
Greene County Master Gardener Volunteer Operations Manual

October 7, 2021 (updated May 12, 2022)

INTRODUCTION

This manual is intended to provide you, the Greene County Master Gardener Volunteer, with information covering many of the things you do as you participate in various master gardener volunteer activities. In this manual you'll find useful information on day-to-day activities that affect master gardener volunteers in Greene County. It provides the information you need to answer your "How do I do that?" questions.

The Board of Trustees (Board) in conjunction with the OSU Extension Office for Greene County has approved this document and the Board is responsible for its maintenance. As conditions change, this document will be updated by the Board. This document is located at <https://greene.osu.edu/program-areas/master-gardener-volunteers/current-master-gardeners/organizational>. This is your document. If there are things you would find useful to be included, give your request to any member of the Board.

In this document the OSU Extension Program Coordinator for Greene County will be identified as "Coordinator", the Greene County Master Gardener Volunteer Board of Trustees as "Board", the Green County Master Gardener Volunteers as "GCMGV" or "Membership" and the Agriculture and Natural Resources Educator as "ANR" Educator.

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1. AWARDS AND RECOGNITION

Awards and recognition will be presented annually to GCMGVs. These can be given to individuals or groups of individuals (e.g., Projects). Awards will be given for actions that enhance the OSU Extension Master Gardener Volunteer program, promote self-improvement, support other master gardener volunteers and projects, and strengthen the Greene County, Ohio community. Annual awards fall into three categories: (1) State, National and International Awards, (2) Milestone Awards for education and volunteer hours, and (3) Special Recognition for special actions on the part of individual MGVs or groups of MGVs.

The Awards committee will administer the annual awards and recognition program. Awards and special recognition will be presented yearly at the Winter Gathering. State, National and International Awards will be presented at the discretion of the Coordinator. Attachment 1 lists the annual awards.

2. MEETING CANCELLATIONS DUE TO WEATHER

Notification of meeting cancellations due to hazardous weather conditions will be accomplished via text message or email alerts. Members will be asked to provide mobile or home phone numbers and email address for notifications.

3. NEW PROJECT REQUEST

Any proposed GCMGV project must be requested by preparing a New Project Request Form (See Attachment 2) for submission to the ANR Educator and/or Coordinator for consideration and approval. All issues identified on the attached project request form must be addressed. If approved, the ANR Educator and/or Coordinator will submit the request to the GCMGV Board for final approval and budgeting.

4. PROJECT REVIEW STRATEGY AND CRITERIA

All active GCMGV projects will be reviewed by the Coordinator annually for compliance with our mission and benefit for the community according to the following criteria:

Volunteer Hours - the number of hours taken from the current on-line recording system for the previous four years in the following categories:

- Education – prep or planning, setup, execution, post evaluation
- Compliance – yearly planning meeting, project leader meeting, OSU policy training (required in person training)
- Maintenance – area preparation, planting, weeding, etc.
- 4-Year History – Establish a history based upon the above curriculum
- Project Lifespan – Original life span or expiration date of project Present projected life span or expiration date
- Outside Organization Involvement – External organizations contributing to or supporting the project
- Community Benefit – Subjective evaluation by leadership

The Coordinator and Board will review the findings and approve the projects for continuation or Termination.

5. ANNUAL TASK: PROGRAM COORDINATOR'S EXPECTATION OF MASTER GARDENER VOLUNTEERS

Each year, there are tasks each MGV is responsible for accomplishing.

These include:

- Completing required volunteer and continuing education hours before December deadline.
- Completing the entry of all volunteer and continuing education hours before the December deadline.
- Entering volunteer hours at least monthly.
- Entering Continuing Education hours at least weekly when applicable.

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- Completing annual recertification forms whether staying active, going inactive or resigning for the upcoming year.
- Paying dues within the timeline set by the Treasurer.
- Communicating with the Coordinator in a timely fashion regarding individual health, family, or life issue that may prevent the MGV from completing any of the required tasks listed above.

Timeline for task to be completed:

Volunteer Hours – At least monthly, enter volunteer hours. If all hours are for the same volunteer opportunity, lump them into one entry. Different volunteer opportunities require individual entries. Enter weekly or as they happen. Use the date you enter the hours as the start date. Do not back date as the system will not credit the hours. The end date is the same as the start date, which is the day hours are recorded.

Continuing Education – Record approved continuing education each week as attended. Use the date you enter the hours as the start date. Do not back date as the system will not credit the hours. The end is the same as the start date, which is the day hours are recorded.

Required Hour Entry – All hours must be entered into Hands on Connect (HOC) volunteer management system to be eligible for active MGV status for the upcoming year. The deadline to enter is set by the State Master Gardener Program Director and will be relayed via email to all certified MGVs by the Greene County Coordinator. The deadline is usually December 15th.

Annual Recertification forms – Each year, volunteers are asked if they are going to recommit to another year of volunteering for OSU Extension. If yes, volunteers are required to complete by reading and signing the forms that outlines the requirements and expectations of volunteering for OSU Extension. These will be in the HOC volunteer system and available in January. The Coordinator will communicate when they are available. The deadline to recertify is set by the State Master Gardener Program Director and will be relayed via email to all certified MGVs by the Greene County Coordinator. The deadline is usually the end of January. Failure to complete the forms by the deadline will result in the volunteer being inactive and the volunteer cannot use the title of MGV. The forms required are listed below.

- Recertification Status
- Standards of Behavior
- Title Usage
- Pesticide Policy
- Activities and Programs with Minors

Dues - Once the recertification annual forms are completed by all MGVs (whether active, inactive, or resigned), an email will be sent with the dues information. The timeline for paying dues will be 7 to 10 days unless otherwise stated by the Treasurer.

Communicating with Coordinator/ANR Educator – Life issues can happen to everyone at some point that requires stepping back from some obligations and concentrating on someone or something else. Keeping the Coordinator/ANR Educator informed on life issues early will enable them to help plan for maintaining a MGVs status. This is not the time to worry about meeting required volunteer hours or other tasks.

The Coordinator/ANR Educator will advise MGVs of upcoming deadlines through business meetings, email, and newsletters throughout the year or as they approach. It is the MGVs responsibility to complete the tasks necessary to remain active. The Coordinator/ANR Educator will not contact individual MGVs regarding tasks to be completed. Contact the Coordinator/ANR Educator if there are issues completing tasks. Early contact is highly recommended.

6. REGAINING ACTIVE MGV STATUS

To regain Active status, an inactive member must: (1) inform the Coordinator of their desire to return to active status, (2) obtain the Coordinator's approval and (3) agree to a plan that will allow them to complete their annual requirements or other requirements.

Those individuals who request return to active status, complete their agreed return plan and are approved by the Coordinator will be considered Active upon receiving recertification, normally at the annual recertification time (Standards of Behavior, Pesticide Usage Policy, Title Usage Forms, and dues payment).

If the individual has been on inactive status for more than 3 years, in addition to meeting the requirements above, he/she must complete all requirements set forth by OSU Extension and the Coordinator.

7. TRANSFERRING INTO OSU GREENE COUNTY MASTER VOLUNTEER PROGRAM

Required by State:

IN-STATE TRANSFERS: Ohio MGVs transferring from one county to another must also be in good standing and have their file transferred to the new county. The MGV Coordinators from both counties need to communicate and verify the member and complete the attached form. Only after the original (home) county coordinator has signed off and changed the volunteer's status to "inactive" can the new county add them to their VMS and make their status "active". NEVER delete a volunteer record or all volunteer hours will be lost.

Check List for the Volunteer Requesting Transfer

- Contact your Coordinator and let them know you wish to transfer to another county.
- Discuss transferring to a new county with their coordinator. Confirm acceptance.
- Complete the Transfer form and request both coordinators review your request.
- County to which MGV is transferring notifies Home Coordinator and confirms "inactive" status in VMS and notes receipt of volunteer file.
- New County adds MGV to roster (do not duplicate) as "active."

In Addition, Greene County Requires:

Each county runs their MGV program based on County and the ANR Educators needs and expectations. Below are the steps for transferring to Greene County. Complete the below steps before volunteering at any approved projects within the community. Typically, we work through transfers in the spring/summer of the year. Contact the Coordinator for specific dates.

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1. Complete an Interview/Orientation in-person at the office (unless extenuating circumstances) that should take about an hour.
 - a. Sign OSU Extension MGV Volunteer policies, Introduction to the GCMGV program, discuss how MGVs fit into OSU Extension Greene County, and review other questions the transfer may have.
2. To get to know the transfer better:
 - a. Respond to three (3) discussion style questions that will be used in the MGV training class
 - i. These will be reviewed at orientation
 - b. Prepare a presentation on a topic that fits within the MGV program in an area of interest to the transfer
 - i. This will be discussed at orientation
 - ii. Give presentation at a business meeting or other group setting. Specific instructions on how to present will be given at orientation.
3. Complete the MGV Project Passport
 - a. Visit at least five (5) MGV projects throughout the community and spend approximately one (1) hour at each.
4. Attend a summer business meeting for the group to get to know others and see another project.
 - a. Business meetings are traditionally, the second Tuesday of the month at 6:30 p.m.

Once you have completed all the above steps, you will be an official, OSU Extension Greene County Master Gardener Volunteer. In the meanwhile, you will be transferred to the Greene County HOC site to enter hours on these activities and any continuing education. Which aspects of this can be used for volunteer time will be discussed at orientation along with at what point you are officially transferred.

8. SPEAKER REQUEST PROCEDURE

Many Master Gardener Volunteers are also volunteering or members of various groups such as garden clubs, historical societies, and herb groups. Sometimes these group will ask you to speak as an MGV. There is a procedure to follow for this to be considered an approved speaker request with will allow you to use the opportunity as MGV time.

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1. Have the organization contact the Coordinator with a speaker request. They may indicate they have a subject and speaker in mind (you!). The Coordinator will send them a list of available topics.
2. Once a topic has been chosen, the Coordinator will contact the speaker associated with the topic to see if they are available. Sometimes an alternate topic may need to be select if speaker is not available.
3. Once a speaker/topic and organization are matched, The Coordinator will send an email to the organization, copy the speaker, and make the introduction.
4. The speaker will be responsible for all communication with the organization after the introduction until the presentation is completed. If there is an issue on either end (speaker or organization), the Coordinator must be copied on the emails.
5. The Coordinator will have an emergency substitute speaker available in case needed. Emergency is defined in many ways for each MGV. The speaker will contact the Coordinator if an emergency occurs, and the Coordinator will contact the organization and make arrangements for a substitute.
6. The Coordinator will supply the speaker with a packet for collecting information (diversity plus survey) needed by the Coordinator to show impacts to stakeholders. Speaker will distribute and collect information before leaving and then return the completed information packet to the Coordinator.
7. Some organizations will give an honorarium to the speaker. If this is in monetary form, checks are made payable to Greene County Master Gardener Volunteers. If the honorarium is a gift card, the speaker may keep it. Make sure any money is given to the Coordinator so a donation letter can be sent. The Coordinator will notify the Treasurer of any monetary donations.
8. Sometimes an organization will contact a previous speaker to present again. Please refer to the beginning of this document.

Information Packet

Extension is funded in part through National Institute of Food and Agriculture (NIFA), a research and grant-making organization focused on agriculture. Part of Extension's responsibility is to collect demographic data from participants in our programs and have them available upon request. We are required to give the form to our program participants. Participants are not required to answer any of the questions. It is strictly voluntary. The form is 2-sided with one side being REG (race, ethnicity, and gender) and the other side a five (5) question survey regarding the program they are attending plus topics of interest for future programs. A script will be provided to the speaker to explain the demographic form and survey. Distribute the form before beginning the program. A collection basket should be provided for the participant to place the forms in at the end of the program. The speaker will also receive an envelope to place the completed forms in. Return the forms to the Coordinator. Do not open the envelope or read any of the forms as the information is confidential. The Coordinator will send the speaker an email with population served, numbers, and gender as reported on the forms. The speaker can count the total number of people attending the program, but cannot assume REG (race, ethnicity, and gender) of any participant. The Coordinator will walk each speaker through the process till they are comfortable.

In addition, the Coordinator will supply the speaker with material on upcoming programs and information on the MGTV program. All extra copies of the information should be returned to the Coordinator so it can be used by the next speaker.

9. SCHOLARSHIPS

The GCMGV organization may present scholarships to deserving Greene County residents pursuing higher education within Ohio majoring in an agricultural, horticultural, or natural resources field. The amount of the scholarships will be determined annually and approved as part of the annual budget process. An ad hoc Scholarship Committee will administer

this program. Scholarships will usually be presented in the late summer prior to the beginning of the academic year.

10. STANDING COMMITTEES

The following policies and procedures apply to all GCMGV Standing Committees. (See GCMGV Bylaws Article X)

Annually, GCMGVs will establish and maintain the following Standing Committees: Activities, Awards, Bylaws, Finance, Grants, Meeting Support, Programs, and Public Relations. Standing committees may be added to or deleted from this list at any time by the Board in coordination with the Coordinator.

Each committee will consist of approximately five (5) volunteers who will serve on a yearly basis. A call for committee member volunteers will be made at the October Business Meeting. The Board, in coordination with the Coordinator, will select the committee members from the list of volunteers for each committee and announce the committee make-up at the November Business Meeting.

Each committee will meet following their appointment and select a member to serve as chairperson and will advise the Board and the Coordinator of the designated chairperson. Each new year's committee is then encouraged to meet the current year's committee to ensure a smooth transition between the outgoing and incoming members. The composition of each Standing Committee and chairperson will be posted to <https://greene.osu.edu> website.

Each committee will meet at least quarterly (monthly, when possible) and minutes of each meeting will be recorded. Detailed meeting minutes are not required. Each Standing Committee will report its meeting's activities to the Coordinator and the Board. Annually, usually in November, each Standing Committee may be asked to report its activities and accomplishments for the current year along with its recommendations for the following year(s) to the GCMGV Membership. Each committee's annual report will be posted to <https://greene.osu.edu/program-areas/master-gardener-volunteers/current-master-gardeners/organizational>.

These annual reports will be one of the tools used by the Board to help build the upcoming year's Goals and Objectives. Ongoing committee status reporting between January and August each year and planning for the following year's activities will also be used by the Treasurer and the Finance Committee as input into the Annual Budget for the upcoming year. Each standing committee will also submit a budgetary request for the following year by August 1st each year. The mission statement for each Standing Committee is at attachment 3.

NOTE: Special Purpose/Ad Hoc Committees will also follow these procedures except they will commence and terminate operations based upon satisfaction or termination of the specific need for which they were established. Also, Special Purpose/Ad Hoc Committees usually are created to support short-term, single-purpose activities, but can be established to support a multi-year need. When established for a multi-year purpose, it can retain its committee membership throughout. In this instance, those serving on a long-term, Special Purpose/Ad Hoc Committee need not be reappointed each year.

11. TAX EXEMPT USE

GCMGVs are authorized to use our tax-exempt status when purchasing items for projects. Status is not for personal use. Forms can be obtained from the personnel identified at <https://greene.osu.edu/program-areas/master-gardener-volunteers/current-master-gardeners/financial>. After receiving a copy of the form, present the document when making a purchase at the supplier. If there are any questions, please consult the Treasurer.

12. TREASURER'S OPERATIONS MANUAL

The Treasurer and the Finance Committee will work with the project managers and the committee chairpersons throughout the year to obtain information and financial documentation on expenditures and income. In addition, each project manager and standing committee chairperson will provide the Treasurer and the Finance Committee with its budget forecast and request for the following year.

The Treasurer will handle the monthly income and expense payments for the Membership and reconciliation of the Membership's accounts. Each month the Treasurer will submit the reconciliation and supporting documentation to the internal auditor for review and comment. Further each month the Treasurer will prepare a financial report and present the report to the Membership at the Membership's regular Business Meeting.

Each year the Treasurer will initiate a budget call to the program managers and the standing committee chairpersons for submission of budget requests for the following year. The budget call will usually commence around July 1st and all inputs are due to the Treasurer and Finance Committee by the end of July. The Treasurer and Finance Committee will take these inputs along with other financial information and develop a proposed budget and dues recommendation for the upcoming year. This proposed budget will be presented to the Board at its September meeting and the Board will approve next year's budget for submission to the Membership at the September Business Meeting. The Membership will vote on approval of next year's proposed budget at its Annual Meeting, usually in October. The budget will be posted on <https://greene.osu.edu/program-areas/master-gardener-volunteers/current-master-gardeners/financial>.

Following the end of each calendar year the Treasurer will obtain an external audit review of the past year's financial activities. No later than the February Business Meeting each year the Treasurer will present the Financial Reconciliation Report for the recently completed year to the Membership. The Treasurer will maintain the legal, insurance, and finance records of the Membership. The Treasurer will timely file the necessary IRC 501(c)(3) reports with the Federal and state governments.

In addition, the Treasurer will develop and maintain a Financial Operations and Transition Manual for the Treasurer position to facilitate day-to-day operations and transition of the newly elected member to the office. The Manual will detail those actions the Treasurer is required to perform and the accounts and records required to be maintained. The

Treasurer will be available to the Membership to answer any questions about the legal, insurance, and financial matters of the GCMGV.

13. VIRTUAL ON-LINE MEETINGS

If due to unforeseen circumstances that in-person meetings are not advisable then, internet on-line Business, Board, and Special meetings can be held electronically/virtually using capabilities such as OSU Carmen Zoom. The Board will announce the virtual meeting date and time in an E-Mail and the Coordinator will provide all members with the website address by E-Mail. Standard meeting agenda and procedures will apply throughout the virtual meeting. Should a vote be required during the meeting, the following procedures will be used:

- A. Voice Voting. At the discretion of the meeting chair, they may call for and conduct a voice vote. The results of the vote will be recorded in the meeting minutes. If the voice vote appears close or upon the request of any member present, a recorded vote shall be taken with Zoom poll.
- B. Recorded Voting. If a recorded vote is required, members will use capabilities such as a Zoom poll. The results of the vote will be displayed to the membership upon completion of the voting process and will be recorded in the meeting minutes.
- C. Secret Ballot Voting. For election of officers or other votes requiring a secret ballot during an electronic virtual meetings (Such as Carmen Zoom), members will use a Zoom poll to vote for one office (issue) at a time. The names of the candidates (usually 1 or 2 per office) will be on the ballot. Members will vote for the proper number of candidates (usually 1 or 2). Votes for more than the proper number will not be counted, but less is acceptable. No write-ins are permitted. The Coordinator (Zoom host) will announce or show the results of the poll. Only the results, not who voted for whom or numbers of votes per candidate, will be shown. The results will be recorded in the meeting minutes.

14. PROJECT MANAGER

A Project Manager will be appointed by the Board/Coordinator for each officially designated project supported by the GCMGVs. (See GCMGV Bylaws, Article XI).

The project manager will:

A. Oversee the planning, design, maintenance and educational aspects of the project.

B. Recruit and lead the project team in the development, operation and maintenance of the project.

C. Coordinate the activities and actions of the volunteers (GCMGVs and others) who serve as the project team.

D. Oversee the development and delivery of the verbal and visual educational aspects of the project.

E. Ensure the project team understands and follows common safety procedures while working on the project. Advise the public of any unique safety hazards found within the project such as toxic and/or irritable plants or physical obstacles.

F. Interact with the Board Treasurer and GCMGV Finance Committee in the preparation of the project's annual budget request. Each project's yearly budget input is due by August 1.

G. Manage expenditures within the project's current year budget and submit receipts for expenditures to the GCMGV Treasurer in a timely manner. The target is less than 30 days.

H. Request and obtain approval from the GCMGV Treasurer prior to committing to an expenditure in excess of the project's annual budget.

(NOTE: Reimbursement requests exceeding the project's budget, submitted without prior approval from the Treasurer, will be returned without reimbursement.)

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I. Identify future enhancements/improvements to the project and submit those to the GCMGV Board for approval and funding.

J. Prepare and submit the Project's Annual Report by November 1. The format can be found at Attachment 4.

K. A project manager's checklist is provided at Attachment 5.

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Attachment 1

GREENE COUNTY MASTER GARDENER ANNUAL AWARDS AND QUALIFYING CRITERIA

The following award categories are available to Master Gardener Volunteers of Greene County on a yearly basis:

State Awards	Categories	}	and criteria determined by awarding entity
National Awards			
International Awards			
Volunteer Hour Milestones			Hour thresholds determined by State MGV Coordinator
Educational Hour Milestones			

The following MGV recognition awards were established by the GCMGV Awards Committee and are available to recognize deserving GCMGVs yearly.

Sunshine Award - Given to a GCMGV whose helpfulness and positive attitude lifts the spirits of others.

Best in Season Award - Given in categories that include flowers, produce, and insects.

Community Service Award - Given to the GCMGV who grows and donates the greatest number of pounds of fresh produce from their home garden or community garden plot.

Dirtiest Jeans Award - Given to the GCMGV who wears the evidence of a day's work at a project.

Attachment 2

GREENE COUNTY MASTER GARDENER NEW PROJECT REQUEST FORM

PURPOSE: Prepare a New Project Request using the following format for a new project. All sections must be addressed.

1. PROJECT LEADER
2. TITLE
3. PURPOSE (educational programs, beautification, food production)
4. LOCATION
5. DESCRIPTION and PLAN
6. TASKED ORGANIZATIONS and RESPONSIBILITIES
7. OUSIDE ORGANIZATIONS INVOLVED and AGREEMENTS
8. REQUESTED BUDGET (GREENE COUNTY MASTER GARDENER PROJECT AND BUDGET FORM found on [HTTPS://GREENE.OSU.EDU/PROGRAMAREAS/MASTER-GARDENER-VOLUNTEERS/CURRENT-MASTER-GARDENERS](https://greene.osu.edu/programareas/master-gardener-volunteers/current-master-gardeners) under Master Gardener Forms and Documents)
9. PROJECTED REVENUE
10. PARTICIPANTS and RECRUITMENT
11. PROJECT LIFE PLAN (include an exit strategy and whether project will be sustainable without MGV involvement)
12. APPROVAL/REJECTION (after review)

Attachment 3

GREENE COUNTY MASTER GARDENER STANDING COMMITTEE MISSION STATEMENTS

Activities: The Activities Committee will identify and plan various activities in which the GCMGVs may participate. These include for example: visits to various ANR locations, participation in community events and festivals throughout Greene County, participation in the Greene County Fair, trips for Greene County MGVs, teambuilding and business meeting activities. The Committee will prepare a yearly schedule of activities in line with their year's budget request and submit these to the Board and Coordinator for approval by March 1st each year.

Once activities are approved, the Committee will work in direct coordination with the Coordinator to ensure successful completion of each activity. The Activity schedule will be and posted on the <https://greene.osu.edu> website calendar. The Committee will submit the required entry paperwork, develop the participation plan and recruit and schedule volunteers. Once activities are accomplished, the Committee will submit a complete financial statement for that project in a timely manner to the Treasurer and the Finance Committee. The Activities Committee will also prepare and submit a funding estimate for the following Calendar Year to the Treasurer and the Finance Committee by August 1st each year.

Awards: The Awards Committee is responsible for assisting the Coordinator in reviewing and nominating projects and GCMGV's for Ohio Master Gardener Volunteer Yearly Awards and other national and international awards each spring. The committee will assist the Program Coordinator in preparing the nominating submissions and required documentation for each Ohio, national and international award nominating package. The Coordinator will submit the nomination packages to the appropriate agency and will advise the Board and the GCMGV membership of the submitted nominations at their respective May meetings. The results of these nominations will be

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announced at the discretion of the Coordinator when received or at the Annual Meeting in the Fall.

The Committee is also responsible for identifying any individual or group whose special actions supporting the Master Gardener Program warrant recognition. The Committee will develop specific categories for recognition including gardening practices as well as categories that promote morale and team building. The Committee will make selections for recognition awards and send to the Board and Coordinator by December 1 each year. The Board and Coordinator will review Committee selections at their December Board Meeting. Those individuals selected to receive a recognition award will be announced at the Winter Gathering.

Bylaws: The Bylaws Committee will manage the review and modification of the GCMGV Bylaws. The Committee will provide the Board with the identification of issues and recommended changes to the GCMGV Bylaws as they arise. An Official Review of the Bylaws must be accomplished every five (5) years.

Finance: The Finance Committee will support the actions of the Board Treasurer. Support will include the gathering and review of budget requests and receipts from project leaders and committee chairpersons. The Finance Committee will work with the Treasurer to prepare budget status reports and the Annual Budget and Financial Status Report of the Corporation.

The Annual Budget will be submitted for approval by the GCMGV Membership at the Fall Annual Meeting and the Annual Financial Status Report will be presented to the Membership no later than its February Business Meeting. These documents will be posted on the <https://greene.osu.edu> website.

Grants: The Grants Committee will assist the Board and Coordinator in the overall management of grant activities throughout GCMGV operations. The committee will receive grant priorities from the Grant's Steering Group by

February 1. The Committee will investigate potential grant sources to meet these priorities and provide their supportability assessment to the Grants Steering Group by April 1st. Additional grant possibilities may arise throughout the year and these will be submitted to the Grants Steering Group for review before being passed to the Committee. The Committee will research these for supportability and provide a recommended course of action to the Grants Steering Group. The Committee will also identify any grant application cost estimates for each proposed package to the Grants Steering Group for approval.

Once a grant candidate and any associated costs are approved by the Grants Steering Group, the committee will prepare the grant package for submission.

Each finalized grant package will then be reviewed and approved by the Grants Steering Group. The Coordinator will submit finalized grant applications to the appropriate grant approval authority. The Committee will then monitor the status of each application, prepare coordinated responses to questions received from grant agencies and advise the Grants Steering Group and the Finance Committee of grant application results.

Grant activities are ongoing processes due to varied cycles and timelines. The Committee also monitors grant deadlines to ensure timely grant submissions.

The Committee must also prepare and retain accurate records of their actions and ensure these are passed to the Board Treasurer and the following year's Committee.

Grants Steering Group: The Grants Steering Group is composed of the GCMGV President, Treasurer and Coordinator. The purpose of the Steering Group is to provide direction and oversight for grants prepared by the Grants Standing Committee. The Grants Steering Group's mission is to:

- (1). Provide the GCMGV Grants Standing Committee with a prioritized list of potential grant areas of interest at the first of each new year. (February 1 or earlier)

- (2). Review grant candidate supportability estimates and action recommendations prepared by the Grants Committee.
- (3). Direct the Committee to proceed with grand application preparation.
- (4). Approve all grant application preparation costs.
- (5). Approve finalized grant application packages for submission.
- (6). Keep the GCMGV Board apprised of all grant activities.

The Grants Steering Group will also provide the Finance Committee estimated grant preparation expenses for the coming year as part of the yearly budget process. (Design consulting, engineered drawings and cost estimates are some of the possible grant preparation expenses.)

The Grants Steering Group will announce the results of submitted grant applications to the membership and will provide the GCMGV Treasurer and the Finance Committee all the information required for budgeting and financial reporting.

Meeting Support: The Meeting Support Committee will manage the following for GCMGV monthly Business Meetings and other formal ANR programs when requested by the Program Committee: set up and tear down of meeting chairs and tables, set up and removal of audio and video equipment, refreshments and door prizes, when required. The Meeting Support Committee will work under the direction and guidance of the Coordinator. The Meeting Support Committee will also prepare and submit a funding request for the following Calendar Year to the Finance Committee by August 1st each year.

Programs: The Program Committee will support the Coordinator in the planning and execution of OSU Extension Greene County sponsored GCMGV and Agriculture and Natural Resources (ANR) programs. In addition, this committee will support the delivery of ANR programs by the GCMGV for presentation to the Greene County community. The Program Committee under the guidance of the Coordinator will execute current year approved programs. The Program Committee with the approval of the Coordinator will prepare a proposed GCMGV ANR programs estimate for

the following year and submit a funding estimate to the Finance Committee by August 1st each year for use in the budgetary process.

The committee will continue to develop a proposed list of the following year's GCMGV ANR programs in coordination with the Coordinator and present this list to the Board for approval by November 1st each year. The proposed list will include cost and income projections, topics, timing, location, recommended speakers and projected attendance. Once approved, the program list for the year will be introduced to the GCMGV membership at its Winter Gathering usually held in January and posted on the <https://greene.osu.edu> website calendar.

The Program Committee must work in close coordination with the Public Relations Committee to ensure successful execution of planned programs.

Public Relations: The Public Relations Committee will primarily provide on-line and hard copy advertising support to the GCMGV Board and the Coordinator. The Public Relations Committee will be made up of the Coordinator, the Greenline Team Leader, the Article Editor and the Facebook Administrator. The Committee will meet every two to three weeks (seasonally dependent) to ensure Facebook postings and written article submissions are timely and in step with current home agricultural issues.

All media copy and hard copy distributed products must be approved in advance of distribution by the Coordinator. The Public Relations Committee will also prepare and submit a funding request for supported GCMGV activities for the following calendar year to the Finance Committee by August 1st each year.

Greene County Master Gardener Volunteer Operations Manual

Attachment 4

GREENE COUNTY MASTER GARDENER
PROJECT ANNUAL REPORT

Project Name: _____

Project Manager: _____

GCMGV Team Members: _____

GCMGV Volunteer Hours: _____

Total Volunteer Hours: _____

Educational Hours (Hours X Persons taught): _____

Project Accomplishments:

Project Forecast for Next Year:

Project Enhancement Needs:

Attachment 5

GREENE COUNTY MASTER GARDENER PROJECT MANAGER'S CHECKLIST

Late Winter/Early Spring:

- Contact/recruit needed number of team members for project.
- Set day, time, frequency of work sessions.
- Early spring-assess condition of garden, begin spring clean-up tasks.
- Communicate with partnering agency, i.e. park departments to determine needs and resources.

Spring/Early Summer:

- Purchase and install needed plant materials, structures, hardscaping within annual budget on team workdays throughout the season.
- Assess and implement maintenance needs, i.e. watering, weeding, deadheading, integrated pest management throughout the season.
- In cooperation with coordinator and partnering agency, plan and conduct educational programs within the garden. Track attendance at programs.
- Approve and submit receipts for purchased materials to Treasurer, ongoing.

Summer to Fall:

- Assess needs and estimate costs for the following year and submit proposed budget to Treasurer by determined deadline.
- Fall clean-up. Determine which plants will stay till spring to provide food and shelter for wildlife. Remove and/or replant overgrown materials.
- Manager and team assess how they accomplished goals within the garden, i.e., success of educational programs, met needs of the community, pollinators attracted and observed.
- Set goals for the following season based on above assessment.
- Prepare Annual Report and submit by November 1