

**HEART OF MISSOURI MASTER GARDENER (HMMG)**  
**VOLUNTEER SERVICE PROJECTS (revised 11-2010)**

**HMMG Trainee** must complete 20 volunteer service hours to the “core” HMMG projects (the Boone County Extension Grounds and/or the Demonstration Gardens) the first year and 10 hours to an approved project, either “standing approved projects” or approved through the POC.

**Active HMMG** must complete 20 volunteer service hours, plus an additional 6 educational hours each year for certification. 10 (ten) of the volunteer service hours are encouraged to be the “core” project sites. The remaining 10 hours may be MG “approved projects” or newly approved through the POC.

**HMMG “CORE PROJECTS”**

**Heart of Missouri Master Gardener Demonstration Garden**- Develop a garden area that will encompass furthering HMMG training education, an area for educating the public about good gardening practices, and provide opportunities for other Service Project work, “Plant a Row”, Speakers Bureau, Plants of Merit Display and non-permanent Educational Displays.

**Boone County Extension Ground, Committee** Evaluate landscape needs of Extension grounds. Coordinate work times and materials needed with Master Gardener membership and M.G. Extension Coordinator. HMMG membership will maintain Extension Ground landscaped areas as a HMMG training education area and an educational garden for the community.

**“APPROVED PROJECT COMMITTEES”**

**Project Opportunity Committee (POC)**- A committee of 3 Active Master Gardeners will follow State and HMMG guidelines in assembling a list of “Standing Approved Project” opportunities. POC will yearly review “Approved Project Committees”, consider need, availability and the number of Active MG’s to complete projects.

**Any new project request** must fill out a request form and submit it to the POC. New requests will be considered by the POC within one week of receiving the request. POC will send notice of request per e-mail, calendar, and meetings when possible. A deadline will be given according to request timeline, HMMG’s will need to respond interest to start project. POC will then respond to requestor with approval or disapproval of request according to response. If a MG makes a request, requesting MG will become the project chair, unless request fits under an Approved Project Committee that is willing to take on the project. POC will send request that fit into Approved Project Committees to respective committee. POC will maintain a list of total volunteer service projects and ensure chapter membership is notified monthly, or more often of these project opportunities. The POC will maintain a recorded copy (in the HMMG secretary book) and post on HMMG web site approved volunteer projects, along with standing approved projects.

**Educational Displays , Individual Event Chairs**- Event chairs will need to be established for each standing event or MG attendance will not occur. Coordinate HMMG participation in informational opportunities for organized events. Event Chair will be liaison with the sponsor of the function, assure appropriate reference materials and equipment are provided. Event Chair will determine hours of participation coordinate set-up/take-down of the booth when appropriate, and solicit sufficient Master Gardener volunteers to staff the booth. Volunteers will set up tent, banner, take information box, table and chairs when needed. Volunteers will keep a contact record and if further consultation is needed give contact information to Extension staff for answering. Committee is encouraged to develop and give information via working demonstrations or interactive displays. (Standing events: Earth Day, Chestnut Festival, Tomato Festival, South Farm Showcase, Farmers Market)

**Speakers Bureau, Chair** - Coordinate and obtain speakers for presenting programs. Utilize MU guides, and materials needed for educational presentations on horticulture for the general public. Coordinate materials and equipment needed for these opportunities. Coordinate advertising opportunities for the “Speakers Bureau” to the general public. Standing events: Adopt a Spot plant education one time per year, partner with City Parks and Recreation. Coordinate with Demo Gardens for educational presentations.

**Plant a Row for the Hungry** - This is an international effort to feed those in need. Coordinate all aspects of local program; coordinate gathering and weighing of produce and inform participants of drop sites or means of collecting. Promote participation of community through all venues; flyers, booths, etc. Coordinate program at the Demonstration Garden.

**Habitat for Humanity, Chair**- Coordinate Master Gardener horticultural opportunities with Habitat Staff and homeowners. Opportunities include but are not limited to landscaping and other horticultural information. Coordinate materials needed for activities with Habitat staff.

**Youth Gardening, Chair**-Work with School Garden Coordinators on what school gardens need. Inform HMMG of educational opportunities to promote youth gardening.

## **EDUCATIONAL OPPORTUNITIES**

**Mentoring** – The mentoring committee has developed guidelines for a program to pair mentors with Master Gardener Trainees. Mentors will work with MG trainees by answering questions and encourage trainees to sign up for approved projects. The Chair will pair trainees with mentors. Committee will coordinate a reception for new MG graduates at HMMG monthly meeting at completion of basic training to encourage trainees to become involved with the HMMG chapter.

**Advanced Training** – The advanced training committee has developed guidelines for advanced training for the Heart of Missouri Master Gardeners. They have the responsibility of developing training opportunities throughout the year and notifying membership of trainings through the HMMG newsletter and web site.

**Web Master**– The Web Master will provide additions and revisions to the HMMG calendar and web page content in cooperation with the MG Extension Coordinator, the HMMG Executive Board, and the POC.

**Newsletter, Chair** will publish information of club activities, service and educational opportunities, and horticultural related activities in the community to the Master Gardener membership. Work with the Executive Committee and local M.G. Extension Coordinator to publish a monthly newsletter. Coordinate with web master pertinent web postings.