

STANDARD OPERATING PROCEDURE FOR WINNEBAGO COUNTY MASTER GARDENER ASSOCIATION

I. CERTIFICATION CERTIFICATES, RECERTIFICATION CARDS & NAME BADGES

A. CERTIFICATION CERTIFICATES

MGs that complete the requirements for the General or Specialized MG Training Programs will receive a MG Certificate for the appropriate program.

B. RECERTIFICATION CARDS

MGs who complete the requirements for annual recertification will receive a wallet-sized card indicating they are a UW-Extension "MG in Good standing" for the coming year.

C. NAME BADGES

One name badge will be furnished by WCMGA upon certification, to be given out at the Awards dinner in December. Additional name badges may be ordered in October when accompanied by the current state fee. Any MG who is in good standing at the time of ordering may order a name badge. In "Good Standing" means MGs are active and have completed their initial certification within the last year or are currently recertified. This is verified from volunteer hour records. Orders for name badges will be placed every October.

II. ELIGIBLE VOLUNTEER HOURS FOR CERTIFICATION AND RECERTIFICATION HOURS SHALL:

- A. Be approved by the Timekeeper and Board of Directors.
- B. Beginning in 2004 24 hours of volunteer time and 10 hours of continued education will be needed by Master Gardeners going for recertification
 1. 12 of those 24 volunteer hours shall be worked on any of the MG sanctioned projects
 2. At the end of the hours year no Individual project hours will count unless the 12 required sanctioned project hours have been worked.
- C. All first year or uncertified MG's must work all 24 hours on **OPEN** Sanctioned Projects unless otherwise posted in emails or in newsletter.
- D. Individual Non-Sanctioned Projects must be approved each year. Approval will NOT carry from year to year.
- E. Include travel time for volunteer activities from the time left home until return minus personal errands
- F. Include monthly Business Meetings
- G. Include preparation, research, and meeting time in hours calculations.
- H. Include reasonable time spent on the phone, on mail and email pertaining to Committees and MG related business
- I. Master Gardeners taking the training for other than the first year must present a copy of hours form to prove certification.

- J. Upon completion of training no continual education hours are needed by first year MG's
- K. Class hours count as Continuing Edu. Thus a person other than a first year member attending all of the Advanced Training classes will be entitled to 36 hours of Continuing Education.

III. LIST OF PROJECTS

Current sanctioned projects are listed in each month's newsletter.

IV. GRANT INSTRUCTIONS

A. WINNEBAGO COUNTY MASTER GARDENERS ASSOCIATION PROJECT FUND

All committees must submit a Budget Proposal to the Treasurer in January for each calendar year. Any current or prospective Master Gardener project may spend up to \$25.00 annually of the submitted Budget Proposal without pre-approval by the Board. These expenses might include printing, copies, postage, advertising and supplies. Such expenses need to be documented by the original receipts, and must be submitted to the Treasurer, either in person or by mail. Reimbursement will either be delivered in person or by mail. Once expenses have exceeded the \$25.00 limit, or, if total anticipated yearly expenses exceed the \$25.00 limit, an itemized list of anticipated expenses must be submitted with a current Project Fund Application form. Application forms are available from the Secretary. The application should be submitted to the Treasurer. The application will be reviewed at the next appropriate meeting. The Project Coordinator will notify the applicant with the result of the review. Awarded funds would become available upon notification. Sending a copy of the approved Application to the member will complete notification.

The deadline for submitting each Project Year End Financial Report and the return of any unspent awarded funds is September 30 of each year. If a project was awarded funds from this Project Fund, a Project Year End Financial Report must be submitted in order for the project to be eligible for consideration of subsequent years' Project Fund monies.

SEE ATTACHED WCMGA BUDGET PROPOSAL
SEE ATTACHED WCMGS PROJECT FUND APPLICATION
SEE ATTACHED YEAR END FINANCIAL REPORT

B. WISCONSIN MASTER GARDENERS ASSOCIATION GRANT FOR CONTINUING EDUCATION

The Wisconsin Master Gardener Continuing Education Grant is also available to Winnebago County Master Gardeners. This grant has a limit of \$50.00. The deadline for application is October 1 of each year, and determination will be made by November 1. This application form is available from the Secretary. A copy of the application must be submitted to the local President for reference. The directions and criteria for the application to this State Grant are included in the application.

C. OUTSIDE GRANTS

Any awarded organizational grant originating outside our Winnebago County Master Gardener Association Treasury shall pass through our Treasury directly to the project. Any further funding needed may be applied for from the Winnebago County Master Gardener Association Project Fund.

SEE ATTACHED WIMGA GRANT FOR CONTINUING EDUCATION

V. PROTOCOL FOR PROPOSING NEW PROJECTS

The following steps are required to propose a new Sanctioned Project for WCMGA. This process should be initiated in the months of August through October, so the final decision on whether to undertake the project is made in time for the January project lineup finalization.

- A. A letter from the requesting party or group, hereafter called “the Beneficiary” should be sent to the Secretary, outlining the parameters of the proposed new project. The Advisor must bring any requests for project consideration to the attention of the Business Meeting in order for them to be considered.
- B. A prospective new project must be added to the agenda of the Business Meeting at which the matter will be introduced. At this meeting, the member will briefly describe the project as outlined in the letter from the Beneficiary to those attending the Business Meeting. The members present at this meeting will vote whether to continue with the process.
- C. Upon approval to continue, a spokesperson representing the Beneficiary should schedule an appointment for the next Business Meeting to address the members who are in attendance. A concise 5-10 minute presentation that may include photos, plans, etc. that will describe the project should be prepared by the spokesperson. After the spokesperson has left, the members present will vote to determine how to proceed.
- D. If approved, a chairperson will be requested from the membership and a sign-up sheet will be circulated to determine member participation. A chairperson must be in place in order to accept the project. If there is adequate response, the project will be accepted. If not, the project will be declined, and a letter of regret will be sent to the Beneficiary. The declined project may be placed on the Project Timeline for future consideration.
- D. A contract outlining both parties’ responsibilities and the Project’s completion by WCMGA shall be drawn up and signed by both parties.

SEE ATTACHED CONTRACT FORM

VI. INDIVIDUAL (NON-SANCTIONED) PROJECTS

- A. For volunteer time to count towards certification or recertification, if the project is not currently a sanctioned project, an Individual Project Application form must be submitted **prior** to beginning work. Forms are available from the Secretary and in the January newsletter. Non-sanctioned projects must meet our mission statement, and notes or pictures must document the progress of the project. The Individual Project Application form will be reviewed by the members, or Board is requested by members. A determination will be made whether the projects are approved. Notification of the decision will be completed by returning a copy of the form to the MG. A list of approved non-sanctioned projects will be compiled and given to our Timekeeper for tabulating the year's volunteer hours. Individual Project approval is valid for one year and must be approved every year – no carryovers.

SEE ATTACHED INDIVIDUAL PROJECT APPLICATION FORM

VII. CONTINUING EDUCATION HOURS FOR RECERTIFICATION
HOURS SHALL:

- A. Be approved by the State MGs
- B. Include UW-Extension sponsored programs such as:
1. Brown Bag MG Monthly Wisline
 2. Weekly summer Hort issues Wisline Update
 3. Specialized Hort programs
 4. Public Radio Programs hosting UW-Ex Specialists
 5. Satellite programs
 6. Materials from UW-Ex Media Collection
 7. WIMGA Annual Meeting
 8. Tri State MG Conference
 9. International MG Conference
 10. Research Station Field Days
 11. Other states' Extension programs
 12. Other Extension produced programs
 13. MG Advanced Training
- C. Include programs or seminars on horticulture or leadership skill development offered by:
1. MG associations or in community
 2. Garden Centers
 3. Trade shows
 4. WI DNR or other state agency
 5. Botanical Gardens
 6. WI Gardener on WI Public television
 7. Tech schools
 8. Guided Garden Tours
 9. Universities or Colleges
 10. Gardening shows on HGTV, Victory Garden, P. Allen Smith and Great Lakes Gardening

Although much can be learned from gardening books, the Internet and self-guided garden tours, the quality of this information is variable and difficult to evaluate. MGs

are encouraged to pursue educating themselves through these resources, but this information will not qualify for continuing education recertification hours.

VIII. WCMGA ADVISOR'S ROLE

The Advisor shall direct any current issues or questions from chairpersons, beneficiaries and Master Gardeners to the appropriate officer. The Advisor should direct the focus of MG projects and presentations each year as the County and State educational focus change.

IX. COMMITTEE CHAIRPERSONS

A. All WCMGA project chairpersons must be a Certified Master Gardener in good standing.

B. RESPONSIBILITIES OF CHAIRPERSONS

1. Organize committee members and project activities and prepare notification postcards as needed. Receipt for postcards should be submitted to Treasurer for reimbursement.
2. Submit progress reports to the newsletter and membership.
3. Report at least once a year at a business meeting to progress of the project.
4. Maintain ongoing communication with Project Beneficiary.

X. TRIP COMMITTEE

The Trip Committee is a group of volunteer MG's brought together to plan and organize excursions. The committee is headed by a certified Master Gardener. The trips are for the benefit of Winnebago County Master Gardeners with some being opened to the public. The trips will be for educational purposes and possible fund raising.

A. Any anticipated trip expenses must be submitted on a Winnebago County Master Gardeners Association Project Fund Request form to the Board before expenses can be incurred.

B. Gratuities for the Bus Driver, restaurants and other locations requiring tipping should be limited to no more than 15% of each individual service. We will NOT tip and pass the hat. You may do one or the other but not both.

C. Only Trip Committee members can count actual trip hours toward volunteer hours. All attending can take the educational portion of the trip toward continuing education hours.

- D. A list of committee members will be submitted to the Board at the planning stage of each trip. If approval is given those members may take the trip free of charge or at a reduced rate.

XI. SUNSHINE COMMITTEE

The Sunshine Committee will upon notification of a specific note worthy event in the life of one of our members send the appropriate agreed upon response.

- A. \$50.00 gift certificate from a nursery or garden store will be given to the Family of a deceased Master Gardener for the purpose of purchasing a suitable memorial in the name of the departed gardener.
- B. A suitable \$25.00 gift certificate will be given to any MG who has a lengthy hospital stay due to illness or injury
- C. An appropriate card will be sent for all other reasons.
- D. The committee is free to use their discretion in each case if they feel something Else is more appropriate.

XII. MONTHLY BUSINESS MEETING

A. STANDARD AGENDA

1. Date
 2. Call to Order and roll call, as needed
 3. Secretary's Report and approval of Minutes
 4. Treasurer's Report and approval
 5. Old Business
 6. New Business
- New Business will include "items from the floor" that are not listed on agenda as time allows

XIII. INTRODUCTION OF NEW BUSINESS

Any new business should be directed to the Business Meeting. The topic should be added to the Business Meeting agenda no later than the 2 days prior to the next meeting, by contacting the Secretary. Any requests received after the above date will be added to the next month's meeting agenda. If the relevant members are not present at the Business Meeting at which the topic is scheduled, the topic will be tabled until the next Business Meeting agenda. The Secretary shall submit the current agenda to the President prior to the Business Meeting.

Minutes will be taken at each Business Meeting by the Secretary and will be published in the next newsletter. Minutes will be held in a file for reference, along with a copy of the original agenda.

Any new procedures, rules, important motions, and SOP or By-laws changes will be documented in a separate file held specifically for the purpose of easy reference. This file will then be used for creating amendments to the SOP and By-laws the next January.

XIV. PROXY VOTING FORM

Voting by proxy is permitted only for election of officers, when a completed form for that purpose is registered with the Secretary at least one day prior to the meeting and to the extent permissible by the laws of the State of Wisconsin.

SEE ATTACHED PROXY VOTING FORM

XV. ANNUAL CALENDAR

- A. The Annual Calendar will be revised annually, in order to provide a consistent method for setting and reviewing goals and strategies for WCMGA.

JANUARY

1. Local and state dues due January 1
2. New officers take office
3. Short-term projects finalized
4. Annual Project lineup finalized
5. Winter training begins
6. Start-up committee meetings begin

FEBRUARY

1. Committees begin plans for the year
2. Start-up committee meetings continue

MARCH

1. Pruning Demonstration
2. Home and Garden Show
3. Flower and Garden Show—Bus trip to Chicago
4. State MG Convention

APRIL

1. Winter Training ends

MAY

1. Begin local member garden tours
2. Plant Sale

JUNE

1. Garden tours continue

JULY

1. Tri-State MG Convention
2. Garden tours continue

AUGUST

1. Nominations for election of officers opened
2. Information for fall training goes out
3. Annual Potluck Picnic
4. (2) Annual \$50 awards given for 4H members for County Fair
 - a) Best Vegetable display
 - b) Best Flower display
5. Garden tours continue

SEPTEMBER

1. Preparations for new Class begins by Education Committee
2. Nominations for election of officers continues
3. Volunteer year ends September 15
4. Committee financial reports due
5. Return any unspent awarded funds

OCTOBER

1. New volunteer year begins
2. Review year, set goals and new programs
3. Nominations for election of officers close
4. Financial reports for committees due from Treasurer
5. Membership survey goes out
6. Name badge orders

NOVEMBER

1. Set budget for Project Fund
2. Election of officers
3. Send out final awards letters
4. Set new short and long-term goals

DECEMBER

1. Holiday and Awards dinner
2. Information for winter training goes out