2019-2020

Volunteering Guide

OSU Extension

Master Gardener™ Programs

of Linn and Benton Counties

OSU Extension Service prohibits discrimination in all its programs, services, activities, and materials. This publication will be made available in an accessible alternative format upon request. Please contact Elizabeth Records, 541.766.6750 or elizabeth.records@oregonstate.edu
Welcome to the OSU Extension Master Gardener™ Programs of Linn and Benton Counties!

Master Gardener volunteers are people from all walks of life who are excited about the art and science of making things grow. We are all part of a team that works together to:

- Learn how to grow plants for food and beauty.
- Discover tested and trusted resources.
- Solve plant problems.
- Teach what we discover.

Together we learn and share research-based sustainable gardening practices to promote healthy landscapes, healthy foods and healthy communities.

We value your contributions to this amazing volunteer program and are looking forward to a great year together!

This resource guide is intended to provide concise information on the Program and explain the different elements of it. This guide provides answers to frequently asked questions and is meant to be a resource to you throughout your time as an OSU Extension Master Gardener volunteer.

Do you have questions or concerns? We want to make it right. Your Extension staff and faculty members are here to talk about:

- Helping you get the most out of your Master Gardener experience.
- Challenges with completing your volunteer service.
- Resolving conflicts between volunteers.
- Questions about roles and responsibilities of Extension and Master Gardener volunteers.

Please also reach out with any questions or suggestions for items to include in future versions of this volunteering resource guide. We each serve two counties, so please call ahead to make sure one of us is in the office.

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YOUR CONNECTION WITH OREGON STATE UNIVERSITY

OREGON STATE UNIVERSITY – The main campus is located in Corvallis, and each county office is an “Extension” of the university. The University has three missions: resident teaching, research, and outreach. As a Master Gardener, you are now a volunteer representative of Oregon State University.

OSU EXTENSION SERVICE — This is the educational outreach arm of OSU that “extends” research and education services of OSU to the citizens of Oregon. As part of the land grant university system, the OSU Extension Service serves both rural and urban dwellers. Extension Service personnel include Extension agents, program assistants, specialists, support staff, and a large number of volunteers like yourself. Extension works in five program areas: 4-H Youth Development, Agriculture, Family and Community Health, Forestry, and Sea Grant (ocean and coastal issues). As a Master Gardener, you are part of the Agriculture area.

OSU EXTENSION OFFICE—Most counties in Oregon have an Extension office staffed by agents, support staff and volunteers. Funding for staff typically comes from both Oregon State University and the local county. The partnership between the counties and the University makes the Extension Service possible. A portion of your Master Gardener volunteer service time will be spent in the local Extension office answering gardening questions.

OSU HORTICULTURE FACULTY AKA “EXTENSION AGENT”—This is a person employed by OSU to extend information and education to the citizens of Oregon. Each agent has a particular area of expertise and an assigned geographic area (one or more counties) and is a faculty member in an OSU department. Most, but not all, Extension agents with Master Gardener responsibilities are members of the OSU Department of Horticulture. Brooke Edmunds is the Extension Agent who provides overall program supervision and support for the program in Benton & Linn Counties.

OSU EXTENSION MASTER GARDENER PROGRAM ASSISTANT – the program assistant manages many aspects of the Master Gardener Program. Elizabeth Records is the Program Assistant in Benton & Linn Counties and supports the Master Gardener Program.

OSU EXTENSION SERVICE MASTER GARDENER PROGRAM STATE COORDINATOR—Gail Langellotto is the State Coordinator and has responsibilities for coordinating the Master Gardener Program on a statewide basis. These responsibilities include helping agents develop teaching programs for Master Gardener volunteers and coordinating activities and needs of a statewide nature.
LINN & BENTON COUNTY EXTENSION MASTER GARDENER WEBSITE – visit this website for general Master Gardener information and upcoming public events and classes: https://extension.oregonstate.edu/mg/linn-benton (Opportunities that are only for current Master Gardener volunteers are sent out in the weekly eNews email or posted on the current volunteer resource website.)

OSU Extension Master Gardener Program Classifications

Master Gardener Trainee: a first year Master Gardener in the process of completing the program requirements, which include participating in the training program, passing the final exam, and contributing 45 hours of volunteer service in approved activities (25 of which is completed in plant clinics).

Certified Continuing Master Gardener: a Master Gardener who has graduated and wishes to remain active in the program beyond the initial year and volunteer in an educational role. Certified continuing Master Gardeners are required to recertify each year by completing 20 hours of volunteering, 10 hours of continuing education and submitting completed OSU volunteer paperwork. (note: this classification was previously referred to as certified veteran Master Gardener. Statewide, the Master Gardener program is moving away from the use of the term ‘veteran’ to be more inclusive and respectful of our military veterans.)

Continuing Master Gardener (non-certified): a Master Gardener who has graduated and wishes to remain active in the program beyond the initial year but not volunteer in a direct educational role(s). Non-certified continuing Master Gardeners are still required to complete the OSU Conditions of Volunteer Service form annually. Non-certified Continuing Master Gardeners are not eligible to provide education to public (presentations, plant clinic, serving as a mentor, any direct education, etc.) until they become certified. (note: this classification was previously referred to as non-certified veteran Master Gardener. Statewide, the Master Gardener program is moving away from the use of the term ‘veteran’ to be more inclusive and respectful of our military veterans.)

COUNTY MASTER GARDENER ASSOCIATIONS (BCMGA & LCMGA)

Many volunteers in OSU’s Master Gardener Program participate in their county Master Gardener Association Chapters. Membership in these chapters includes membership in the statewide organization, the Oregon Master Gardener Association (OMGA™). During a trainee’s first year, membership is complementary in both the local and state associations.

THE STATE ASSOCIATION: The Oregon Master Gardener Association (OMGA), a statewide 501(c)(3) nonprofit organization, was formed in 1982 to enhance and support the activities of Oregon’s Extension Master Gardener Program. OMGA does this by assisting in the continuing education of Master Gardeners, providing county chapters with some financial support, and recognizing programs and volunteers who contribute to the effectiveness of the statewide
organization. A Memorandum of Agreement defines the relationship between OSU and OMGA and is available on the OMGA website: https://omga.org/documents-and-forms/

YOUR LOCAL ASSOCIATION: Most Oregon counties have a local Master Gardener chapter. In Benton, it is the Benton County Master Gardener Association (BCMGA). In Linn, it is Linn County Master Gardener Association (LCMGA). Each association is an independent, non-profit organization with its own elected Board, which governs the policies and activities of its members and committees. The local association works closely with Extension staff to enhance and support the OSU Extension Master Gardener program. Under the guidance of its Board and oversight of the Extension staff, each county association develops a unique program of public education, demonstration gardens, plant clinics, school programs, and other activities. Committees provide the structure to implement these programs. The association also conducts monthly meetings that include educational programs, garden tours, and social activities for its members. The county association is responsible for funding all its projects through fundraisers and member dues. Being a part of the local chapter helps members stay connected to local Master Gardener events and activities.

Please visit your county Master Gardener Association website to find Association contacts, board meeting minutes, upcoming monthly meetings & social events, governing documents, membership and annual dues information, forms, and more.

Benton County Master Gardener Association internal website

Linn County Master Gardener Association internal website

LCMGA public website: https://www.linnmastergardeners.com

CHAPTER ASSOCIATION CATEGORIES
Below is a summary, please contact your county MG Association for full details on all membership categories.

**Active Member**: volunteers who are in good standing in the Master Gardener program and have paid annual Association dues.

**Lifetime Master Gardeners**: ‘Lifetime’ is a title bestowed by a Master Gardener Association to a Master Gardener based on their high level of contributions to the good of the Association.

**Associate Member** (Benton County only): This is a membership category offered by the BCMGA to individuals who would like to support the work of the Association but are not OSU Master Gardeners. These members are not considered OSU Extension Master Gardeners (not eligible to participate in Master Gardener programs nor covered by OSU’s liability insurance). Please contact the BCMGA for more information.
VOLUNTEERING AS A MASTER GARDENER

Master Gardener volunteer projects provide educational opportunities beyond the end of classroom training. By participating in these projects with other Master Gardeners, you will continue to learn, make new friends, and help OSU Extension meet the information and education needs of gardeners in our community.

Master Gardener Badges
Make sure to wear your badge when volunteering so you are clearly identified as an OSU Master Gardener. If you lose your badge or want to order an extra one to stash in your car, please contact Elizabeth. We do group orders throughout the year. There is a small fee to replace a badge (price is set by the manufacturer).

What projects are approved for Master Gardener volunteer hours?
For current year approved volunteer projects in each county, please see the project lists posted on the volunteer resource guide website: Benton County Linn County

Starting a new project and speaking/teaching requests from outside organizations
Have you been asked to speak/teach for an outside group? Want to start a new volunteer project? Want to volunteer for a community project that is not listed in our eNewsletter or website? If so, please reach out to the MG Program Assistant (Elizabeth Records) prior to volunteering.

All new outreach and events need approval by Extension and more involved volunteer projects also need approval of the County Master Gardener Association. This is to ensure that all of our educational projects meet the OSU Extension Master Gardener Program mission and can be adequately supported by available volunteers and funding.

You may be asked to submit a ‘new project request’ form (see the Appendices also available electronically). This process is in place for several reasons: it allows the Extension staff and faculty to provide adequate supervision by ensuring that volunteer opportunities meet the OSU Extension Master Gardener program mission, that OSU’s volunteer liability coverage covers your activities, ensures that advertising of public events is done according to OSU guidelines, and avoids duplicate projects by potentially connecting you to other volunteers and/or funding resources for work in similar projects.

Recording Your Volunteer and Continuing Education Hours
A record of volunteer hours is key to the long-term health and success of the Master Gardener Program. Your hours are included in an overall description of impact of the Program across the county, region, state, and nation. Along with sharing the personal stories of how you connect
with your community, this tally helps demonstrate the importance of the program to our stakeholders. Another plus is that you may be eligible for awards and honors based on your long-term participation in the Program!

We use the Master Gardener Volunteer Reporting System. Please view that website for information on signing up for an account and help guides to using the system. Please enter both your volunteer hours and continuing education hours by October 31 each year.

Specific examples for categorizing your volunteer hours can be found here: Benton County and Linn County (See Appendices). See the “What Are Approved Continuing Education Classes“ section for more details. If you are not sure, contact either your Mentor (if a trainee) or the MG Program Assistant. Check the eNews for upcoming help session opportunities.

How to Count and Report Public ‘Contacts’
Keeping track of our contacts helps show the difference that Master Gardeners make in all our communities. A ‘contact’ is a person of any age who reaches out to you with a gardening-related question.

Are you organizing a mobile plant clinic or community event? Please help by entering contacts into your VRS entry on behalf of your group, or otherwise handing in a written record to the MG Program Assistant using the Master Gardener Event Contact Form. Important: only one person should report contacts for each event. This form is experimental, please let us know what you think.

If you have contacts outside of a formal event (for example, someone sees you volunteering in the demo garden and stops to ask you a gardening-related question), please report these contacts with your entry in VRS. Note that informally answering gardening questions for family and friends outside of Master Gardener plant clinic cannot be counted towards contacts or service hours.

If you have any questions on reporting contacts, please reach out to the MG Program Assistant.

Do you need to complete an OSU Background Check?
All OSU Extension volunteers who will work with youth under age 18 as part of an Extension Program, are required to clear a criminal history check administered by OSU prior to working on a youth-centered project. The background check must be cleared before participating in volunteer activities for which it is required, and every 2 years thereafter.

Examples of projects that require an OSU background history check are:

- work in a school garden or other youth garden
- work with children in a classroom or other educational site, as part of a one time or continuing gardening education program
- work with children participating in a Junior Master Gardener program
Note: A school or educational site will likely also have their own background check and volunteer application process. ALL background checks (OSU’s and the project partner’s) must be cleared prior to volunteering.

Extension volunteers who participate in an Extension project, where youth may be present but the focus of the project is not on youth education (i.e. a mobile Plant Clinic at a farmer's market or county fair) are not required to undergo a background history check. Only those volunteers who will specifically be working with youth as part of their volunteer service need to undergo the background history check and any other applicable screening and training as per Oregon State University requirements.

Not sure whether your project requires that you clear a background check? Please contact the MG Program Assistant to find out and if needed to complete the most current version of the paperwork and training required by OSU. Once processed, OSU Human Resources will email the Horticulture Faculty and let them know whether the volunteer is cleared for service projects that involve youth. Faculty will notify the volunteer.

Please note that OSU requirements for volunteers working with youth are subject to change. Your program assistant may contact you with additional paperwork or reporting requirements.
CONTINUING AS A MASTER GARDENER VOLUNTEER EACH YEAR

Once an individual has completed their initial training year, they are certified as an OSU Extension Master Gardener. This certification is good for one year (the MG Program year ends on 10/31). There is currently no fee to continue to participate as an OSU Extension Master Gardener volunteer once the initial training year is completed.

To continue volunteering with the Master Gardener Program in the next program year and be considered a ‘Continuing Master Gardener’ and in good standing, please do these three things each year by 10/31:

1. Complete and return the annual Program Volunteer Forms for the upcoming program year.
2. Report any volunteer and continuing education hours completed during the previous program year (11/1-10/31).
   - If you are involved with direct education of the public, please read the ‘Recertification’ Process section below.
3. If you are working with youth, complete any required updates to OSU background checks. (see the background check information in the previous section)

Recertification Process

If you are involved in any direct outreach and/or education to the general public (including teaching classes, serving as a mentor, answering questions at Plant Clinics, etc.) then you will need to meet the requirements for a ‘Certified Continuing Master Gardener’. (Note: most Master Gardener volunteer opportunities require you to be recertified, with exceptions being hands-on work behind the scenes such as maintaining demonstration gardens or support work for events.)

Specifically, to be considered as a ‘Certified Continuing Master Gardener’ for the next program year, volunteers must:

1) Have OSU Volunteer Forms for the upcoming program year on file with OSU Extension, and
2) Volunteered a minimum of twenty (20) hours* the previous program year, and
3) Completed a minimum of ten (10) hours of approved continuing education the previous program year, and
4) Entered all hours into the Volunteer Reporting System (VRS) by 10/31.
5) If you are working with youth, complete any required updates to OSU background checks. (see the background check information in the previous section)

* Direct and indirect educational outreach hours should constitute at least 50% of these volunteer service hours (minimum of 10 hours). An explanation of direct educational, indirect educational, and support hours can be found on the Volunteer Reporting System (VRS) website.
Each November, OSU Faculty and Staff will review hours and determine eligibility for recertification. Master Gardeners who meet the above recertification requirements are referred to as ‘Certified Continuing Master Gardeners’ for the next program year, receive a special sticker to add to their MG badge, and are recognized at the annual Graduation & Awards Event.

Volunteer Forms
OSU and the OSU Extension Master Gardener Volunteer Program require several forms be completed annually. These will be provided to all volunteers in October each year and cover the next Master Gardener year (November 1st - October 31st).

Required forms:

1. OSU’s Conditions of Volunteer Service (both sides)
2. Master Gardener Position Description (signed every five years unless form has been updated by the state Program)
3. Master Gardener Code of Conduct (signed every five years unless form has been updated by the state Program)

Have questions on the forms? Please see the Volunteer Form FAQ’s in the Appendices or contact us directly.

What are approved Continuing Education classes?
OSU Extension Master Gardener Program faculty & staff are responsible for identifying the gardening and horticulture classes approved for continuing education hours. All approved opportunities will be listed in the Continuing Education section of the weekly eNews. There will be many classes available each year from more basic topics to specialty advanced trainings. You are encouraged to attend a diversity of events which help you grow and stretch your gardening knowledge and volunteer skills.

The criteria we use to determine eligibility for continuing education includes that the educational event:

1) is taught or led by an instructor who understands and adheres to the Master Gardener Program’s commitment to providing research-based and objective information, and
2) the event helps support Master Gardeners in their volunteerism, particularly in plant clinic situations.

New for the 2019-2020 Program year, we are offering the option to read publications for continuing education hours. Please see the appendices for details.
COMMUNICATIONS

The weekly MG eNews
The weekly MG eNews is an internal electronic newsletter that is the primary way we convey information to current Master Gardener volunteers. It is compiled by OSU MG program staff with contributions from Master Gardeners. The readers include all Master Gardener Program volunteers in each county as well as OSU staff and faculty who are involved in administering the program.

If you have information to share that is Master Gardener Association related, please send the information to elizabeth.records@oregonstate.edu. It would be helpful to indicate that it is an item for the eNews in the subject line. Items will be copy & pasted verbatim and indicate who contributed the information, so please make sure to proof-read and include your contact information.

Notes: Occasionally the eNews will skip a week (due to staff being away or holidays). We will do our best to give advance notice when an eNews will be skipped. We are unable to share classified ads in the eNews but encourage you to connect with other volunteers at Association monthly meetings.

Missed an issue of the weekly MG eNews? No problem! Find recent archives here:

Benton County
Linn County

Website: Resources for current MGS in Benton & Linn County
With recent changes to the county Extension websites, we have migrated information relevant to our current volunteers to a new website. This is linked in each eNews and is the place to find the electronic version of the Volunteering Guide as well as information on projects.

http://blogs.oregonstate.edu/activebentonlinnmg/

Social media, Extension website, and public eNewsletter
The OSU MG program faculty & staff maintain several public facing electronic communication avenues to share upcoming events and classes, gardening information, and recruit for MG program.

- OSU Extension MG Events page
- Linn/Benton OSU Master Gardeners on Facebook
- linnbentonmastergardener on Instagram
- The Valley Gardener monthly public eNewsletter
Submission procedure & publication calendar for GROWING

GROWING is a joint print publication offered by the Linn and Benton County OSU Extension Services, and is published by the Albany Democrat Herald. GROWING is inserted into the Albany Democrat Herald, Lebanon Express, Gazette Times, Philomath Express and This Week. GROWING is published every other month (January, March, May, July, September, and November). View archive issues here.

The Extension Community Horticulture program is allocated a set amount of space in each issue. We welcome horticulture articles, special interest stories, and upcoming MG program/event advertisements. At least once a year, our program will be the featured in a front page article. Brooke and Elizabeth collect content and edit for clarity. All content is then sent to the editors who make the final decision on the layout.

How to submit your content for GROWING: Please let us know as soon as possible so we can reserve space. Please note that submission deadlines are at least a month in advance of final distribution. We may need time to review and edit for clarity and space considerations.

<table>
<thead>
<tr>
<th>For inclusion in issue:</th>
<th>Content Due to Elizabeth/Brooke</th>
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<tbody>
<tr>
<td>Jan/Feb</td>
<td>December 1</td>
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<td>March/April</td>
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<td>May/June</td>
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<td>November/December</td>
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APPENDICES

How to receive continuing education hours for reading research-based publications.

In order to make more continuing education (CE) opportunities available to Master Gardener Volunteers we are now officially approving CE credit for reading approved research-based publications that relate to sustainable gardening.

How many continuing education hours can I earn?

Each publication counts for 1 hour of continuing education. Some publications may take more or less time to read but 60 minutes is a good average.

What publications are acceptable?

We will be sharing an approved monthly reading list in the eNews. Please choose a publication off this list. These publications will provide in-depth information on a variety of gardening topics that you can draw on when working in the plant clinic or providing community education. (If you come across an interesting publication, please send to Elizabeth for possible inclusion).

How will I get credit for reading a publication?

We want to ensure that you carefully and comprehensively read each publication, so that you are able to incorporate your new-found knowledge in your volunteer activities, as well as in your own garden. For each publication that you read, please report the following information in the Volunteer Reporting System (VRS), or turn in the following information to your Master Gardener coordinator.

1. Author. Year. Title. Publication Number or other identifying information.
2. Where you found or accessed the Publication.
3. What is the overall goal of the publication?
4. List three things that you learned from reading this publication.
5. List two ways you can use this information in your volunteer service and/or your own garden.
6. Report 1 hour of CE per publication, in the VRS system (or the reporting system used in your county).

Example of a VRS Entry for 1 hour of Continuing Education:

2. I found it on the OSU Extension Catalog site. The direct link is https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/ec1570.pdf

3. This publication teaches people about rufous hummingbird life history, behavior, and habitat.

4. I learned:
   - Rufous hummingbirds migrate to warmer climates in the fall, because there is no nectar in northern climates in fall and winter. In fact, they follow manzanita blooms as they migrate. I had thought that they migrate because they can’t tolerate cold weather (which is probably also true, but I had not considered the nectar connection).
   - Rufous hummingbirds use spider webs to ‘glue’ together their nest materials. So cool!
   - Hummingbirds can live up to 5+ years. I had thought that their small size and high metabolism would promote a shorter lifespan.

5. I will use this information to:
   - Tell people what to plant for hummingbirds: bleeding hearts, red-flowering currant, salmonberry, columbine, fushias, orange honeysuckle.
   - Encourage people to consider how their cat might be impacting hummingbird populations
FAQ’s on OSU Volunteer Forms

What forms need to be filled out? To be considered an OSU Extension Master Gardener in good standing, the following forms need to be updated, signed and returned to Extension:

1. Conditions of Volunteer Service (every year)
2. Master Gardener Code of Conduct (every 5 years or when code is updated)
3. Master Gardener Position Description (every 5 years or when position changes)

And if relevant:
• ONLY for those working with minors under 18: Criminal History Check Disclosure Notice and Release Authorization (every 2 years)
• Optional: Photo opt out release

What is the purpose of these forms?
• Conditions of Volunteer Service / Volunteer Assumption of Risk: All volunteers must complete this form to be a registered university volunteer with OSU. Completing these forms is partly for your own protection. With all the paperwork completed, you are an official agent of the college, so OSU extends to you legal protection for tort liability when working on assigned duties in good faith. This gives you civil liability protection for injuries or damages to person or property of others when in MG activities.
• Code of Conduct lays out volunteers’ rights and responsibilities for participating in the Linn and Benton Master Gardener Program. This form is required by the Oregon Master Gardener Program.
• Position Description lays out what duties Master Gardener Volunteers perform. This form is required by the Oregon Master Gardener Program.
• Criminal History Check Disclosure Notice and Release Authorization is required by OSU to verify that those working with youth do not have a criminal history.
• Photo opt out release is optional. Only complete this form if you do not want to be shown in photos or media.

Who has access to the information?
OSU and Extension staff have access and are required by OSU to keep on file for five years. A list of Master Gardener volunteers in good standing (names of those who have completed forms and/or cleared criminal history checks) may be shared with Master Gardener Associations as relevant to eligibility for volunteer opportunities.

Why haven’t I received these forms before? Or, I completed similar forms in past, so why haven’t I received these forms more recently?
• In 2019 it came to our attention that previous program managers for Linn and Benton Master Gardener program had not requested waivers and agreements from volunteers annually as required.
• Starting now, all active volunteers need to complete paperwork in order to bring our program into compliance.
When do I need to complete these forms?

- Please sign and return forms each year by 10/31.
- If forms change mid-year you may be asked to sign forms at other times. We’ll make every effort to keep forms to a minimum whenever possible.
- Criminal History Check Disclosure Notice and Release Authorization needs to be completed and the volunteer background checked before working with minors under 18, and renewed every 2 years.

What happens if I don’t complete the forms?

- In future years, starting each summer, you will see eNewsletter reminders to update and resubmit these forms, along with the reminders to track and submit your volunteer hours by October 31.
- Anyone who has not completed forms by 10/31 will receive a reminder message.
- The legal importance of these documents cannot be underestimated. Those who have not completed paperwork by 11/15 will be considered inactive volunteers and removed from Master Gardener communications. They will get a message that they are not currently eligible to participate in volunteer activities with Extension or County Master Gardener Associations, or to represent themselves as a Master Gardener volunteer. None of us wants to see that happen. Simply completing the paperwork within a year gets you back on board again.
- To become active after being inactive for more than one year, please contact Master Gardener Program Staff to complete paperwork and create a plan for any continuing education that may be needed to jump back in.

Who can I contact for more information?

While Home Horticulture faculty and staff recognize that volunteers may have concerns about these forms, we are not empowered to change the language of the forms, or allow program participants to forgo signing.

- For questions about Conditions of Volunteer Service or Criminal History Check Disclosure, please contact OSU Risk Management for more information: risk@oregonstate.edu
- For specific inquiries about what is covered in the Code of Conduct or Position Description please contact Gail Langolotto, Statewide Coordinator, Oregon State University Extension Master Gardener Program: Gail.Langolotto@oregonstate.edu
## New VRS Reporting Categories for Volunteer Hours

**Recertification requirements:**
20 hours of approved volunteer work and 10 hours of Continuing Education each reporting year (Nov 1 - Oct 31)

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<tr>
<th>VRS Category</th>
<th>Purpose</th>
<th>Example: Benton County MG Activity</th>
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| **Plant Clinic**      | Categorizes work involved in any kind of plant clinic in any location. (includes time spent researching answers) | - ‘The desk’ at the Extension office  
- Clinic table in the community  
(Farmer’s Market, etc.)  
- Ask An Expert |
| **Instructor**        | Used for any kind of activity where you act as an instructor, teacher, demonstrator, etc. | Teaching & prep for Plant Problem Scenarios, Seed to Supper, class held at Demo Garden, any time you act as an instructor, etc. |
| **Educational Garden**| For labor in demonstration gardens, greenhouses, beautification where it involves plant identification and education, etc. | -Demo Garden  
-Central Park  
-Fairgrounds Entrance Garden |
| **Educational Writing**| Any kind of media, communication, publicity or PR work which is intended to educate or inform to public or Master Gardeners. | -writing for Growing, Gardener’s Pen  
-Posts on our Facebook page |
| **Educational Event Planning**| Involvement in any kind of Educational Event (includes set-up and clean up, event planning meeting attendance and preparation, etc.) | - BCMGA Seminars  
-Gearing Up for Gardening  
-Insights into Gardening  
-Spring Garden Festival |
| **Master Gardener Class Mentor**| Assuming the role of mentor for MG classes or training | -Mentor, including at home communication & class prep |
| **Fundraiser**        | Involvement in any kind of fundraising activity. | -Plant Sale |
| **Extension Office Support**| Volunteering to help in the Extension Office. | -Office Support |
| **MG Association**    | Volunteering for the association, holding an office in the association, attending association meetings, etc. | - BCMGA/OMGA Board Meeting  
attendance, prep  
-Attending association business meetings  
-general committee work |
| **Other Approved Projects**| Any other volunteer work which is part of an approved project by Elizabeth or Brooke. | |

Questions about how to categorize your hours? Please consult with Elizabeth or Brooke.
## Tips for Categorizing Volunteer Hours for Linn County

### VRS Reporting Categories for Volunteer Hours

**Recertification requirements:**

20 hours of approved volunteer work and 10 hours of Continuing Education each reporting year (Nov 1- Oct 31)

<table>
<thead>
<tr>
<th>VRS Category</th>
<th>Purpose</th>
<th>Example: Linn County MG Activity</th>
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| Plant Clinic         | Categorizes work involved in any kind of plant clinic in any location. (includes time spent researching answers) | - ‘The desk’ at the Extension office  
- Clinic table in the community (Farmer’s Market, etc.)  
- Ask An Expert |
| Instructor           | Used for any kind of activity where you act as an instructor, teacher, demonstrator, etc. | Teaching & prep for Plant Problem Scenarios, Seed to Supper, class held at Demo Garden, any time you act as an instructor, etc. |
| Educational Garden   | For labor in demonstration gardens, greenhouses, beautification where it involves plant identification and education, etc. | -Demo Garden |
| Educational Writing  | Any kind of media, communication, publicity or PR work which is intended to educate or inform to public or Master Gardeners. | -writing for Growing, Gardener’s Pen  
-Posts on our Facebook page |
| Educational Event Planning | Involvement in any kind of Educational Event (includes set-up and clean up, event planning meeting attendance and preparation, etc.) | - LCMGA Seminars  
- Beevent Pollinator Conference  
- talk series in Albany, Sweet Home, Lebanon |
| Master Gardener Class Mentor | Assuming the role of mentor for MG classes or training | -Mentor, including at home communication & class prep |
| Fundraiser           | Involvement in any kind of fundraising activity. | -Garden Tour |
| Extension Office Support | Volunteering to help in the Extension Office. | -Office Support |
| MG Association       | Volunteering for the association, holding an office in the association, attending association meetings, etc. | - LCMGA/OMGA Board Meeting attendance, prep  
-Attending association business meetings  
-general committee work |
| Other Approved Projects | Any other volunteer work which is part of an approved project by Elizabeth or Brooke. | |

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