

**POLICY AND PROCEDURES
for the
CENTRAL MISSOURI MASTER GARDENER PROGRAM AND PROJECTS**

CMMG Mission Statement: The mission of the volunteer Central Missouri Master Gardeners (CMMG) is to provide to the public research-based horticultural training and information on local climate, soils, and plants through educational community projects and programs and for gardening enjoyment.

I. University of Missouri Extension Master Gardener Program

Governance and Purpose: The volunteer Master Gardener Program is a University of Missouri public service aimed at providing horticultural information and education to the public. All activities of CMMG, including the Master Gardener Education Program and Educational and Community Projects, shall represent the interests of University of Missouri Extension.

II. CMMG Program, Projects, and Activities

A. CMMG Education Program: The CMMG Education Program consists of a Master Gardener (MG) core adult course of study administered by the State Extension Coordinator through the local University Extension Coordinator. As a CMMG Standing Committee, the Education Program Committee shall follow procedures for meetings, record keeping, and budget proposals as outlined in the CMMG Bylaws, Article VI, Section 8 B.

B. CMMG Projects: Both Educational and Community Projects are organized by Committee with a Committee Chair, who reports to the CMMG Board. CMMG Committees shall follow procedures for holding meetings, keeping records, and submitting budget requests as outlined in the CMMG Bylaws.

1. CMMG Educational Projects: The MG River City Garden and the MG Greenhouses in North Jefferson City and the Cole County Extension grounds serve as the primary long-term volunteer training projects for both MG Trainees and Active MGs. These sites showcase to the public the mission and purpose of CMMG.

2. CMMG Community Projects: The short-term volunteer community projects are gardening sites at non-profit organizations in Jefferson City. The Community Projects are part of the CMMG education outreach effort and also serve as volunteer training projects. CMMG Community Projects are approved by the CMMG Board after reviewing a submitted CMMG Project Approval and Budget Request form (Appendix D).

C. CMMG Activities: To earn volunteer hours, Active MG's may volunteer for any of the activities listed on the website at <http://report.missourimastergardener.com> (referred to as "reporting website" in the remainder of this document). Trainees may count volunteer hours earned for CMMG Activities.

III. CMMG Trainee Program

A. Recruitment and Application

1. Recruitment of MG trainees is based on an action plan developed by the CMMG Education Program Committee.
2. Applicants to the CMMG Program must submit a Master Gardener Program Application (Appendix A), answering all questions on the form. Forms are available at the Cole County Extension Center and on the State MG website.

3. Applicants shall be given a clear explanation of volunteer requirements and opportunities.
4. Acceptance into the program will be made without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or status as a protected veteran.

B. Master Gardener Trainee

- 1. Definition:** A MG Trainee is an individual accepted into the MG Level I Core Course, currently attending classroom-training sessions, and is in the process of completing the first-year volunteer requirement of at least 30 hours
- 2. Acceptance as a Master Gardener Trainee:** After acceptance into the MG Program and paying of fees, individuals must first receive orientation to the MG Program, including a review of CMMG Policies and Procedures and a site visit to the CMMG Educational Projects.
- 3. Volunteer Requirement:** Trainees may accrue volunteer hours once the training sessions begin. The spring class must complete 30 service hours by November 30th of the current year and the fall class has until November 30th of the following year. There is no specific requirement to report an additional six hours of continuing education in order to initially qualify as a Certified Master Gardener, however any continuing educational activity hours completed may count for the thirty hour total.
- 4. Absenteeism:** Not more than two (2) classes can be missed from the core course of study. All missed classes from the core course must be made up in the next session of courses to receive certification at the end of that session.

C. Training Fees

1. To ensure that all MGs receive basic resources, the State Master Gardener office requires a fee for the core course training. For this fee the State Master Gardener office will provide enrollment into the statewide program, permanent name tags, and MG certificates upon completion of the core course and initial volunteer requirement.
2. The CMMG Education Program Committee may need to annually adjust the basic training fee to cover additional expenses for facilities, copying, mailings, press releases, refreshments, etc. Travel expenses for non-University of Missouri Extension personnel may also be included in the fee.
3. No fee will be required of Active MGs and MG Emeritus who attend core course sessions for review.

D. Core Course Topics

Core Course topics shall include those contained in the Core Course textbook published by University of Missouri Extension. Additional topics may be included as needs are determined by the CMMG Education Program Committee and the CMMG Board, in collaboration with the local University Extension Coordinator.

E. Advanced Training

An Active MG is eligible to take Advanced MG Training. The CMMG Education Program Committee and the CMMG Advisory Board will determine the application and selection processes; course topics and examinations; absenteeism policy and hours of subsequent volunteer service; and fee for Advanced MG

Training. Master Gardeners are responsible for recording hours of training on the reporting website. Master Gardeners are allowed five consecutive years to earn Advanced MG status. When MGs have completed 30 Advanced Training hours, they will submit a request to Extension Center staff for validation and approval of Advanced MG status.

IV. Master Gardener Categories

A. Certified Master Gardener

A Certified MG is an individual who has completed both the core course and the volunteer requirements. When these requirements have been met and reported for recording with the State MG Program, the Trainee shall receive a State MG Certificate for class completion and a permanent name tag. New MGs will be recognized at the annual January dinner and also at any of the monthly meetings after which they have completed their 30 required volunteer hours.

B. Active Master Gardener

1. Definition: An Active MG is a Certified MG who reports a minimum of 26 volunteer hours each year, a year being December 1 and ending November 30.

2. Volunteer Requirement: Of the 26 minimum volunteer hours each year, six (6) of these annual hours need to be counted under the Educational Activities on the CMMG reporting website.

C. Inactive Master Gardener

An Inactive MG is one who has not completed his or her annual volunteer requirement of at least 26 hours each year (December 1 – November 30) and is not classified as an Emeritus MG. Inactive MGs remain as such until they complete the volunteer requirement of at least 26 hours in one calendar year. As soon as 26 hours of approved volunteer service have been recorded, the status will be changed to Active. Inactive MGs will receive the newsletter and be included in CMMG email notifications for one (1) year after becoming inactive.

D. Master Gardener Emeritus

A MG who has been an Active MG for a total of ten (10) years will be granted Emeritus status upon request to the CMMG Board, who then seeks the designation from the local University Extension Coordinator. There will be no volunteer requirements; however, a MG Emeritus is encouraged to continue to participate in MG programs and report volunteer hours. He or she will receive MG mailings and may attend any continuing education programs offered to MGs.

E. Uncertified Master Gardener

1. An Uncertified MG is one who may not use the MG title or participate in MG activities.
2. A MG Trainee will not be certified if he or she fails to complete the training course and/or annual volunteer service hour requirement within one year.
3. A Certified MG may be uncertified by the CMMG Board—in collaboration with the local University Extension Coordinator, with concurrence of the State Advisory Board—if the conditions under the volunteer agreement are not fulfilled.

F. Master Gardener Mentor

A MG Mentor is an Active or Emeritus MG who is paired with a MG Trainee to guide that person into a successful MG experience. The CMMG Mentor Program is a subcommittee under the CMMG Education Program Committee.

V. Volunteer Service

A. Approved Activities

1. Guidelines for volunteer service are that the activity should be educational and be performed or directed by Active MGs who are volunteers representing University of Missouri Extension. A good rule-of-thumb for determining appropriate activities is to ask, "Does this activity contribute to the goals and mission of the CMMG Program?"
2. Approved CMMG activities are defined on the CMMG reporting website.
3. Travel time may not be counted in the minimum requirement of 26 volunteer service hours or 30 hours for Trainees, but may be counted for volunteer travel time beyond the minimum requirement.
4. Volunteer service shall not result in financial gain for any volunteer involved in a CMMG activity or project, nor does paid time qualify as volunteer service.
5. Master Gardeners are encouraged to attend as many monthly meetings as possible.

B. Volunteer Continuing Education

Continuing education, for which MGs may earn volunteer hours, includes Advanced MG Courses and educational activities. The determination of what counts as continuing education activities for the Active MG shall be at the discretion of the CMMG Education Program Committee and the CMMG Board, in collaboration with the local University Extension Coordinator. The basic guideline is that the MG continuing education should augment and reinforce the MG core course training.

C. Reporting Master Gardener Volunteer Hours

By November 30 of each year, Active MGs shall record annual volunteer hours for approved projects and activities on the CMMG reporting website.

D. Dual Capacity

A MG may report volunteer hours earned in a dual capacity situation if the volunteer activity or community project has been approved by CMMG. For example, if CMMG in cooperation with a local gardening club conducts a garden tour for their respective members, dual capacity credit may be earned. To earn dual capacity credit, the CMMG member needs to identify him or herself as a University of Missouri Extension MG, act under an approved CMMG activity or program, and wears the MG name badge.

E. Fees and Reimbursements

1. CMMG may collect fees to cover program expenses and operating costs for member and public programs, but individuals should not make a profit from MG activities. For example, an individual MG could collect mileage for approved program presentations, be reimbursed for supplies used in a MG project, or be reimbursed for telephone and postage related to MG officer duties, but the MG cannot be paid for volunteering to design a garden.

2. Only CMMG Project Chairs, the Project Coordinator, and CMMG Board members may request reimbursement of expenses for an approved volunteer activity. With prior approval, CMMG volunteers may spend personal funds for a volunteer activity and request reimbursement but only with written approval from the approving authority on the Budget Reimbursement Form (Appendix B).

3. In the event that a CMMG member is requested to provide an item for use in a CMMG project and the item cannot be returned to the owner in its original condition, the member may present the estimated repair or replacement cost on the Repair or Replacement of Damaged or Lost Items Form (Appendix C) and present the form to the chairperson of the project. The chairperson will confirm the request and submit it to the CMMG Board through the Treasurer. The Board will consider the request and make a final decision.

4. If an honorarium beyond mileage is received for MG presentations, the monies shall be turned over to the CMMG Treasurer. Otherwise, the activity does not qualify as MG volunteer service.

VI. Appendices

- A. Master Gardener Program Application
- B. Budget Reimbursement Form
- C. Repair or Replacement of Damaged or Lost Items Form
- D. CMMG Project Approval and Budget Request Form

Adopted 11/03/2000

Revised 5/24/2016

Revised 3/29/ 2019

I wish to become a Master Gardener and would like to be accepted into the training program. I understand that if accepted into the program, I must **agree** to provide at least 30 hours of service to the Master Gardener program before November 30 of the next year.

(Your name and contact information will be shared with other students and MG's)

I live in _____	University of Missouri Extension wants to make sure that we are presenting our programs to a wide range of participants. Please complete the Voluntary Demographic Information with this application.	
County in Missouri		
Race or Ethnic Origin <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American, not of Hispanic Origin <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/> White, not of Hispanic Origin	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Veteran Status <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Other
	Birth Date _____	
Are you Hispanic or Latino? <input type="checkbox"/> yes <input type="checkbox"/> no		
Disability		
Do you consider yourself a person with a disability?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Appendix B



Central Missouri Master Gardener

Budget Reimbursement Form

Budget Fiscal Year begins on September 1 and ends on August 31. Receipts for expenditures in each budget year must be submitted for reimbursement within 30 days of budget year end (by September 30).

Budget Fiscal Year: _____

Date of Submission: _____

Acct #	Description of items purchased	Amount Spent
Total to be Reimbursed		

Approving Authority Signature: _____

Reimbursement to be mailed to: _____

Reimbursement requests must include original receipt(s) and a self-addressed stamped envelope. The request will NOT be paid unless signed by the correct approving authority. Mail request to: Debbie Kolb, 2812 Brush Creek Ct, Jefferson City, Mo 65109

Revised 10/18

Acct #	Project Name	Approving Authority
3000	Administration	D. Spieker
3005	Project Coord	J. Kempker
3010	Education	B. Price
3020	Scholarships	J. Schweiterman
3030	Garden of the Month	
3040	River City Garden-Overall	
3045	Butterfly Garden	D. Bayne
3050	Native Garden	J.Epperson/A.Rudloff
3060	Bog Gardens	K. Mills
3070	Childrens Garden	P. McGuire
3080	Daylily Garden	N. Luebbert
3090	Perennial Garden	M. Hazelton
3100	Medicine Wheel	M. Williams
3110	Rose Garden	S. Stork
3120	Bluebirds	J & M Prenger
3130	Memorial Garden	D.Rademan
3140	Conifer Garden	J. Schweiterman
3150	Turf Garden	P. Salmons
3160	Ornmntl Grass Grdn	J. Davis
3170	Compost	S. Stacey
3180	Vegetable Beds	R. Garrison
3190	Reflection Garden	D. Whitener
3200	Greenhouse	D. Rademan
3210	Upgrade Hoophouse	D. Rademan
3220	Build Hoophouse	D. Rademan
3225	Greenhouse Gardens	D. Spieker
3230	Plant Sale	J. Lepper
3235	River City Fall Fstvl	K. Mills
3240	MRRLibrary	P. Salmons
3250	Osage County Library	R. Russell
3260	CCRSI	
3270	RAC Center	B. Price
3280	McKay Park	G. Cummins
3290	Callaway Hills School	Y. Graham
3300	Garden and Grow	L Cordray
3400	Extension Center Grounds	M. Kallal/M. Williams

REPAIR or REPLACEMENT of DAMAGED or LOST ITEM

Central Missouri Master Gardener members may submit this request form in the event that they have, upon request, provided an item for use in a CMMG project and that item cannot be returned to the owner in its original condition. If the item has been requested by the chairperson for use in the project, the chairperson will confirm this request and submit it to the CMMG Board through the Treasurer. The Board will then consider the reasonable cost to repair or replace the item and make the final decision.

Date of Request _____ CMMG Member Name _____

Date of Use _____ CMMG Project _____

Description of the item and damage or loss _____

Estimated cost to repair or replace _____

Explain how this item was used _____

I confirm that the item was requested for use on the project listed.

Chairperson's Signature

Date _____

CMMG Board consideration date _____ Approved _____ Denied _____

Form adopted July 2009

Project duration ☐ **on-going** ☐ **short-term** ☐ **weeks** ☐ **months**

[illegible]

CMMG Project Chair Signature

Project Request: **approved** **denied** **date:**

CMMG Project Coordinator