>
<th>Title</th>
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<td>14</td>
<td>MG Foundation Mtg.</td>
<td>General Meeting</td>
<td>Betty Manes</td>
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<td>Home and Garden Show (5 Classes)</td>
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<td>Awardees Orientation</td>
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<td>Vermi-composting</td>
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<td>Rain Barrel</td>
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<td>14</td>
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<td>Flower Arrangement</td>
<td>Marge Lippincott</td>
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1* Grape Pruning Workshop - Sara Clark
Billie Bevers  Lucy Claxton  Phyllis Collins  Al Deichsel  Caroline de Bruyn  Wanda Hamm  Greg Kehn

2* Home and Garden Show – Billie Bevers and Gary Fredricks
Gardens – Jon Griffin  Lawns & Moles – Bryan Iverson  Mason Bees – Billie Bevers

3* Home VEG – Renee Reinhardt and Gary Fredricks
Judges:  Lynell Amundson  Lucy Claxton  Phyllis Collins  Al Deichsel  Jon Griffin  Phyllis Hull  Chuck Tadlock
Mentors:  Lynell Amundson  Leonie Botha  Julie Cook  Caroline DeBryan  Al Deichsel  Gary Fredricks
Sheila Haney  Debbi Hunt  Alissa Lee  Jeri Kay Lesneski  Diane Mattoon

4* Youth Workshop – Diane Mattoon and Leonie Botha
Betty Bates  Patricia Bosh  Carmela Dalinger  Patti Gibson
Sheila Haney  Marge Lippincott  LaDonna Slack  Maryetta Traub

5* Vermi-composting Workshop – Tom Welch
Ted Cunningham  Greg Kehn

6* Earth Day – Patricia Bosh
Betty Bates  Billie Bevers  Lucy Claxton  Natalie East  Patti Gibson  Debbi Hunt
Phyllis Hull  Greg Kehn  Jeri Kay Lesneski  Betty Manes  Linda Newton  Terrie Phillips
Marjorie Pitcher  Renee Reinhardt  Phyllis MacNichol-Collins  Chuck Tadlock

7* Seed Planting – Jon Griffin
Betty Bates  Billie Bevers  Patricia Bosh  Debbi Hunt  Sheila Haney  Greg Kehn
Jeri Kay Lesneski  Marge Lippincott  Mary Ann Pleger  Vona Williams

8* Floral Design – Marge Lippincott
Patricia Bosh  Colleen Callahan  Lucy Claxton  Maryetta Traub

9* 4-H Spring Break Camp – Gardening
Erica Bockman  Colleen Callahan  Patti Gibson  Vona Williams

10* Wilco
Billie Bevers  Erica Bockman  Phyllis Collins  Diane Mattoon  LaDonna Slack

11* Hypertufa Class – Phyllis Collins
Billie Bevers  Colleen Callahan  Vicki Carter  Erin Chambers  Lucy Claxton
Wanda Hamm  Sheila Haney  Greg Kehn  Barbara Rafano  Sara Whisnant

12* Rain Barrel – Jon Griffin
Al Deichsel  Greg Kehn  Mike Marum  Sara Whisnant

13* Plant Sale (5/9 & 5/30) – Lucy Claxton and Jon Griffin
Lynell Amundson  Billie Bevers  Betty Bates  John Blair  Patricia Bosh  Vicki Carter  Phyllis Collins
Ted Cunningham  Erin Chambers  Linda Courtney  Al Deichsel  John Dunning  Natalie East  Lynn Harrelson
Jaye Hendrickson  Patti Gibson  Phyllis Hull  Dale Hurley  Debbie Hunt  Greg Kehn  Jeri Kay Lesneski
Marge Lippincott  Colleen Loewman  Shirley Lutz  Betty Manes  Roxanne Olson  Mary Ann Pleger  Marjorie Pitcher
Barbara Rafano  Sara Pursley  LaDonna Slack  Pan Starnes  Alice Richter  Renee Reinhardt  Chuck Tadlock
Karen Ward  Sara Whisnant  Vona Williams  Harvey Williamson

14* Youth Workshop – Diane Mattoon
Betty Bates  Patricia Bosh  Patti Gibson  Wanda Hamm  Greg Kehn  Terri Phillips  Mary Ann Pleger
Barb Rafano  LaDonna Slack

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

16* Flower Arrangement Class – Marge Lippincott
Colleen Callahan  Lucy Claxton  Patti Gibson  Diane Mattoon  Maryetta Traub

17* MG Youth Camp - Patti Gibson
Betty Bates  Jo Beckett  Patricia Bosh  Ted Cunningham  Lucy Claxton  Carla Coffey  Carmella Daling
Natalie East  Jon Griffin  Wanda Hamm  Greg Kehn  Marge Lippincott  Diane Mattoon  Linda Newton
Roxanne Olson  Terri Phillips  Mari Ann Pleger  Barbara Rafano  LaDonna Slack  Karin Stormo  Pam Starnes
Chuck Tadlock  Maryetta Traub  Vona Williams  Mary Watts

18* Composting – Tom Welch
Carmella Daling  Al Deichsel  Debby Hunt  Maryetta Traub

19* Kessler STEM youth program – Lynell Amundson
Sheila Haney  Lynn Harrelson  Jeri Kay Lesneski

20* Hypertufa Class – Phyllis Collins
Lynell Amundson  Ted Cunningham  Carmella Daling

21* Youth Workshop – Diane Mattoon
Betty Bates  Wanda Hamm  Terrie Phillips

22* Composting – Tom Welch
Ted Cunningham  Natalie East  Greg Kehn  Jeri Kay Lesneski

Loowit High School Garden – Carla Coffey
Greg Kehn  Roxanne Olson  Pam Starnes
Appendix F

Research Guidelines for Master Gardeners Articles and Presentations

1. Keep It Local
   Include regional keywords such as ‘Washington’ or ‘Pacific Northwest’ in your search.

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

2. Keep It Science-based
   Limit your search to university websites (‘.edu’ domain names) by typing ‘site: .edu’ into the search field after your keywords.

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

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

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

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

   Books and other printed material are a great resource for gardeners. Most books have been subjected to more rigorous fact-checking during publishing than online information. However, information in books can be outdated and inappropriate for our region. Keep in mind the publication date and author’s location.
Type the following URL into the address bar at the top of your browser window:

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

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

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

You will be prompted to change your password after you have logged on.
Click on “Enter Activity.”

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

After all the fields are completed and you have clicked, “Save,” you will see this message that your entry was saved. If you have made an error, it will prompt you to try again.
Appendix I
WSU-Cowlitz County Extension Master Gardener Program

E-Mail Usage Guidelines

Policies and Procedures Regarding Email Communications

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

- Email should be used in a professional and courteous manner. Proper grammar and professional conduct are expected.
- WSU Extension personnel are responsible for securing their email addresses and are therefore responsible for the content sent from their email accounts.
- Email list owners are responsible for the content transmitted to these lists regardless of the source. Misuse by list members should be dealt with in a timely and decisive manner.
- Use of email lists by non-WSU personnel is permitted, but it is the responsibility of the list owner to clearly define the policies that govern use of these lists by ALL users.
  - Non-WSU personnel using WSU email lists are subject to all of the same rules that govern WSU employees.
  - Failure to follow WSU policies will result in suspension of their access to WSU email lists.

- All WSU email list users must behave in a civil and appropriate manner. Failure to do so may result in suspension of access to the list.
- All information presented in email communications must reflect the mission, values, goals and standards of WSU Extension and comply with all local, state, and federal laws including, but not limited to, copyright, libel and indecency statutes.
- All WSU email list users must abide by local, state, and federal law. Additionally, users should never recommend or advocate for a position or practice that violates any such law.
- Email lists must never be used by either WSU employees or guests to advocate for a specific political point of view or support for candidates for political office.
- Email lists should never be used to distribute non-science based information unless the information is put into context by including a ‘preamble’ indicating the limitations of the information.
- If a person uses a WSU email list to voice a personal opinion, this should also follow a context statement ‘preamble’ explaining that the following is the opinion of the person and does not necessarily reflect the policies or institutional viewpoints of WSU or WSU Extension.
- WSU email lists should never be used to broadcast an advertisement for a non-WSU event without a context statement explaining that the event is not a WSU or WSU Extension event. Blindly forwarding an advertisement may be seen by others as endorsement of the event.
- WSU email lists should never be used to advertise ANY commercial product, service, or political viewpoint. Any language that may be construed as an endorsement should be avoided.
• WSU Extension email users should not provide links to .com (dot com), .net (dot net), or .org (dot org) web sites including links embedded in attached documents unless the following conditions are met.
  o The information provided on the site is appropriate, unbiased, science-based and is of high quality.
  o The site does not promote a specific political belief or support specific political candidates.
  o The site does not advocate for any action that is in opposition to existing local, state, or federal laws and/or regulations.
  o The site provides a solution to a software or computer problem whereby the manufacturer is providing a specific service to those with software licenses or those who possess specific hardware.
  o The link to the site is an appropriate citation. In these situations, it must be clear that this is a citation and not an endorsement of products, services or views expressed on the .com, .net, .org site.

• When external web sites are referenced, the following disclaimer must be displayed clearly on all pages containing external links.

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

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

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