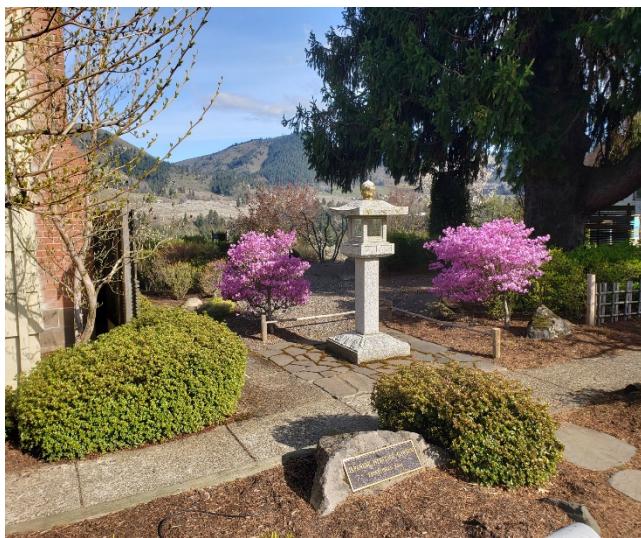


# HOOD RIVER COUNTY MASTER GARDENER

# HANDBOOK

Find the Complete Handbook at  
<https://blogs.oregonstate.edu/cgmga/cgmga-information/>



## Get your questions answered:

- What are the current year requirements?
- How can I volunteer?
- What will plant clinics look like?
- How do I access resources?
- What is the Master Gardener Association?
- And more!

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[extension.oregonstate.edu/hoodriver](http://extension.oregonstate.edu/hoodriver)

Welcome!

Thank you for joining us for the 2023 OSU Extension Central Gorge Master Gardener™ program. A special welcome to our new class of 2023 MG trainees. We look forward to learning with all of you this year and continuing to grow our Central Gorge program.

2022 was a year of great achievements in many project areas:

An amazing line-up of classes, livestreamed and recorded for easier access; the most successful CGMGA Plant Sale on record; an inspiring, well-attended and bikeable Garden Tour; the return of Saturday plant clinics and community events; so many changes and additions to our project gardens; a new Spanish program on Radio Tierra; a rapid expansion of our MG presence on social media; and the list goes on.

I hope this inspires you as we move into 2023. We will start the year with our first class “Intro to the 2023 MG Program” on Wednesday, February 8th 6:00-8:30 PM. This class is open to all new and returning volunteers and is especially important for Recertifying Master Gardeners to attend, in person or on Zoom. We will cover:

- Updates to the OSU Master Gardener program
- Central Gorge Master Gardener training options (in person and online)
- Review of the websites we use and help with accessing these on your device
- Looking ahead to a variety of volunteer opportunities in gardens and events

Your textbook, *Sustainable Gardening: The Master Gardener Handbook*, will continue to serve as a resource this year. I encourage you to review chapter readings throughout the year, to stay current on topics that may not be directly covered in a formal training. A list of suggested readings is included on page 4.

The full training schedule is listed on the next page, featuring classes on pruning, greenhouse management, native plants, and more. Note that most classes are scheduled to be in person at the HRVCC along with a Saturday visit to each of our project gardens. We are grateful for all that we learned last year as we livestreamed and recorded classes for the first time. This format will be an option again this year, as well as access to the online courses. I encourage you to attend as many classes in person as you are able, to support our new trainees and enrich your learning and connection with each other.

**See you on February 8th!**

Sincerely,

*Megan Wickersham*

Megan Wickersham  
Master Gardener Outreach Program Coordinator, Hood River County

## Central Gorge Master Gardeners

### 2023 Master Gardener Training Schedule

\*All in-person classes: Hood River Valley Christian Church, 975 Indian Creek Road, Hood River  
 Online modules will be completed independently during the week.

Date/Time	Class	In-person*/online
<b>Weds. 2/8 6:00-8:30 PM</b>	<b>Intro to Master Gardener Program/Flower Arranging- Megan Wickersham, Paul Matalucci</b>	*HRVCC
<b>Weds. 2/15 6:00-8:30 PM</b>	<b>Botany-Christina Mead</b>	*HRVCC
<b>Weds. 2/22 6:00-8:30 PM</b>	<b>Soils-James Cassidy</b>	HRVCC
<b>Sat. 2/25 9:00AM-Noon</b>	<b>Pruning-David Braun</b>	*HRVCC/ Parkdale Garden
<b>Weds. 3/1 6:00-8:30 PM</b>	<b>Entomology-Chris Adams</b>	*HRVCC
<b>Sat. 3/4 9:00AM-Noon</b>	<b>Greenhouse Management/Integrated Pest Management- Luisa Santamaria</b>	*HRVCC and Online
<b>Weds. 3/8 6:00-8:30 PM</b>	<b>Pesticides</b>	Online
<b>Weds. 3/15 6:00-8:30 PM</b>	<b>Container Gardening/Seed to Supper/Birds- S2S Team, CJ Flick</b>	*HRVCC and Online
<b>Sat. 3/18 9:00 AM-Noon</b>	<b>Vegetable Gardening-Chip Bubl</b>	*HRVCC/ FISH Garden
<b>Weds. 3/22 6:00-8:30 PM</b>	<b>Native Plants/Native Bees and Pollinators- Drew Merrill, Steve Castagnoli</b>	*HRVCC
<b>Weds. 3/29 6:00-8:30 PM</b>	<b>Plant Clinic/ Plant Problem Diagnosis- Megan Wickersham</b>	*HRVCC
<b>Sat. 4/1 9:00 AM-Noon</b>	<b>Lawns-Steve Castagnoli</b>	*HRVCC and Learning Garden
<b>Weds. 4/5 6:00-8:30 PM</b>	<b>CGMGA Meeting, Final Exam- Megan Wickersham</b>	*HRVCC
<b>Sat. 4/8 9:00 AM</b>	<b>Alternative Date for Waterwise Garden Visit</b>	Hood River Library

# 2023 MG TRAINING

# READING ASSIGNMENTS

Date	Classes	Reading Assignments
Feb 8	Intro to Master Gardener Program	Intro to Master Gardener Program
Feb 15	Botany	Chapter 1: Botany Basics
Feb 22	Soils	Chapter 2: Soils and Fertilizers
Feb 25	Pruning	Chapter 4: Pruning
Mar 1	Entomology	Chapter 14: Basic Entomology
Mar 4	Integrated Pest Management	Chapter 20: Integrated Pest Management
Mar 8	Pesticides	Chapter 19: Understanding Pesticides
Mar 15	Container Gardening	
Mar 18	Vegetable Gardening	Chapter 7: Vegetable Gardening
Mar 22	Native Plants, Native Pollinators	
Mar 29	Plant Clinic, Plant Problem Diagnosis	Plant Clinic Section of MG Handbook Chapter 16: Diagnosing Plant Problems
April 1	Lawns	Chapter 12: Lawns
April 5	Final Exam	Review chapters and Complete your test!



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# Your connection to Oregon State University

## Oregon State University (OSU)



OSU, located in Corvallis, is Oregon's land grant university. The land grant university system was established by Abraham Lincoln in 1862 and expanded by Grover Cleveland in 1887 to create educational institutions tasked with teaching agriculture and the mechanical arts, as well as more traditional university subjects. These universities were then given funding to establish a system of national Agricultural Experiment Stations, and later the nation's Cooperative Extension service was established nation-wide.

***Oregon State University recognizes the impact that its land grant history had on Indigenous communities in Oregon. Through the Morrill Act of 1862, which established land grant universities in the United States, the federal government seized nearly 11 million acres of land from 250 sovereign tribal nations, with little or no compensation. The OSU campus is located within the traditional homelands of the Marys River or Ampinefu Band of Kalapuya.***

\*\*You can read more about OSU's commitment to reconciliation and partnership with local indigenous communities at <https://oregonstate.edu/land-acknowledgment>

Today's land grant universities differ from other colleges and universities. Whereas most universities concentrate on teaching and research, land grants such as OSU have a three-pronged approach to the development and dissemination of knowledge. These three components are:

- Teaching (including the teaching and training of degree-seeking undergraduate and graduate students)
- Research (including research on the OSU campus and at the 13 agricultural experiment stations around the state)
- Extension Service (Master Gardener Program, 4-H, Master Naturalists and others)

## OSU Extension Service



This is the educational outreach arm of OSU that “extends” research and education services of OSU to Oregon communities. As part of the nation-wide land grant university system, the OSU Extension Service is connected to a knowledge and research from across the state and across the nation. Extension Service personnel include Extension agents, program assistants, specialists, support staff, and a large number of volunteers like yourself. Extension works in five main program areas: 4-H Youth Development, Agriculture, Family and Community Health, Forestry and Natural Resources, and Sea Grant. As a Master Gardener, you part of the Agriculture program area, and are considered part of OSU Extension's volunteer staff, and part of your volunteer time as a Master Gardener will be spent in the local Extension office answering gardening questions.

## **OSU Master Gardener Program**



The Oregon State University Master Gardener™ Program is an Oregon State University (OSU) Extension Service program that educates Oregonians about the art and science of growing and caring for plants. We are in 27 counties across the state, and train thousands of Master Gardener volunteers. OSU Extension Master Gardeners are volunteer educators, neighbors, and on-the-ground researchers who serve their community with solid training in science-based, sustainable gardening and a love of lifelong learning. There are 27 local Master Gardener programs across the state, and all are connected under OSU Extension. In fact, there are Master Gardener programs in land-grant universities all across the country!

The heart of the Master Gardener Program is the plant clinic. Community members call, email, or stop by the office and remote clinics with questions about their gardens, houseplants, insects and more. Master Gardener volunteers help to answer these questions and provide research-based recommendations using Extension publications and other science-based resources.

## **Central Gorge Master Gardener Program**



The Central Gorge Master Gardener Program is the local program you will be working with. In Hood River County, our annual horticulture training happens February-April, and volunteers have until October 31 to finish the volunteer service component. New Master Gardeners attend a required 40 hours of training and participate in at least 40 hours of volunteer service (in plant clinics and our other volunteer projects) in order to graduate and certify as a Master Gardener. Returning Master Gardeners complete at least 10 hours of Continuing Education and 20 hours of volunteer service.

# Your Connection to the Oregon Master Gardener Association



## Oregon Master Gardener Association (OMGA)

The Oregon Master Gardener Association™ (OMGA) is a statewide 501(c)(3) non-profit organization whose purpose is to enhance and support the OSU Master Gardener™ Program. The county Master Gardener chapters together make up the state association. OMGA is comprised of representatives of each of the 27 county chapters, as well as state officers. Quarterly OMGA meetings are held at various locations around the state.

## Central Gorge Master Gardener Association (CGMGA)

The Central Gorge Master Gardener Association™ (CGMGA) is the local 501(c)(3) non-profit organization whose purpose is to enhance and support the OSU Master Gardener™ Program. CGMGA promotes the OSU Master Gardener program and is the fiscal sponsor of Central Gorge Master Gardener projects that serve and educate our community. See the Projects section for descriptions of each project.

Membership runs January 1<sup>st</sup> through December 31<sup>st</sup>. Dues for OMGA membership are \$5 and CGMGA membership dues are \$10. The CGMGA has a board of officers that is voted on every year by you, the members. The Executive Committee meets the second Wednesday of each month from 10:00am-12:00pm. These meetings are open to all members and are currently held over Zoom.

## 2023 CGMGA Officers

President—Leanne Hogie

Members At Large— Shari Bosler

President-Elect—Jennifer Harty

Margo Dameier

Past President—Anne Gehrig

Helga Reese

Secretary—Christie Bradley

Barbara Spezia

Bill Winfield

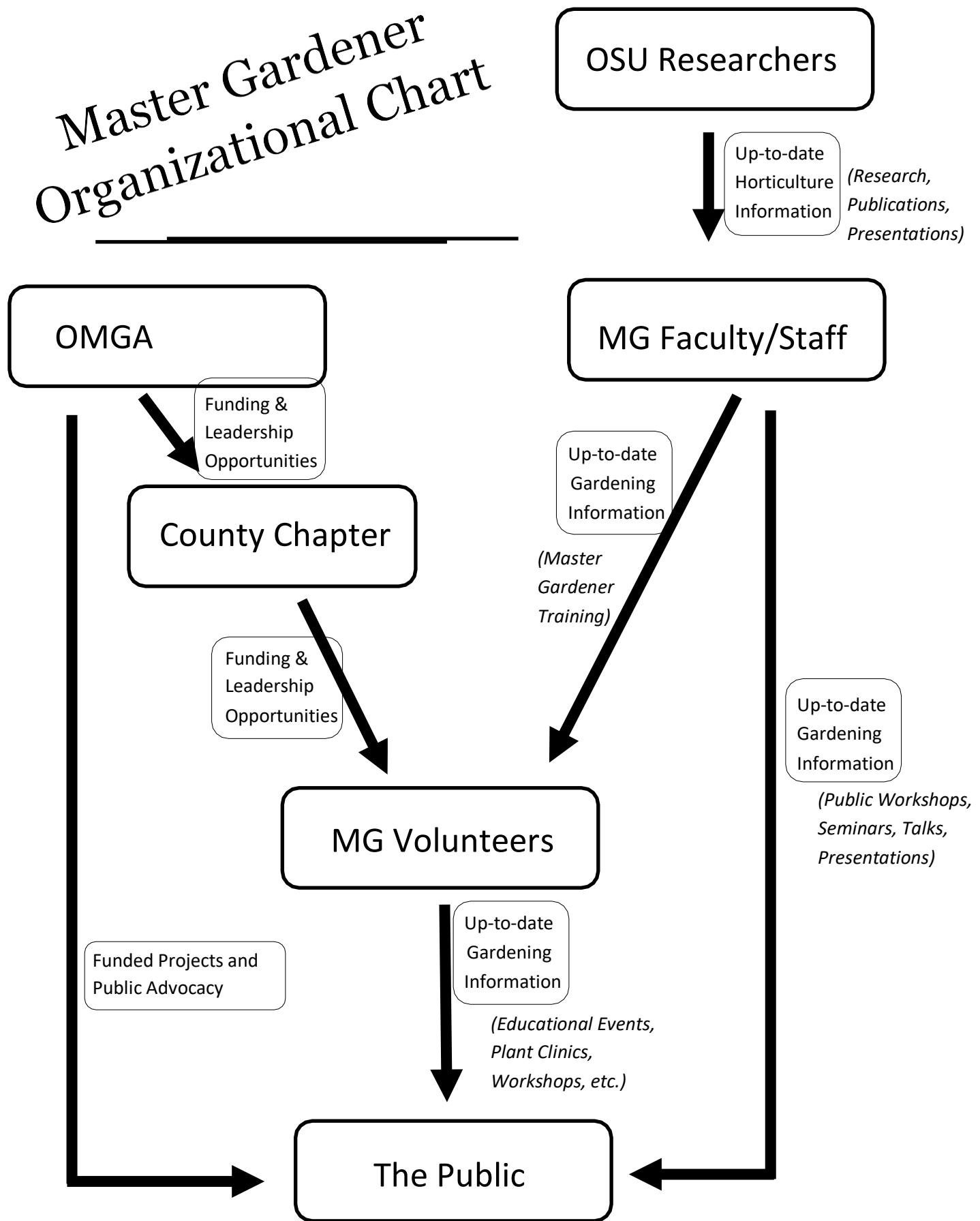
Treasurer—Joanne Willis

State OMGA Representative— Eric Bosler

State OMGA Representative Alternate—

\*Extension staff are ex-officio members

# Master Gardener Organizational Chart





# Oregon State University      Extension Service

## Master Gardener Program Quick Stats

All statistics are for the 2022 reporting year (November 2021 - October 2022).

- In Oregon, there were 2,796 Active Master Gardener Volunteers
- These volunteers donated at least 108,530 hours, in support of OSU Extension Master Gardener Program.
- Volunteers completed a total of 15,175 hours of advanced and continuing education.
- Master Gardeners had at least 78,713 contacts, via Plant Clinics, public gardening classes, demonstration days and other activities.
- The monetary value of this service is \$ 3.25 million dollars, and translates into an additional 53 FTEs to OSU and OSU Extension. FTE stands for full time equivalent, and is used as a measure of full time employees.
- Master Gardeners donated an estimated 27 tons of fresh produce, harvested from Master Gardener-managed community and demonstration gardens, to local food banks and food pantries.

Learn more about what we have done in past years, by reading our Annual Report.

- 2021 Annual Report (<https://oregonstate.app.box.com/s/rpdyl3sqr9x081q20gxjp2dh9k4srv9>)
- 2020 Annual Report (<https://oregonstate.app.box.com/s/sn53dfja452w8lf7nq9c9dmypvdezj0n>)
- 2019 Annual Report (<https://oregonstate.app.box.com/s/qgok99zgmo9lktt76lnwxtqrpj1s13n8>)
- 2018 Annual Report (<https://oregonstate.app.box.com/sn3whdzu5ta74u2vomr2scz74nuilj1jx>)
- 2017 Annual Report
- 2016 Annual Report (<https://oregonstate.box.com/s/86xfsrobdi859r7emszdexngvo0vuptx>)
- 2015 Annual Report (<https://oregonstate.box.com/s/53swzlnslvcoeqemxyc1pzirrd8ff5ik>)
- 2014 Annual Report (<https://oregonstate.box.com/s/52cn0upvjkcarfjrmtbv948yiognwyn>)
- 2013 Annual Report (<https://oregonstate.box.com/s/qq59u58zlmjjigkebljfmdfqhyidg0uw>)
- 2012 Annual Report (<https://oregonstate.box.com/s/br49r2qa6hg9fazr0d95zdi5n2a71ocy>)
- 2011 Annual Report (<https://oregonstate.box.com/s/0m3mj7exkqe6h8c3zx7gh2ii2cbaz8o2>)
- 2010 Annual Report (<https://oregonstate.box.com/s/a281th0so11oiemf6s45qitcpy3ncbqq>)
- 2009 Annual Report (<https://oregonstate.box.com/s/7x3ovy76v8a0x7zx477banmpe3v9zulk>)
- 2008 Annual Report (<https://oregonstate.box.com/s/19l1jkhbbajzyereyseau5roycq1whpf>)

# Volunteering as a Master Gardener

# Hood River County OSU Extension Learning Garden

Project Leader: Joanne Willis [joanne.cgmga@gmail.com](mailto:joanne.cgmga@gmail.com)

The Learning Garden is located at the OSU Extension office at the Mid-Columbia Agricultural Research and Extension Center in Hood River. This Demonstration Garden consists of ten features: Native Plant Garden, Curbside Garden, Japanese Heritage Garden, Ecolawn and Pollinator Garden, Ornamental Grasses, Raised Beds, Bioswales, Herb Garden, Small Space Garden and Compost Demonstration. Each unique garden is intended to display a feature or garden type that is suitable for the Pacific Northwest.



Above: Master Gardeners discuss the compost demonstration at the Hood River County Extension Learning Garden.

The Learning Garden presents an opportunity for our volunteers and community to learn and create together. It also provides a beautiful space for enjoying a contemplative visit. Brochures are available in each area for visitors to take a self-guided tour.

Development and maintenance expenses for the Learning Garden have been funded by the Central Gorge Master Gardener Association along with grants and donations from organizations, businesses, and individuals.

As a volunteer, you can choose to work on a feature that is of interest to you or perhaps even host a community education event in the garden. Work parties are scheduled throughout the season

## FISH Food Bank Garden

Project Leader: Tracy Willett [tracy.willett@gmail.com](mailto:tracy.willett@gmail.com)

This vital garden project is located at the Spirit of Grace Church, 1130 Tucker Road in Hood River. The garden addresses local food insecurity by providing fresh, local produce for the FISH Food Bank. We focus on growing vegetables preferred by the clients, especially those that are more costly in the stores or not provided by other supporters of the food bank.

Work parties occur weekly during the busy summer growing season. Those who particularly like to work with a group do tasks such as prepping beds, planting, transplanting, and weeding. Some volunteers take responsibility for planting and tending one particular vegetable and do this in pairs, on their own time or during work parties. Others regularly harvest the thousands of pounds of fresh produce produced each year.

Over the years, the garden has expanded to include a wide variety of vegetables, herbs, berries and a native plant wind break. Future plans development of more educational/service projects for youth and improving the accessibility of garden walkways and beds. A garden kiosk was recently installed to provide visitors with valuable resources and information about the garden. If you stop by the FISH garden, be sure to check out the kiosk for updates, a current task list for volunteers, and the sign-in sheet.



Above: Master Gardeners harvest sunflowers in the FISH Garden.

# **Central Gorge Master Gardener Greenhouse**

**Dedicated to Dorothy A. Metcalf**

By Sandi Rousseau, Lifetime Master Gardener

Since 2012, CGMGA was allowed to use the greenhouse on the Mid-Columbia Agricultural Research and Extension Center property to start vegetable seeds for our annual plant sale in May. We were always dependent on how much of the greenhouse was needed by the researchers for the fruit crop experiments in the Hood River Valley but had been lucky to have access to the greenhouse each year until 2017. That year the entire space was needed by researchers which stimulated some serious discussion: could we build our own greenhouse?

Financially CGMGA was in good shape to do this as the beneficiary of an endowment that had built some equity for the organization. In Fall 2016, we researched options and financial considerations, presented a plan to the membership, and got approval for up to \$45,000 to go forward with the project. We also received the OMDA Karl Carlson and Extension Educator grants.

Approvals and permitting by the county and OSU seemed to take forever, but by August 2017 we had all permits and approvals in hand. We had concurrently gotten bids for the excavation, concrete slab, electrical, and plumbing, so digging started in September.

Greenhouses come in kit form with lots of options available. We chose a Junior Teaching Greenhouse package from International Greenhouse Company, 18x36 feet, with a product called Solexx for the covering. By mid-October we were ready to start work parties to actually build the structure. Sandi Rousseau and Eric Bosler led the project .... Sandi spearheading the paper/permits/people part and Eric serving as construction manager.

We had 20 work parties with larger groups of volunteers ....up to 18 Master Gardeners on any one day in the initial phases of construction.....and several other smaller work parties to accomplish some more technical aspects or smaller projects. We have had 32 Master Gardeners participate in the project. Several came to almost every work party creating a core group.

Our greenhouse is equipped with two swamp coolers, motorized inlet shutters, exhaust fans, automatic thermostats, propane heat, electrical outlets, water access inside and outside, four lights, and a polyethylene covering (Solexx). Our ultimate timeline was to have the greenhouse ready for seed starting in mid-March 2018, and we met that goal ....even with a few snow events! The ground surrounding the greenhouse was prepped with weed barrier cloth and 25 yards of gravel for our perennial plant storage (also a part of the annual plant sale).

The project was a large one but exciting to see the structure go up! As in any construction project, there were hitches along the way that had to be overcome, but we figured out the solutions with the help of a lot of good Master Gardener heads contributing their knowledge and expertise. Total cost to date is approximately \$39,000.

The greenhouse was dedicated as the Dorothy A. Metcalf Master Gardener Greenhouse, as it was the endowment from this person that allowed us to build it. We are excited that we will always have a greenhouse to use now for our plant sale and can expand with other projects for community service.

# Spring Plant Sale

Project Leader: Sandi Rousseau

## What is the Spring Plant Sale?

The Spring Plant Sale is an educational opportunity and the main fundraiser for CGMGA projects. Plant plugs and seeds are grown by Master Gardeners in the Dorothy A. Metcalf Master Gardener Greenhouse. Hundreds of varieties are grown including ornamental flowers, vegetables, perennials, and herbs.

The 2023 Plant Sale will include online pre-ordering as well as an in person sale on Saturday, May 13. Additional information will be posted to our CGMGA website and media outlets.

**Date: Saturday, May 13th Mother's Day Weekend, 9am-1pm**

**Location: Dorothy Metcalf Memorial Greenhouse,**

Hood River County Experiment Station grounds  
2990 Experiment Station Drive

**\*Everyone is asked to participate in the Spring Sale, even if you did not participate in the greenhouse work parties.**

## Greenhouse and Pre-Sale Activities (March-May)

- Planning the plant sale
- Starting seedlings & up-potting
- Monitoring and watering the seedlings and the greenhouse
- Designing and printing labels
- Labeling and pricing
- Advertising the sale
- Bundling orders
- Helping with pick up of online orders
- Setting up for the plant sale

## Volunteering at the Spring Plant Sale

### Day of Event

- Set up (plants and information)
- Assisting customers
- Taking payment
- Directing Traffic
- Plant Clinic table
- Answering plant questions

*Right: Mature plants, labeled and ready for the 2021 Plant Sale*



## The Waterwise Garden at the Hood River Library

**Project Leader:** Norma Benson [benson.norma@gmail.com](mailto:benson.norma@gmail.com)



Above: Waterwise Garden in full bloom,  
gaura in the foreground.

## Seed to Supper

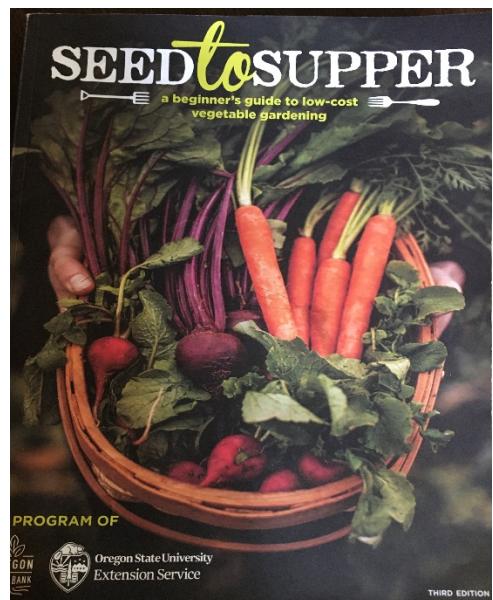
**Project Leader:** Christie Bradley [hrcbradley@gmail.com](mailto:hrcbradley@gmail.com)

This program was originally developed as a joint effort of the Oregon Food Bank and the Oregon State University Extension Service. In 2022, OFB transferred ownership to OSU Extension and the program is being revised to reflect a more inclusive and trauma-informed approach.

The program is a comprehensive 6-week beginning gardening course that offers novice adult gardeners the basic gardening knowledge needed to grow vegetables on a limited budget.

Participants are guided through lessons in the provided workbook:

- planning and preparing the gardening site
- planting seeds
- transplanting and caring for plants
- troubleshooting common problems, and
- harvesting and using their bountiful produce.



Classes are traditionally held at the FISH Food Bank classroom and garden in late March-early May. Future classes may be held at other Hood River county sites based on identified community needs. Additional information for dates and registration will be posted to our CGMGA website, newspaper, and social media channels.

## Parkdale Memorial Garden

**Project Leader:** Bill Sturman [wmasturman@gmail.com](mailto:wmasturman@gmail.com)

Nancy Slagle [njslagle@gmail.com](mailto:njslagle@gmail.com)

The Mount Hood-Parkdale Bi-Centennial Memorial Garden started in 1976. Over time, this large garden became overgrown and untended. It was cleared to remove site obstructions for drivers along the Parkdale triangle. Through a continued partnership between Master Gardeners, Parkdale Garden Club, Grange, Lion's Club, and community members, this garden has been restored to its former beauty. Continued efforts add additional garden features, including a succulent garden, shade garden, memorial picnic table, and much more.

Work parties occur monthly throughout the growing season. Visitors can read informational signs to learn more about planting features and community history as they wander the labyrinth of pathways.



Above: Beautiful Spring Blooms in the Parkdale Memorial Garden

## Bi-Annual Garden Tour (2024)

**Project Leader:** Leader Needed

This bi-annual tour of private and public gardens around the Gorge is open to the public and serves as both an educational event and fundraiser for future program projects. Garden Tour tickets are \$15/person and tour proceeds are reinvested into MG community programs.

There are many volunteer roles, including: marketing and publicity, garden guides and docents on tour day to answer visitors' questions, parking and safety coordinators and "behind the scenes" helpers. Key educational features of each garden are highlighted for garden tour participants.



In 2023, we will be visiting and choosing gardens to highlight on our 2024 Garden Tour. Please be on the lookout for gardens that might be a good fit.

Left: Extraordinary Tomatoes featured on the White Salmon Garden Tour.

# Additional Projects and Committee Opportunities

## Greener Event

Project Leader: Shari Bosler [sharibosler@hotmail.com](mailto:sharibosler@hotmail.com)

On the first Saturday in December, CGMGA members gather in the Dorothy Metcalf Memorial Greenhouse to create beautiful swags and wreaths. Initiated in 2010, this annual service project provides our members an opportunity to make a wide variety of items using greenery and bows. Master Gardeners share techniques and enjoy creative collaboration. These creations are donated to the FISH Food Bank and Washington Gorge Action Programs (WAGAP), as well as taken home to share.



Above: Festive swags displayed in the greenhouse, ready for donation.

## CGMGA Newsletter

Project Leaders: Shari Bosler, Editor [sharibosler@hotmail.com](mailto:sharibosler@hotmail.com)  
Camille Jones, Publisher [cleartrampoline@gmail.com](mailto:cleartrampoline@gmail.com)

The newsletter cover features the Oregon State University Extension Service logo and the title "CENTRAL GORGE MASTER GARDENER ASSOCIATION NEWSLETTER". It is dated "FEBRUARY 2022" and includes "CGMGA & OMGA". A small illustration of a basket of apples sits above the main text area. The "Month at a Glance" section lists events like "February 9: Wednesday 10-12pm: CGMGA Exec Comm Mtg (via zoom, contact Christie Bradley for link)". The "TABLE OF CONTENTS" includes sections for CGMGA/OMGA (1-3), Educational Tidbits (3-4), Volunteer Opportunities (4-5), Upcoming Events (5-6), Spotlight on a Master Gardener (7-8), and Gardening Resources (8).

Our online monthly CGMGA newsletter is published with current information from our CGMGA president and other officers, CGMGA projects, upcoming events, and educational items. Often, we have a “spotlight” on one of our fellow Master Gardeners.

Deadline for each newsletter is typically the 3rd Friday of the month, though that may change to the 4th Friday when there are 5 Fridays that month. Shari Bosler ([sharibosler@hotmail.com](mailto:sharibosler@hotmail.com)) collects and edits submitted items while Camille Jones adds graphics making them enjoyable to read. Volunteer credit is given to those who make contributions.

## **Publicity Team**

**Project Leader: Margo Dameier [margodameier@gmail.com](mailto:margodameier@gmail.com)**

This project team works to ensure continuity between media outlets of the Central Gorge Master Gardener program. These outlets highlight and promote activities within our program

Press Releases: Margo Dameier [margodameier@gmail.com](mailto:margodameier@gmail.com)

Promoting CGMG news, events, and community outreach to local media outlets

YouTube channel: Project Leader Needed

[https://www.youtube.com/channel/UCueNy\\_0VY0ulFRcWUc\\_7HHQ](https://www.youtube.com/channel/UCueNy_0VY0ulFRcWUc_7HHQ)

Videos of past webinars; future site for educational garden videos

Facebook: Kelsey Soltysiak

<https://www.facebook.com/centralgorgemastergardeners/>

Program updates, outreach, and educational opportunities locally and across county and state MG programs

Instagram: Paul Matalucci paul@wordwc.com

<https://www.instagram.com/centralgorgemastergardeners/> Program updates, inspirational photos, and a “Tip of the Week”

Newspaper articles: Writing Team

<https://www.columbiagorgenews.com/>

Monthly articles on current, common, and popular educational topics for home gardeners

Radio: Eric Bosler [ericbosler@hotmail.com](mailto:ericbosler@hotmail.com)

Central Gorge Master Gardeners are featured bi-monthly on the KIHR Mid-Columbia Today radio program. This twenty-minute program highlights current and upcoming classes and events presented by OSU Hood River County Extension and CGMGA. Listeners receive gardening tips and reminders to visit our project gardens and submit plant clinic questions.

CGMGA Spanish Language Outreach: Dennis Carlson, Leanne Hoggie, Kathy McGregor

CGMGA has an hour-long Spanish language gardening program on Radio Tierra (KZAS 95.1) every other Thursday morning from March through October called La Jardinaria. Timely gardening tips are provided and call-in questions are addressed. In addition, CGMGA has translated the Plant Clinic question form into Spanish.

*CGMGA Projects*

# Requirements and Data Collection

## Training and Volunteering

Master Gardener Trainees (those in their first year of the Master Gardener Program) are required to fulfill 40 hours of Training, and 40 hours of Volunteer Service.

Re-certifying Master Gardeners are required to fulfill 10 hours of training (Continuing Education) and 20 hours of Volunteer Service.

All Master Gardeners are required to serve at least 12 of their volunteer hours in the Plant Clinic.

## The Importance of Data Collection

Please report All Education Hours and Service Hours on the **Volunteer Reporting System (VRS)**.

<https://vrs.osumg.org/> (\*please note the new URL in 2023)

(Bookmark this page!)

If you have not yet set up your account, you can click on "Enrollment" on the left side of the main screen. (see example at right)

Your Username is your email address: \_\_\_\_\_

Choose a Password you will remember: \_\_\_\_\_  
*\*passwords must be at least 8 characters long and include an uppercase and lower case letter, a number, and a symbol.*

Keeping diligent records of what you do as a Master Gardener is really important! We use this data to show officials and legislators the good work being done by this amazing volunteer force! If you serve more than your required hours, please continue to record the hours.

See the chart on the next page for additional details on how to record hours.

It is easiest to record your hours as soon as you complete them (i.e. right after a work party or class). If you need to record them later, please use the tracking chart in your Beaver binder to keep records for easy access later.

## Program Contacts

The program contacts are the number of people reached during the volunteer service. For example, if you interact with multiple community members on a project work day, each person should be counted. If you are teaching a workshop, all attendees should be counted.

If multiple MGs are working at the same time, the numbers should not be double-counted. Check with your fellow volunteers and decide which person will record the number. (The number is only important for Hood River County as a whole, so don't worry about whether or not you are recording as many contacts as other volunteers.)

However, if the same person comes to more than one program, they should be counted each time they participate in a Master Gardener program. For example, each time a person attends a Seed to Supper class.

## Hood River County Volunteer Service Log Project

### Categories

Plant Clinic- <i>Direct</i>	Plant Clinic hours (virtual or on-site), follow-up with clients
Instructor- <i>Direct</i>	Instructor/presenter at S2S, Summer Series, MG classes, other trainings , Radio programs
Educational Writing- <i>Direct</i>	Articles written for the monthly newsletter, newspaper, social media
Educational Event Planning- <i>Indirect</i>	Preparation for any educational event (creating materials, publicity, set-up/ clean-up, support for presenter, etc.)
MG Class Mentor- <i>Indirect</i>	Time spent with your trainee (mentor MGs only)
Fundraiser- <i>Support</i>	Planning, preparation, and support for Spring Plant Sale, Garden Tour
Extension Office Support- <i>Support</i>	Data entry or other computer work Filing, copying, organizing in the office, etc.
MG Association- <i>Support</i>	CGMGA Executive Committee meetings (officers only), preparation
Educational Garden/Greenhouse (Instructor)- <i>Direct</i>	Educational presentations (with public and/or MGs) in project gardens
Educational Garden/Greenhouse (maintenance)- <i>Indirect</i>	Greenhouse maintenance Garden maintenance (no public contacts) at work parties Pruning
Citizen Science- <i>Indirect</i>	iNaturalist, data collection for weather/ horticulture organizations
Other Approved Project- <i>Support, Direct, or Indirect (please see Megan)</i>	This category to be used as approved...Ask Megan ☺

# Plant Clinics

## What are Plant Clinics?

Plant clinics are garden, plant, and insect help-lines for the community. Master Gardeners document questions carefully and use their training to find resources to help solve the problem. By using the university resources (articles, publications, pest management books, etc.), Master Gardeners give clients non-biased recommendations for how to solve the problem, by giving a range of options and educating them on the differences between all the options.

Two Master Gardeners staff each clinic. Trainees are required to work with an experienced Master Gardener.

## **Plant Clinic Requirements**

All Master Gardener volunteers are required to complete at least **12 hours** of plant clinic every year. Master Gardener trainees should always staff plant clinic with an experienced Master Gardener.

## Where and When are Plant Clinics?

Mondays and Thursdays 9:00-12:00  
1:00- 4:00pm  
Saturdays 9:00-1:00

In person locations are:

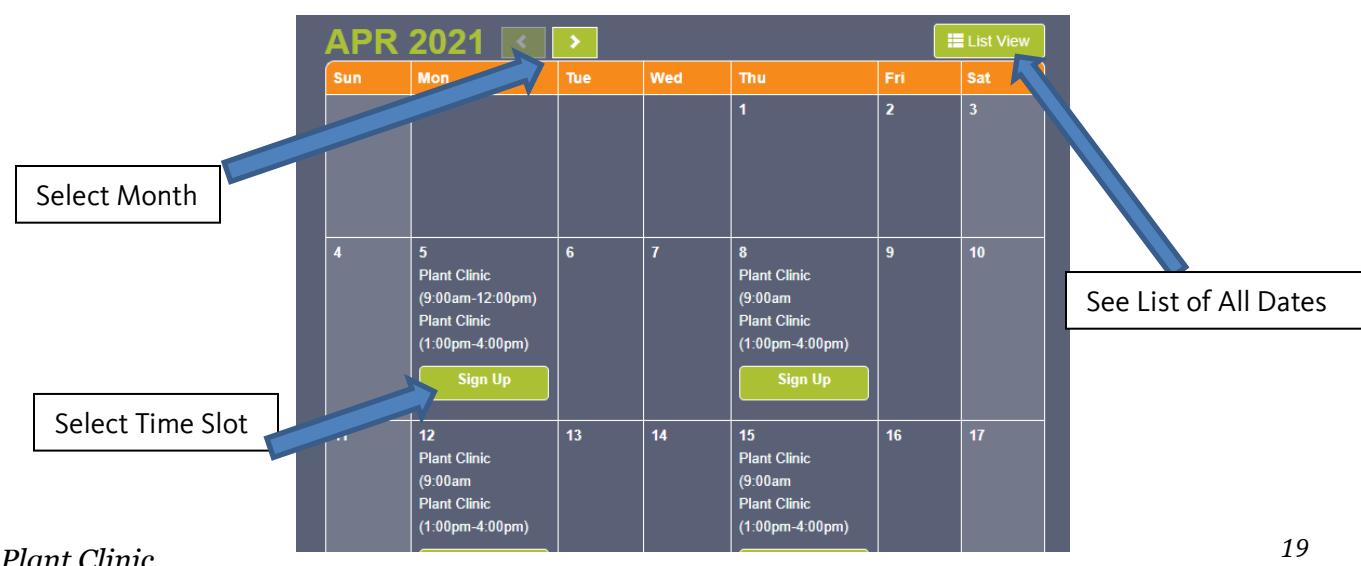
Weekdays: Hood River County Extension office

Saturdays: Alternating at Hood River Ace Hardware, Tum A Lum, and Dickey's Farms

## How to Sign Up for a Slot

We use Sign Up Genius for our scheduling calendar. Please Bookmark this website on your computer:

<https://www.signupgenius.com/go/904094FA5AC22A0F49-2023>



# Online Plant Clinics

During 2021 COVID-19 closures, Master Gardeners held Online Plant Clinics using a shared Google Drive, Gmail address, and Zoom or phone to collaborate with their partner. We have continued this online option, as well as our office clinics. New and Refresher trainings will occur at our March 29 Plant Clinic class.

To log in, remember to click on the Google User (small icon in upper right corner next to the web address) for “Master Gardener Plant Clinic” ([hood.osumastergardener@gmail.com](mailto:hood.osumastergardener@gmail.com)). A Master Gardener flower symbol will show up to let you know you are on the Plant Clinic account. **If you did not use the online Plant Clinic in 2022, please contact Megan to add this User account.**

**\*\*2023 password:** Please contact Megan.

## **Documenting Client Questions**

For every client that comes in with a question, Master Gardeners need to take careful documentation. Collecting as much information as possible – and documenting it as well as you can – will help us come up with an accurate diagnosis of their problem.

The main form we use is called the “Client Intake Form”. In 2020, we began using an online version of this form. Clients can fill out the form by visiting: <https://docs.google.com/forms/d/e/1FAIpQLSd8c-KHjexBbPyYhdMndFrbn4fdG5I2myRyjCyyfx0w5u6NQ/viewform>

As questions come in, they are recorded on our shared Google Drive on a spreadsheet:

**(\*\*Remember to scroll to the right to see ALL columns)**

**MANY** Thanks to Christie Bradley  
for her countless hours creating  
and modifying our online plant clinic  
format!

## Office vs. Satellite Plant Clinic

When you staff a plant clinic at the Extension office, all your resources and materials are right there ready to go. But to work at one of our satellite plant clinics around the community, you need to bring your materials with you.

The plastic totes in the shed contain your reference materials – PNW Handbooks (paper copies), popular OSU gardening publications, fliers and marketing materials for MG events, and client intake forms.

Here's what you'll need for each:

### Ace Hardware /Tum a Lum/Dickey Farms (9:00 AM-1:00 PM)

- Plastic Plant Clinic Tote (*in MG shed*)
- MG sandwich board (*in MG shed*)
- *Arrive at 8:45, check in with the customer service desk.*

### Satellite Clinics at Events

- Plastic Plant Clinic Tote (*in MG shed*)
- MG sandwich board (*in MG shed*)
- Table, chairs, tent and weights
- *Arrive at least 15 minutes early, check in with event organizer.*

For Saturday plant clinics, you only need to use the Client Intake Form for a client that needs a problem diagnosed. This is because many interactions at the Saturday plant clinics are more informal, and it is often busier than in the office. But we still want to document all the clients you talk to, so there is a separate form – for Saturday use only – to help you tally up clients without needing to always fill out the whole form.

But remember, if someone needs a proper diagnosis, you still need to fill out a client intake form. That way, if you can't answer their question in the field, the next group of MGs in plant clinic will be able to pick up where you left off.



*Right: Saturday Plant Clinic at Ace Hardware in Hood River*

## Virtual Plant Clinic Procedure

- 1.** Call in to Zoom ([see email from Megan for recurring Zoom invitation](#)  
OR Call Master Gardener partner by phone.)
  
- 2.** Open Google Chrome and Log in as Master Gardener  
  
[Hood.osumastergardener@gmail.com](mailto:Hood.osumastergardener@gmail.com)  
  
Password: (email Megan for current password)
  
- 3.** Open Google Drive Tab, then Plant Clinic Spreadsheet.
  
- 4.** Choose the oldest request first (lowest #, oldest date).
  - a.** Type Certified MG name and Trainee name in the Researcher column and indicate Start Date
  
- 5.** Research the problem using website tabs (PNWS, OSU publications, WSU Hortsense, .edu sites)
  
- 6.** Call or email client to get more information if needed OR Email client to answer their question
  - a.** Use email templates in Gmail for “Need more information” or “Solved Problem”
  - b.** Add additional plant information in green columns on the spreadsheet.
  - c.** Add attachments (from Resources folder) and/or website links.
  
- 7.** Record all Recommendations and Resolution Attachments (publications and links)
  
- 8.** Sign off when finished in “Complete Date” column and “Action Taken” columns.
  
- 9.** Sign out of Google Chrome as Master Gardener
  
- 10.** Have any questions? Contact Megan!

- Sending resources by mail
  - Always call or email the client and let them know what you found and write a note with the resources. (Never send resources without any other follow-up!)
  - Highlight or put sticky notes on the resources to guide the client to the most relevant part of what you are sending.
  - Put name and address on a sticky note, paperclip packet of information, and take to the front office. Virginia will mail it for you.
  - Include in mailed packets:
    - Plant clinic bookmark
    - Cover letter explaining the included reference(s)
    - Publication, other reference material
- Printing and making copies (when in office clinics)
  - The copy room is down the hall, through the hall door into the conference room. Anything you print from the Master Gardener computer will print there.

## **What MGs don't answer in Plant Clinic**

### ***Commercial Growers:***

Master Gardeners are not trained to consult for anyone growing with the intent to sell their crops. MGs only answer questions for home and community gardeners.

### ***Mushrooms:***

MGs are not trained to identify mushrooms. If clients are looking for mushroom answers, you can refer them to the Oregon Mycological Society.

### ***Marijuana and Hemp:***

Master Gardeners may not answer any questions about marijuana or hemp. For marijuana or hemp questions, you can refer the client to the Oregon Department of Agriculture (ODA) or the Oregon Liquor Control Commission (OLCC).

For pesticide related questions, you can provide them with the ODA website which has a helpful resource on “Cannabis and Pesticides”:

<https://www.oregon.gov/ODA/programs/Pesticides/Pages/CannabisPesticides.aspx>

## How to find Resources

Remember that all client recommendations need to come from research-based sources. Three high-quality resources are listed below. Additional information can be found through publications on the OSU Extension Catalog <https://catalog.extension.oregonstate.edu/> and by doing a Google search with “subject name” and “.edu”. An extensive Resource list is bookmarked on our Plant Clinic Google Account.

From the CGMGA blog, you can click on “Plant Clinic Resources” for a long list of research-based resources to search through and find answers! (*See next page for visual.*)

## Giving Recommendations

It is good practice to “triangulate” your answers from the three diagnostic and recommendation websites from Oregon State University (the PNW Handbooks), Washington State University (WSU HortSense), and the University of California (UC IPM). All three have exceptional websites that help you to navigate through different possible diagnoses, and will sometimes offer recommendations not included in the other websites.

PNW Handbooks: [pnwhandbooks.org](http://pnwhandbooks.org)

HortSense: [hortsense.cahnrs.wsu.edu](http://hortsense.cahnrs.wsu.edu)

UC IPM: [ipm.ucanr.edu](http://ipm.ucanr.edu)

### **Chemical recommendations \*must\* come from the PNW Handbooks – nowhere else!**

While cultural, physical/mechanical, and biological recommendations can come from any research-based source, chemical recommendations must come from the PNW HANDBOOKS. This book gives us liability protections, while any other source does not.

Before talking to the client, go through each source, and write down *every recommendation* given for solving the problem. Make sure you understand what each recommendation means. Then you can give the client as many options as possible.

<https://blogs.oregonstate.edu/cgmga/>

The screenshot shows a website layout for 'Plant Clinic Resources'. At the top, there is a navigation bar with links: Home, Community Involvement, CGMGA Resources, OOMGA Resources, 2020 Training Presentations, and Plant Clinic Resources. The 'Plant Clinic Resources' link is highlighted with an orange oval and has an orange arrow pointing upwards towards it from the sidebar. Below the navigation bar, the main content area is titled 'Plant Clinic Resources'. It contains sections for 'Online Plant Problem Evaluation Form-Client' (with a bullet point about COVID-19), 'Plant Clinic Calendar Sign Up' (with a bullet point about sign-up for April-October), and 'Plant Clinic Volunteer Resources' (with a note about helpful resources). To the right of the main content is a sidebar with several sections: 'Recent Post' (with a bullet point about 'Minutes'), 'Recent Comment' (empty), 'Archives' (with a bullet point about 'February 2019'), 'Categories' (with a bullet point about 'Uncategorized'), and 'Meta' (with a list of links: Site Admin, Log out, Entries feed, Comments feed, and WordPress.org).

Home   Community Involvement   CGMGA Resources   OOMGA Resources   2020 Training Presentations   **Plant Clinic Resources**

Central Gorge Facebook

Plant Clinic Resources

Online Plant Problem Evaluation Form-Client

- Click here to submit your problem to Master Gardeners. This is the intake form we are currently using during COVID-19 office closures.

Plant Clinic Calendar Sign Up

- Sign up for all plant clinics, April-October

**Plant Clinic Volunteer Resources**

See below for links to some of the most helpful and commonly referenced resources used in our Central Gorge Plant Clinics:

**Problem Solvers:**

- PNW Handbooks
- WSU HortSense
- UC IPM
- Diagnosis Table for Oak/Fir/Pine

**Home Insects:**

- OSU Urban Entomology
- WSU Leaflet Series
- Common Spiders Found in Central Oregon
- Oregon Spiders

**Weeds**

- PNW Handbook: Weeds
- Weed ID Tool (UC Davis)
- WA Noxious Weed ID Tool
- Best Management Practices (Columbia Gorge Cooperative Weed Management Area)
- UC IPM Weed Gallery
- HortSense Weed Page

## **Corresponding with Clients**

It is important to have a conversation with your client about their question. However, sometimes the client won't answer the phone, and the best way to reach them is through email or post. To continue the conversation, make sure you are writing a note to the client about what you have found. *Never simply send an email that just has a link to a resource without explaining, or send a publication in the mail without a note attached.*

### **Example: Need More Information**

Dear Client,

Thank you for contacting the Hood River County Master Gardener Plant Clinic about your **problem or question**.

In order to correctly identify your plant problem, we will need additional answers to the questions below. Please reply to this email with as much information as possible. You can also fill out our Plant Problem Evaluation form through this link: [Plant Problem Evaluation Form](#)

**List additional questions here.**

Kind Regards,

Your name

Central Gorge Master Gardener volunteers  
OSU Extension, Hood River County  
(541) 386-3343 ext. 38259

### **Example: Solved the Problem**

Dear Client,

Thank you for contacting the Hood River County Master Gardener Plant Clinic about your **???? problem or question**.

Based on our research, we have determined that your plant/insect problem is **insert diagnosis here**. This is a **brief, one sentence description of problem**.

Please see the attached resources for more information on possible solutions. Specifically, we recommend **insert IPM strategies here—cultural, mechanical, biological, chemical control methods, prioritizing least toxic**.

**\*\*Attach resources/insert reference links here.**

If you have any further questions, feel free to reply to this email. Please Cc our plant clinic office email address at [hood.mastergardener@oregonstate.edu](mailto:hood.mastergardener@oregonstate.edu).

Kind Regards,

Your name

Central Gorge Master Gardener volunteers  
OSU Extension, Hood River County  
(541) 386-3343 ext. 38259

## **What to do in the office if there aren't any questions to answer:**

- **Check the filing cabinet and organize materials.**  
**(Bookmarked online resources during virtual plant clinics)**
- **Organize the library.**
  - The plant clinic library is organized by topic. But oftentimes, when books and materials get taken down from the shelves, they don't get put back in the correct place. Helping keep the library organized helps everyone find the resources they need when the time comes!
- **Look up your own questions!**
  - Plant clinic is one of the best times to learn. I recommend bringing in your own questions, plant samples, and garden mysteries to work on. Remember, you'll have all resources at your disposal, and a colleague to help investigate!
  - Document these inquiries just like you were a regular client to the plant clinic. It counts!
- **Look though the past years' plant clinic client intake forms.**
  - 2020, 2021, and 2022 Client Questions can be found on the Google Plant Clinic account under the Plant Clinic Spreadsheet tab.  
<https://drive.google.com/drive/u/0/folders/1u9fXtnH-sk708QGvwYYFH6LFqVs2awfN>
  - All forms from previous years are in the filing cabinet organized by month. Looking through these will help you learn what kinds of questions have come in before, and how people answered them.
  - Look up the diseases, insects, etc. that people have brought in to learn more about them – it's likely the same questions will come back to the office!

*Right: Examining a leaf in the Hood River Extension Plant Clinic office*



## Web Resources

### **CGMGA blog (website) [blogs.oregonstate.edu/cgmga](https://blogs.oregonstate.edu/cgmga)**

The CGMGA Blog is your one-stop-shop for MG resources! Become familiar with the blog and remember to check back in often throughout the season as additional resources are added. (Visual of the blog on the next page)

**Plant Clinic Resources**—Plant Clinic Calendar, Links, forms, and resource pages

**Volunteer Forms and Links**—VRS (report your hours), OSU forms

**Learning Opportunities**—Links to approved webinars and other continuing education credits.

**Training Presentations**—Past Powerpoint presentations from MG training!

**CGMGA Newsletter**—Current and archived

**And More!**

### **Hood River County Extension Master Gardener website**

**<https://extension.oregonstate.edu/mg/hoodriver>**

**OSU Extension Catalog**—Publications for Plant Clinic; reading these also counts as Education Credit!

**<https://catalog.extension.oregonstate.edu/>**

**OSU Extension Master Gardener blog**—Updates on the statewide program

**<https://blogs.oregonstate.edu/mgcoordinators/>**

**OSU Extension Master Gardener website**—Information and events

**<https://extension.oregonstate.edu/mg>**

**Central Gorge Master Gardeners Facebook Page**

**Central Gorge Master Gardeners Instagram**

**Central Gorge Master Gardeners YouTube**

**[https://www.youtube.com/channel/UCueNy\\_oVYoulFRcWUc\\_7HHQ](https://www.youtube.com/channel/UCueNy_oVYoulFRcWUc_7HHQ)**

## Central Gorge Master Gardener Association



[blogs.oregonstate.edu/cgmga](http://blogs.oregonstate.edu/cgmga)

**CENTRAL GORGE MASTER GARDENER ASSOCIATION**

Welcome to the Central Gorge Master Gardener Association website! This website is a resource for our members and the community at large. It includes information about our organization, volunteer opportunities, educational programs, and more. We hope you find it useful and informative.

The website features several tabs:

- Home**: Community Involvement
- CGMGA Resources**: CGMGA Resources
- OMGMA Resources**: OMGMA Resources
- 2020 Training Presentations**: 2020 Training Presentations
- Plant Clinic Resources**: Plant Clinic Resources

Each tab has a corresponding callout box with additional information:

- Plant Clinic Resources**: Plant problem submission forms and Sign-Up calendar link. We will continue adding research and resource links here.
- 2020 Training Presentations**: All of the presentations from 2020 Master Gardener training! Very handy when answering PC questions.
- CGMGA Resources**: This tab is changing. Check back for additional resources, including links to our Instagram and YouTube.
- OMGMA Resources**: Required forms, Volunteer Reporting system link, current and past editions of the CGMGA newsletter.
- Community Involvement**: Descriptions of all Direct/Indirect Education Projects. Check back for future project updates and photos!



# Oregon State University Extension Service Master Gardener



## Code of Conduct (Reference Copy for Volunteer)

This Code of Conduct is an agreement between volunteers who commit to the Oregon State University Extension Master Gardener Program and the Oregon State University Extension Master Gardener program faculty / staff in charge of programming at the county or local level. The Code shall guide the volunteers' behavior during their involvement with the Master Gardener Program.

The OSU Extension Master Gardener Program provides objective, research-based educational programs accessible to all Oregon residents. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all Master Gardener Program participants (i.e. the general public that we serve, volunteers, faculty, staff and other professionals).

Master Gardener volunteers are expected to function within the guidelines of Oregon State University, Oregon State University Extension and the OSU Extension Master Gardener Program.

When volunteering as an Oregon State University Extension Master Gardener, I will:

- Represent OSU Extension, the OSU Extension Master Gardener Program and my individual county or local program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Learn about, know, respect, adhere to and uphold the policies of the OSU Extension Service, the OSU Extension Master Gardener Program and my local or county Master Gardener Program.
- Participate in orientation and training programs to help me work more effectively as a Master Gardener volunteer.
- Comply with equal opportunity and anti-discrimination laws
- Accept supervision and support from Extension faculty or staff while involved in the program.
- Be willing to use and teach research-based practices and concepts in an objective manner. Keep personal opinions and actions separate from the research-based and objective recommendations made as a representative of this organization
- Accept volunteer assignments suited to my personal abilities and follow through and complete accepted tasks in a timely manner.
- When working in an OSU Extension Master Gardener demonstration garden or other Master Gardener site, use garden tools and other equipment in a safe and responsible manner.
- Participate in staff and program evaluations, as requested.

The Oregon State University Extension Master Gardener program will provide

- Mutually agreeable volunteer work assignments that align with the mission and vision of the Master Gardener program,
- Master Gardener volunteer orientation, training, support, and supervision.
- Access to current program requirements, policies and guidance

In addition, Master Gardener volunteers can expect to:

- Be kept informed and be listened to by Extension faculty and staff.
- Be trusted and respected by Extension faculty, staff and coworkers.
- Be valued as a person capable of unique contributions.

### ***Workplace violence prohibited***

The safety and wellbeing of OSU Extension employees, clients, volunteers, students and visitors is of utmost importance. Threatening behavior, both verbal and physical, and acts of violence at OSU Extension offices, at OSU Extension events, or by electronic means will not be tolerated. Any person who engages in this behavior may be removed from the premises and may be dismissed from the OSU Extension Master Gardener Program.

If you experience workplace violence while serving as an Extension Master Gardener Volunteer, please communicate with your Extension Master Gardener Coordinator as quickly as possible so the matter can be addressed.

---

I have read and understand the Code of Conduct outlined above. I understand and agree that any action on my part that contradicts any portion of this Code is grounds for the suspension and/or termination of my volunteer status with the OSU Extension Master Gardener Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Last Revised 09/22/2018



**Oregon State University Extension Service**  
**Master Gardener™ Program**

**Pest Control Recommendation Agreement**  
**(Reference Copy)**

Part of your work as an OSU Master Gardener is providing recommendations on managing pest problems. Those recommendations may include using pesticides to solve the problem. Misuse of pesticides can have adverse effects on the environment and on the personal safety of gardeners and their families. Inappropriate pesticide treatments are not a substitute for sound gardening practices. Alternative methods may be more appropriate for managing pests in home gardens.

Oregon State University, other land grant universities, and federal and state agencies focus substantial amounts of time and money toward developing agricultural pest management methods that rely less on the use of pesticides and more on an integrated approach to pest management. OSU Master Gardeners are encouraged to become familiar with the process of Integrated Pest Management, as it applies to the home, lawn and garden.

OSU Master Gardeners should explore all types of research-based information appropriate to their local conditions. Rather than being prescribed a particular solution, clients are given several possible methods to manage pest problems. These methods may include cultural, mechanical, biological, and chemical controls that are safe and effective. When giving recommendations, clarify the source of the information (e.g. Extension materials, research papers, or personal experience). The client determines which method to use.

You will receive training during your Master Gardener classes that will enable you to give recommendations that fit OSU Extension policy guidelines. This contract will serve as a formal basis for Master Gardener involvement in pest control recommendations.

1. I understand that as a Master Gardener my pest control recommendations must be limited to home, lawn, and garden problems; questions concerning commercial crop production, commercial pest control, aquatic weed control, and pesticide liability are to be referred to the county Extension specialist.
2. I understand that as a Master Gardener I may recommend a chemical for home and garden pest control only if that use has been recommended by OSU or other approved resources.
3. I understand that as a Master Gardener I may recommend biological control organisms or other nonchemical alternatives for home and garden pest control only if the recommended use is contained in current OSU Extension publications or other publications recognized as credible by OSU scientists.

4. I understand that as a Master Gardener I will provide a summary of effective and safe pest management recommendations, which may include nonchemical and chemical pest management options, allowing the client a choice of strategies.
5. I understand that pesticides must be applied with care and only to plants, animals, or sites listed on the pesticide label and recommended by OSU. When mixing and applying pesticides, all label precautions must be followed to protect the applicator, other persons, and the environment. It is a violation of federal law to disregard label directions. If there is any apparent conflict between label directions and the pesticide uses suggested by OSU publications, the county Extension specialist must be consulted.
6. I understand that as a Master Gardener I am not required to be a licensed pest control applicator or consultant to recommend pesticides registered for home and garden use.
7. I understand that as a Master Gardener I am considered a volunteer representative of OSU. Therefore, OSU will assume liability for my pest control and pest management recommendations, but only if my recommendations are limited to control measures that are in accordance with the pesticide label and recommended by OSU for home and garden use.

***Please check one of the following, sign, and return with your materials fee and application form.***

Yes, as an OSU Master Gardener I will subscribe to the above requirements.

No, I cannot subscribe to the above policy, and I understand that I therefore cannot be certified as an OSU Master Gardener.

Print Name \_\_\_\_\_

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



## CONDITIONS OF VOLUNTEER SERVICE (Reference Copy)

Enterprise Risk Services  
(541) 737-7252  
risk.oregonstate.edu  
Page 1 of 2

**Activity:** HOOD RIVER COUNTY MASTER GARDENER PROGRAM      **Date(s):** \_\_\_\_\_

As a volunteer working at Oregon State University (OSU), this document outlines the conditions of your volunteer service, assumption of risk and the extent to which you may be covered by OSU insurance. Please read carefully and sign both sides to acknowledge the conditions of volunteer service and to assume the risks associated with your volunteer activity (hereafter referred to as ACTIVITY).

### TORT LIABILITY

OSU will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions: (1) You work on an OSU task assigned by an authorized OSU supervisor; (2) You limit your actions to the duties assigned (defined in the assigned duties section below); and (3) You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

### MOTOR VEHICLE LIABILITY

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance in accordance with Oregon law. Your personal insurance will provide your primary coverage for any accidents involving the personally owned vehicle you are driving. Oregon State University-provided automobile liability coverage may apply on a limited basis only after your primary coverage limits have been used and only where the indemnification conditions set forth above are applicable. You MUST possess a valid driver's license.

### WORKERS' COMPENSATION INSURANCE

Workers' compensation coverage is not provided for volunteers of OSU.

### UNIVERSITY STANDARDS AND POLICIES

You will conduct yourself in a manner that is considerate of other participants and in accordance with OSU Standards and Policies (including Code of Student Conduct, when applicable) and with any federal, state, city and other applicable laws or rules where the ACTIVITY is occurring.

### RECORDED MEDIA

I recognize and acknowledge that the University may record my participation and appearance on any recorded medium including, but not limited to video, audio, photos (collectively, "recordings") for use in any form (including, but not limited to print, websites, blogs, internet, social media). I authorize such recording and release the University to use my name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or in part without restrictions or limitations for any educational or promotional purpose. If you would like to opt out of this section, please request the Photo Opt Out Release from your OSU supervisor.

### REPORTING RESPONSIBILITY

Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you MUST inform your OSU supervisor as soon as possible. The supervisor must contact the OSU Claims Representative in Enterprise Risk Services at (541) 737-7350 within 24 hours.

**ASSIGNED DUTIES** (Describe below or attach additional sheet. Forms cannot be accepted without this information.)

**TOTAL VOLUNTEER HOURS:** \_\_\_\_\_ Estimate total hours for the duration of this activity, up to 12 months.

### I HAVE READ AND UNDERSTAND THE ABOVE DUTIES AND CONDITIONS OF VOLUNTEER SERVICE.

Volunteer Name (Please print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

OSU Supervisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Unit/Department: \_\_\_\_\_

OSU Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement may be executed in two or more counterparts, each of which is an original, and all of which together are deemed one and the same instrument.



## VOLUNTEER ASSUMPTION OF RISK

Enterprise Risk Services  
(541) 737-7252  
risk.oregonstate.edu  
Page 2 of 2

Activity: HOOD RIVER COUNTY MASTER GARDENER PROGRAM Date(s): \_\_\_\_\_

**Please read carefully:**

With full knowledge of the facts and circumstances surrounding the ACTIVITY, I voluntarily participate in the ACTIVITY and assume the responsibilities and risks resulting from my participation. As an authorized OSU volunteer, I understand that OSU will provide liability coverage as detailed previously. I, for myself, my heirs, executors, administrators and assigns, waive, release and forever discharge Oregon State University and its respective board members, officers, employees, agents and volunteers from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against Oregon State University or its board members, officers, employees, agents or volunteers, including but not limited to from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, and for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 – 30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I certify that there are no health-related reasons or problems that preclude or restrict my ability to volunteer for the University. I understand that an emergency may develop which necessitates the administration of medical care. Therefore, in the event of injury or illness, I authorize the University to facilitate means to secure appropriate medical treatment. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment. I also authorize the University to contact the individual identified as an emergency contact in the case of an emergency.

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

I declare that I am eighteen years of age or older, that I have read this entire agreement and understand the above provisions and that I agree to be bound by them.

**I understand that by signing this agreement I am releasing claims and giving up substantial rights, including my right to sue.**

Volunteer Name (Please print): \_\_\_\_\_

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

**REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE:  
PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT**

I, \_\_\_\_\_, as a parent or legal guardian hereby grant permission for \_\_\_\_\_ to do volunteer work for Oregon State University (OSU). In the event of an emergency, accident, or illness, I authorize OSU and its employees to administer emergency medical care to my child and, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Complete a new form every 12 months for on-going volunteer service, or when volunteering for a different activity, or when volunteer duties change. This form needs to remain in the department where the volunteer duties are being performed and be kept in accordance with OSU retention requirements.**

This agreement may be executed in two or more counterparts, each of which is an original, and all of which together are deemed one and the same instrument.