



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**MASTER GARDENER PROGRAM**

Hennepin County

**Program Manual**

**2016**

# Table of Contents

Mission Statement .....	5
2016 Calendar of Events.....	6
Frequently Used Contacts, Phone Numbers & E-mails.....	7
Hennepin County Master Gardener Program Staff .....	7
Hennepin County Master Gardener Website.....	7
Hennepin County Extension Office.....	7
State Master Gardener Program Office .....	7
State Master Gardener Program Staff.....	7
University of Minnesota Extension Home Page.....	7
eXtension Home Page: .....	7
Minnesota Master Gardener E-Mail List-Serve “MASTGAR” .....	7
Connecting with University of Minnesota Resources.....	8
Garden Information & Diagnostics Online.....	8
Yard and Garden News Blog: .....	8
University Faculty Available to Assist Master Gardener volunteers .....	8
Other Extension Resources:.....	8
Regional Extension Offices – Metro Area.....	9
Farm Information Line .....	9
Forest Resources Extension Office.....	9
Department of Fisheries & Wildlife .....	9
Department of Horticultural Science .....	9
Licensed Pesticide Applicator Training (LPAT).....	9
Minnesota Landscape Arboretum.....	9
Soil Testing Laboratory .....	9
Sustainable Urban Landscape Information Series .....	9
Other References .....	10
Department of Natural Resources (DNR).....	10
Hennepin County Government .....	10
Hennepin County Environmental Services.....	10
Hennepin County Libraries.....	10
Minnesota Department of Agriculture.....	10
Minnesota State Horticultural Society.....	10
Minnesota Tree Care Advisor.....	10
National Pesticide Telecommunication Network .....	10
Poison Control (Hennepin County) .....	10
Three Rivers Park District .....	10
USDA Forest Service – St. Paul Field Office.....	10
EMG-HC Program Leadership Team Members - 2016 .....	11
Sub-Committee Chairpersons .....	11
Awards.....	15
Archie Caple Award .....	15
Founders Awards .....	15
Stanley Crist “Outstanding Intern” Award .....	15
Martha Rebhorn “Dazzling Daisy” Presenter Award.....	16
Community Garden Award.....	16
Golden Apple Award.....	16
Golden Trowel Award .....	17
MN Winners Major Donor .....	17
Green Leaf Award .....	17

Outstanding Teamwork Award.....	17
Unsung Gardener Award .....	17
Inclement Weather.....	18
EMG-HC Website .....	18
Policy Guidelines.....	18
Mission Statement .....	18
Conduct with the Public.....	18
Conduct with Other Volunteers and Staff .....	19
Clothing and Nametag Use.....	19
Recording and Submitting Volunteer Hours .....	19
Requirements for Certification .....	19
First-Year Interns.....	19
Certified Master Gardener Volunteers.....	20
Earning Volunteer Hours.....	20
Carrying Over Hours .....	20
Continuing Education Hours .....	20
MG Status and Transfers .....	21
Status & Transfers .....	21
A Final Note .....	21
Growing as a Master Gardener Volunteer .....	21
Monthly Update Sessions .....	21
E-mails.....	21
Master Gardener Monthly Newsletter Lists Opportunities .....	21
State Master Gardener Website Lists Opportunities .....	21
Answer the Yard & Garden Answer Line .....	21
Be Sure to Get Approval for Potential “New” Volunteer Activities .....	22
Give Informal Talks or Teach Classes to All Ages .....	22
Writing Projects.....	22
Join a Master Gardener Program Committee .....	22
If You Have to Cancel a Volunteer Activity .....	22
Guidelines for Recording Volunteer Hours.....	23
Reporting Hours.....	23
Recording Volunteer Hours.....	23
Master Gardener Teaching Activities.....	23
Information Booths.....	23
Staffing the Yard and Garden Line.....	23
Miscellaneous Master Gardener Program Activities.....	23
EMG-HC Program Leadership Team and Other Committees.....	24
Guidelines for Recording Continuing Education .....	24
Continuing Education Hours .....	24
Responding to Yard & Garden Line Calls.....	25
Signing Up for Yard & Garden Line Shifts.....	26
Returning Calls .....	26
Recording Yard & Garden Line Calls .....	26
Recording Yard & Garden Line Volunteer Hours.....	27
Yard & Garden Line Training .....	27
Master Gardener Resources.....	27
Checking Out Equipment .....	27
Conference Room Space at the Extension Office.....	28
University of Minnesota Extension Publications and Handouts .....	28
Adult Education Materials.....	28
PowerPoint Presentations .....	28

Youth Education Materials .....	29
Master Gardener Youth Committee.....	29
Beautiful Butterflies: .....	29
Birds and Habitat: .....	29
Lovely Ladybugs: .....	29
Schoolyard Composting: .....	30
Youth Gardening: .....	30
Wondrous Worm: .....	30
Promotional Materials .....	31
Forms Appendix .....	32
Master Gardener Volunteer Activity Codes .....	33
2016 County Commissioner District Map.....	35
2016 Position Descriptions .....	37

**Mission Statement:** Hennepin County Master Gardener volunteers promote environmental stewardship by providing research-based horticultural information and education to enhance the quality of life in our communities.

The policies and procedures in this manual are supplemental to the Minnesota State Master Gardener Program Manual. All Hennepin County Master Gardener volunteers need to familiarize themselves with the State Program manual, Standards of Behavior for Minnesota Extension Master Gardener Volunteers and the University of Minnesota Regents Code of Conduct:

[State Master Gardener Program Manual](#)

[Standards of Behavior for Minnesota Extension Master Gardener Volunteers](#)

[The University of Minnesota Regents Code of Conduct](#)

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.



## 2016 Calendar of Events

Following is a partial list of activities planned in 2016. Times, changes, additional events, and descriptions are listed in the monthly newsletter, *Garden Confidential*.

<b>Date</b>	<b>Event</b>	<b>Location</b>
February	Update: Annual Business Meeting	Minnetonka Community Center
February 26-28, March 4-6	Minneapolis Spring Home & Garden Show	Minneapolis Convention Center
March 7	Update: Botanical Names or Latin 101, Alex Eilts, Research Associate, U of M CBS Ecology	Hennepin Technical College, Brooklyn Park Auditorium
April 4	Update: Holistic Approach to Sustainable Gardening. Heidi Highland, Owner, Heidi's Lifestyle Gardens	Hopkins High School Cafeteria, Minnetonka
May 2	EMG-HC Day at the Minnesota Landscape Arboretum! Tours and education just for us	MN Landscape Arboretum, Chaska
May 6-8	Minneapolis Home Remodeling Expo	Minneapolis Convention Center
May 21	Plant Sale	Hopkins Pavilion
June 6	Update: Sharing the Knowledge Panel, Experienced Master Gardeners	Minnetonka Community Center
June 18-21	Hennepin County Fair	Fair Grounds, Corcoran
June 24-25	2016 Extension Master Gardener Volunteer Conference	MN Landscape Arboretum, Chaska
July 9	EMG-HC Learning Garden Tour	Northern Suburbs
July 26	Tour: Seed Savers & Other Sites	Decorah, IA
August	Tour: Dream of Wild Health / Frogtown Gardens / St. Paul campus tree research	St. Paul, MN
August 27 – September 7	Minnesota State Fair	Fairgrounds, Saint Paul
September 12	Update: Overwintering Your Perennials, Jessica Heimer, Horticulturist & Assistant Manager, Mother Earth Gardens	Minnetonka Community Center (tentative)
October 3	Update: New Tree Disease, Insects and Pathogens. Gary Johnson, Extension Professor, CFANS Forest Resources	Hennepin Technical College, Brooklyn Center (tentative)
November 7	Update: Working with Latino Culture and Gardening, RAM Translations	St. Mary's Greek Orthodox Church, Minneapolis
December 31	End of 2016 Program Year	REPORTING DEADLINE

*All Update meetings are held from 7:00–9:00 p.m. In 2016, with the exception of July, August and September, meetings are scheduled for the first Monday of the month. There are no Update meetings in January or December.*



## Frequently Used Contacts, Phone Numbers & E-mails

### **Hennepin County Master Gardener Program Staff**

**Program Coordinator**  
Terry Straub

**Phone, Fax, E-mail, etc.**  
612-596-2130  
[straub097@umn.edu](mailto:straub097@umn.edu)

### **Hennepin County Master Gardener Website**

[www.hennepinmastergardeners.org](http://www.hennepinmastergardeners.org)

### **Hennepin County Extension Office**

University of Minnesota Extension – Hennepin County  
479 Prairie Center Drive  
Eden Prairie, MN 55344  
Office Hours: 8 a.m.-4:00 p.m., Monday through Friday

612-596-2110  
Fax: 952-828-7280

[www.extension.umn.edu/county/hennepin](http://www.extension.umn.edu/county/hennepin)

### **State Master Gardener Program Office**

University of Landscape Arboretum  
3675 Arboretum Drive, Chaska, MN 55318

612-625-9864  
<http://www.mg.umn.edu/>

### **State Master Gardener Program Staff**

**Program Director**  
Tim Kenny

612-301-3482  
[kenny003@umn.edu](mailto:kenny003@umn.edu)

**Volunteer Center Coordinator**  
Diane Greiwe

612-625-9864  
[dhgreiwe@umn.edu](mailto:dhgreiwe@umn.edu)

**Background Check Project Manager**  
Dalia Davis

[dndavis@umn.edu](mailto:dndavis@umn.edu)

**Horticulture Education Manager**  
Leslie Yetka

612-301-3926  
[lyetka@umn.edu](mailto:lyetka@umn.edu)

**Associate Extension Educator**  
Jackie Froemming

218-828-2323  
[froem022@umn.edu](mailto:froem022@umn.edu)

**Education Specialist**  
Andrea Rice

612-301-7729  
[amrice@umn.edu](mailto:amrice@umn.edu)

### **University of Minnesota Extension Home Page**

<http://www.extension.umn.edu>

### **eXtension Home Page:**

<http://www.extension.org>

### **Minnesota Master Gardener E-Mail List-Serve “MASTGAR”**

To communicate with other Minnesota Master Gardener volunteers, Extension Educators, and others using a bulletin board format, there is an e-mail list-serve called “mastgar.” Listserve settings are found in the “Volunteer Tools” section of the state Master Gardener website ([www.mg.umn.edu](http://www.mg.umn.edu).)



## Connecting with University of Minnesota Resources

**Garden Information & Diagnostics Online**

<http://www.extension.umn.edu/gardeninfo/>

**Yard and Garden News Blog:**

<http://blog.lib.umn.edu/efans/ygnews/>

**Over the Backyard Fence (State MG Director's Blog):**

<http://blog.lib.umn.edu/efans/mgdirector/>

**University of Minnesota Plant Disease Clinic**

<http://pdc.umn.edu>

**Insect and Plant Material Samples**

Samples may be brought or mailed to the Extension Office (479 Prairie Center Drive, Eden Prairie, 55344.) If mailing, sample should be placed in a "crush proof" container. **Cost is \$5.**

**University Faculty Available to Assist Master Gardener volunteers: the following list is to be used ONLY after you have researched the question yourself. The following individuals are available to assist Extension and Master Gardener volunteers, but do not answer general questions from the public – please do not distribute this list!**

Name	Area of expertise	Office phone	Email
Sam Bauer	Turfgrass, weed management <a href="http://www.turf.umn.edu">http://www.turf.umn.edu</a>	763-767-3518	<a href="mailto:sjbauer@umn.edu">sjbauer@umn.edu</a> Twitter: @urbanturfmn
Karl Foord	Horticulture Marketing, Fruits	888-241-0839	foord001@umn.edu
Michelle Grabowski	Plant pathology, IPM <a href="http://www.tc.umn.edu/~magrabow/">http://www.tc.umn.edu/~magrabow/</a>	888-241-0719	magrabow@umn.edu
Jeff Hahn	Entomology, IPM <a href="http://www1.extension.umn.edu/garden/insects/find/houseplant-insect-control/">http://www1.extension.umn.edu/garden/insects/find/houseplant-insect-control/</a>	612-624-4977	hahnx002@umn.edu
Dean Herzfeld	IPM, Pesticide Safety <a href="http://www.extension.umn.edu/pesticides/">http://www.extension.umn.edu/pesticides/</a>	612-624-3447	deanh@umn.edu
Gary Johnson	Urban forestry, trees, shrubs	612-625-3765	johns054@umn.edu
Vera Krischik	Entomology, IPM	612-624-7044	krisc001@umn.edu
John Loegering	Wildlife, birds <a href="http://www.tc.umn.edu/~jloegeri/">http://www.tc.umn.edu/~jloegeri/</a>	218-281-8132	jloegeri@umn.edu
Mary Meyer	Herbaceous ornamentals, consumer horticulture, ornamental grasses	952-443-1447	meyer023@umn.edu
Carl Rosen	Soils, composting	612-625-8114	rosen006@umn.edu
Cindy Tong	Vegetables, fruits	612-624-3419	c-tong@umn.edu
Julie Weisenhorn	Consumer horticulture, sustainable residential landscape design; <a href="http://www.sustland.umn.edu">http://www.sustland.umn.edu</a>	612-625-1925	weise019@umn.edu
Kathy Zuzek	Woody ornamentals, plant breeding	651-480-7739	zuzek001@umn.edu

### Other Extension Resources:

Map of Plant Hardiness Zones for Minnesota:

<http://planthardiness.ars.usda.gov/PHZMWeb/>

Soil Types & Landscapes in Minnesota: <http://www.extension.umn.edu/agriculture/tillage/soils-and-landscapes-of-minnesota/>

References & Reports for Master Gardener volunteers:

<http://www.mg.umn.edu/reference.html>



## **Regional Extension Offices – Metro Area**

**Extension Regional Office, Andover**  
Bunker Hills Activities Office  
550 Bunker Lake Boulevard NW, Suite L-1  
Andover, MN 55304-4122  
763-767-3836 / **Fax: 763-767-3885**  
rcandover@umn.edu

**Extension Regional Office, Farmington**  
Dakota County Extension & Conservation  
Office  
4100 220th Street W, Suite 100  
Farmington, MN 55024  
651-480-7788 / Fax: 651-480-7797  
rcfarmington@umn.edu

## **Extension Regional Offices – Greater Minnesota**

<http://www1.extension.umn.edu/about/offices/#regional-office-list>

### **Robert J. Jones Urban Region & Outreach-Engagement Center (UROC)**

2001 Plymouth Avenue North  
Minneapolis, MN 55411  
612-626-UROC (8762)  
[uroc@umn.edu](mailto:uroc@umn.edu)

<http://www.uroc.umn.edu/index.html>

### **Farm Information Line**

(8:30 a.m.-1:30 p.m., Mon.-Fri.)

<http://www.extension.umn.edu/issues/fil/>  
1-800-232-9077

### **Forest Resources Extension Office**

<http://www.forestry.umn.edu/extension/>

### **Department of Fisheries & Wildlife**

<http://fwcb.cfans.umn.edu/>  
612-624-3600

### **Department of Horticultural Science**

<http://www.horticulture.umn.edu/>  
612-624-5300

### **Licensed Pesticide Applicator Training (LPAT)**

[www.extension.umn.edu/pesticides](http://www.extension.umn.edu/pesticides)

### **Minnesota Landscape Arboretum**

Anderson Library  
Yard & Garden Line

[www.arboretum.umn.edu /](http://www.arboretum.umn.edu/) 952-443-1400  
[http://plantinfo.umn.edu /](http://plantinfo.umn.edu/) 952-443-1405  
612-301-7590

### **Soil Testing Laboratory**

Soil test forms and information are available. Soil samples can be sent to the lab in plastic bags or containers other than the soil test kit.

Soil Testing Laboratory  
Rm. 135 Crops Research Bldg.  
1902 Dudley Ave  
St Paul, MN 55108  
8:00 a.m.-4:30 p.m., Monday through Friday

<http://soiltest.cfans.umn.edu/>  
612-625-3101  
fax: 612-624-3420  
E-mail: [soiltest@umn.edu](mailto:soiltest@umn.edu)

### **Sustainable Urban Landscape Information Series**

[www.sustland.umn.edu](http://www.sustland.umn.edu)



## Other References

- Department of Natural Resources (DNR)** [www.dnr.state.mn.us](http://www.dnr.state.mn.us)  
651-296-2316
- Hennepin County Government** <http://www.hennepin.us/>
- Hennepin County Environmental Services** <http://www.hennepin.us/>  
612-348-6509
- Hennepin County Libraries** <http://www.hclib.org/>  
(952) 847-KNOW (5669)
- Minnesota Department of Agriculture** [www.mda.state.mn.us](http://www.mda.state.mn.us)  
Main # 651-201-6000  
Plant Protection/Quarantine 651-201-6020
- Minnesota State Horticultural Society** 651-643-3601  
[www.northerngardener.org](http://www.northerngardener.org)
- Minnesota Tree Care Advisor** [www.mntca.org](http://www.mntca.org)
- National Pesticide Telecommunication Network** [www.nptn.orst.edu](http://www.nptn.orst.edu)  
(7 days/wk, 6:30 a.m.-4:30 p.m. Pacific) 1-800-858-7378  
Toxicity, Safety Questions (Oregon St. U & USEPA)
- Poison Control (Hennepin County)** [www.mnpoison.org](http://www.mnpoison.org)  
612-347-3141
- Three Rivers Park District** [www.threeriversparkdistrict.org/](http://www.threeriversparkdistrict.org/)  
763-559-9000
- USDA Forest Service – St. Paul Field Office** [www.na.fs.fed.us](http://www.na.fs.fed.us)  
651-649-5243



## EMG-HC Program Leadership Team

*The Hennepin County Master Gardener (EMG-HC) Leadership Team (LT) provides strategic direction to the program by establishing program structure and direction supported by sound policy decisions and adherence to a yearly budget.*

Leadership Team members are active and certified Master Gardener volunteers with at least two years of service in the program who have a sincere interest in the Master Gardener Program's continued growth and success.

Numerous committees support and coordinate the work of Master Gardener volunteers. LT Chairs and committee chair positions are held by Master Gardener volunteers with a special interest and willingness to provide leadership for each area or committee. **We always need Master Gardener volunteers to serve as chairs and committee members.** If you are interested in a particular committee or chair position, contact the Program Coordinator at 612-596-2130 or a particular LT Chairs for more information.

All Master Gardener volunteers are welcome to attend Leadership Team meetings. Contact the Program Coordinator or the Leadership Team Chair for meeting dates.

[Consult the State Master Gardener website, [www.mg.umn.edu](http://www.mg.umn.edu), for 2016 State Advisory Board meeting dates.]

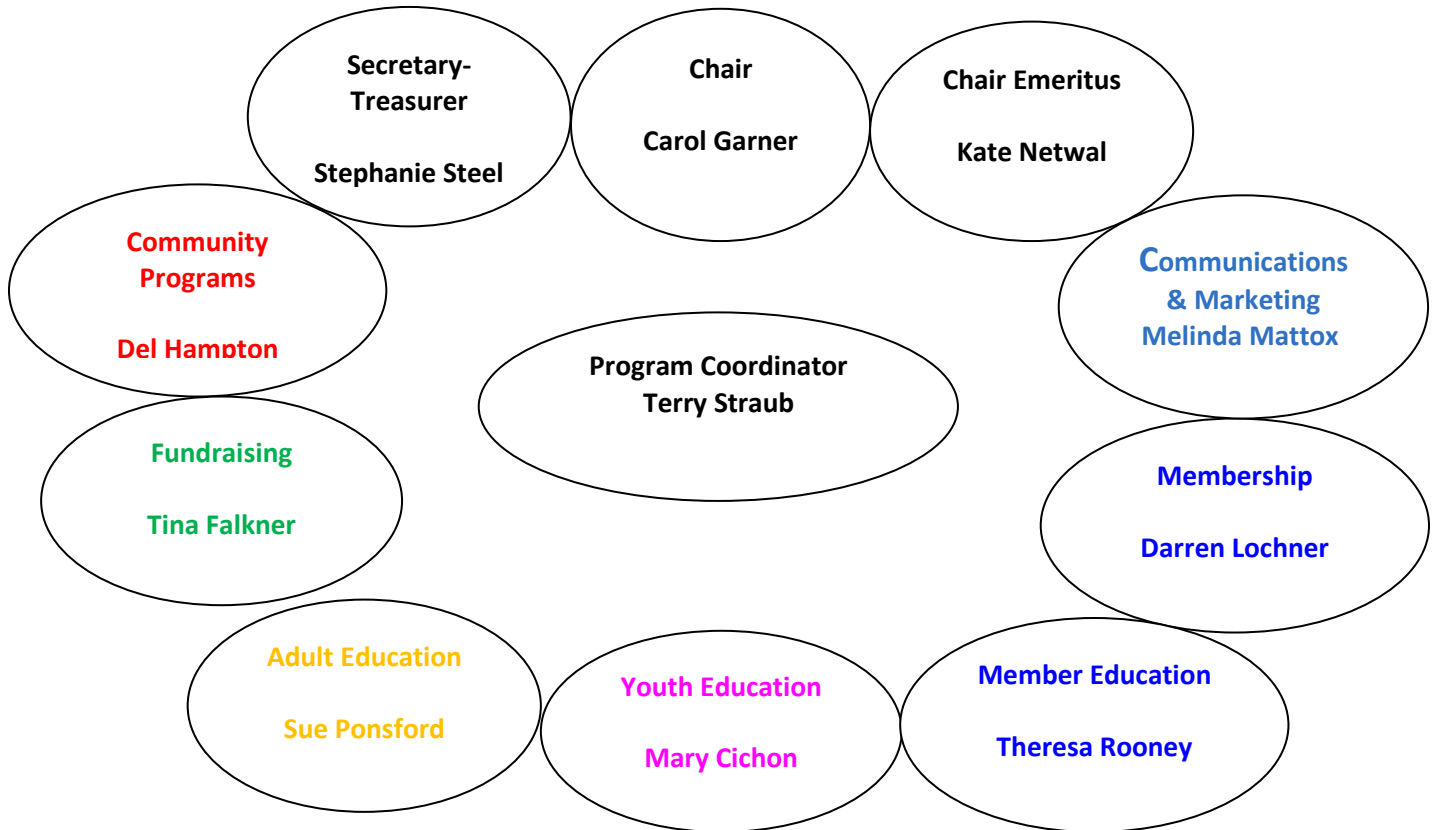
### EMG-HC Program Leadership Team Members - 2016

- **Chair:** Carol Garner
- **Chair-Emeritus:** Kate Netwal
- **Secretary/Treasurer:** Stephanie Steel
- **LT Program Committee Chairs**
  - **Adult Education:** Sue Ponsford
  - **Communications & Marketing:** Melinda Mattox
  - **Community Programs:** Del Hampton
  - **Fundraising:** Tina Falkner
  - **Member Education:** Theresa Rooney
  - **Membership:** Darren Lochner
  - **Youth Education:** Mary Cichon
- **EMG-HC Program Coordinator:** Terry Straub

### Sub-Committee Chairpersons

- Garden Centers – Theresa Rooney
- Habitat for Humanity – Norma Wubbena
- In Service Education – Theresa Rooney
- Learning Garden Tour – Deb Reiersen and Deb Revier
- New Member – Michaeleen Kruger
- Plant Health Care Advisors – Grace Anderson
- Plant Sale – Tina Falkner & Susan Thompson
- Recognition & Awards Banquet – Theresa Rooney & Deb Wolk
- Vegetable Growing Basics – Mollie Dean

# University of Minnesota Extension Master Gardener Program Hennepin County Leadership Team 2016



## 2016 Leadership Team Members\*

- Chair – Carol Garner
- Chair Emeritus – Kate Netwal
- Secretary / Treasurer – Stephanie Steel
- Communications & Marketing Chair – Melinda Mattox
- Community Programs Chair— Del Hampton
  - Habitat for Humanity –
  - Community Gardens
- Fundraising Chair – Tina Falkner
  - Plant Sale
  - Learning Garden Tour
- Membership Chair – Darren Lochner
  - Recognition and Awards
  - New Members
- Member Education Chair – Theresa Rooney
  - In-Service Education
- Adult Education Chair – Sue Ponsford
- Youth Education Chair – Mary Cichon
- Program Coordinator – Terry Straub

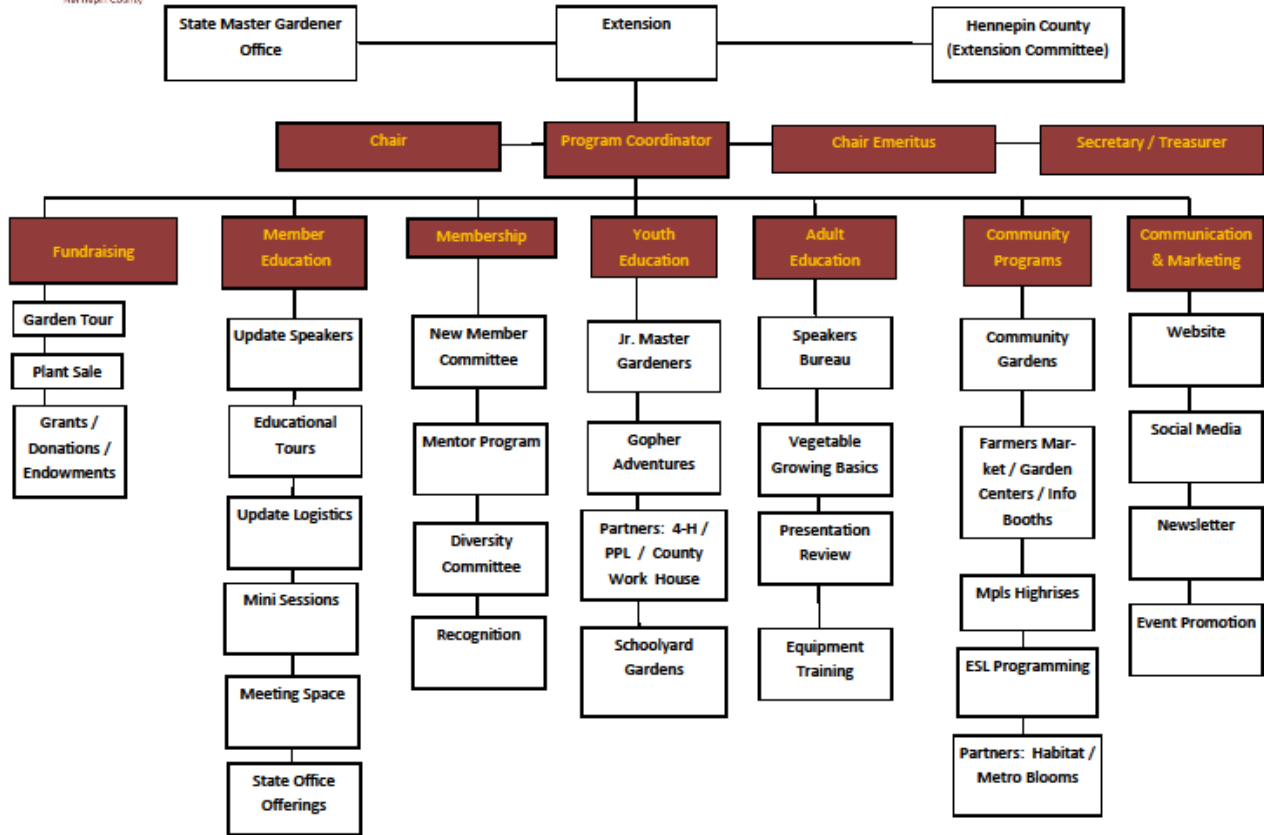


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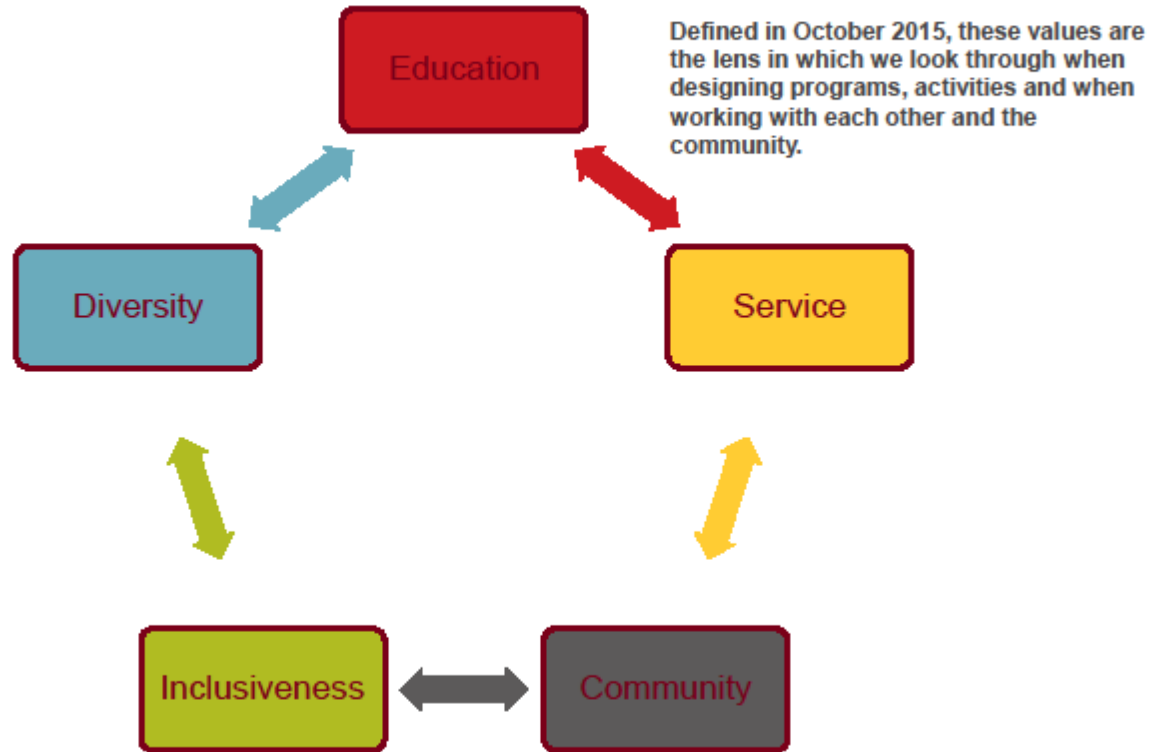
\*Contact information printed in the 2016 Hennepin Master Gardener Directory.



# EMG-HC Program Structure



## EMG – Hennepin County Values

 **EMG-HC Scholarship Fund**

A fund of \$1000.00 exists in the Hennepin County Master Gardener budget for scholarships. The maximum award is \$100 per Master Gardener volunteer in any given program year.

This money may be used to support educational opportunities such as conferences by Intern or Certified Master Gardener volunteers using the following two criteria:

1. that the program attended will have a direct benefit to the organization as a whole or large parts of it.
2. that at least one item learned will be shared with an appropriate group of Hennepin County Master Gardener volunteers, such as preparing a presentation, sharing a new skill, or creating a new display.

To request scholarship funds, a Master Gardener must make the request in writing to the Program Coordinator far enough in advance so that the Leadership Team can discuss and vote on it.

Included should be specifics such as what the program is, where it will be held, when it will be held, the topic, and how the individual and the EMG-HC program will benefit.



## Awards

### Archie Caple Award

The Archie Caple Award began in 1989 as a way to recognize Master Gardener volunteers who have selflessly given of their time and effort to promote the cause of successful gardening and contributed significantly to the overall success of the Minnesota Extension Service – Hennepin County Master Gardener Program. Following is a list of recipients:

- |                               |                           |
|-------------------------------|---------------------------|
| 1989 – Archie Caple           | 2003 – Connie Swarthout   |
| 1990 – Loel Bertrand          | 2004 – Linda Brammer      |
| 1991 – Shirley Mah Kooyman    | 2005 – Donn & Ruth McCoy  |
| 1992 – Ann Blumberg           | 2006 – Veronica Malone    |
| 1993 – Duane Reynolds         | 2007 – Barb Gasterland    |
| 1994 – Jack Cuchow            | 2008 – Carol Garner       |
| 1995 – Terri Goodfellow-Heyer | 2009 – Norma Wubbena      |
| 1996 – Rita Nystrom           | 2010 – Larry Cipolla      |
| 1997 – Jean Houle             | 2011 – Kate Netwal        |
| 1998 – Jan Kohout             | 2012 – Janet Heidinger    |
| 1999 – Stanley Crist          | 2013 – Theresa Rooney     |
| 2000 – Martha Rebhorn         | 2014 – Vicki Young        |
| 2001 – Lorrie Stromme         | 2015 – Charlene DeStefano |
| 2002 – Diana Anderson         |                           |

### Founders Awards

In 2006, the Hennepin County Master Gardener Executive Committee decided to honor two of our founding members, in addition to Archie Caple, who had been volunteering with the program since it began in 1977. Each created an award that fit their experiences with the program.

### Stanley Crist “Outstanding Intern” Award

Stanley came to the Master Gardener Program after having worked for a grain company. He used his vacation time to attend the Core Course which was held during the day that year. Stanley’s favorite activities through the years have been working at garden centers and answering questions on the Hotline – both activities which involve helping people. Stanly has also enjoyed meeting other gardeners, especially those who are just starting out. Stanley chose to have an “Outstanding Intern” Award in his honor as there have been “some real fine people coming into the program recently and I’d like to see their hard work in that first year honored.”

- |                         |                       |
|-------------------------|-----------------------|
| 2005 – Susie Schueneman | 2011 – Susan Thompson |
| 2006 – Pam McMurry      | 2012 – Del Hampton    |
| 2007 – Jeanne Walsh     | 2013 – Mary Dahlsin   |
| 2008 – Toni Johnson     | 2014 – Val McGruder   |
| 2009 – Terri Roehrick   | 2015 – Megan Nichols  |
| 2010 – Mike DeBoer      |                       |

## **Martha Reborn “Dazzling Daisy” Presenter Award**

Martha Reborn began her Master Gardening as an “insider!” Martha was on staff at the MN Horticultural Society where many of the initial planning sessions and meetings took place. Martha’s interest was piqued and she took the Core Course. She chose the “Dazzling Daisy” Outstanding Presenter Award as when she first started, she did a lot of presentations to youth and adults. Her advice to interns is that “presentations are easy to do – it’s a great way to get started.” Martha also knows that community education efforts are important as “not only are we educating others, but we’re letting the community know what we’re doing.” Martha passed away in 2007.

2005 – Rita Nystrom  
2006 – Gordon Hanson  
2007 – Larry Cipolla  
2008 – Larry Cipolla  
2009 – Mary Tessman  
2010 – Theresa Rooney

2011 – Mary Cichon  
2012 – Michaelleen Kruger  
2013 – Betsy Massie  
2014 – Sue Wiczorek  
2015 – Sharon Decker

## **Annual Achievement Awards**

**Community Garden Award:** honors Master Gardener volunteers who give generously of their time and talent to educate and support community gardeners throughout the county.

2009 – Mollie Dean  
2010 – Julie Dahl  
2012 – Terri Roehrick

2013 – Larry Cipolla  
2014 – Del Hampton  
2015 – Pam McMurry

**Golden Apple Award:** honors Master Gardener volunteers who go above and beyond program requirements to educate youth about horticulture.

2009 – Maret Ryan  
2010 – Judy Moran  
2012 – Betsy Massie

2013 – Rhonda Converse  
2014 – Lynn Olson  
2015 – Susan Wiczorek



**Golden Trowel Award:** honors Master Gardener volunteers not on the Plant Sale Committee who go above and beyond for the EMG-HC Plant Sale.

2012 – Jim MacKay  
2013 – Steve Rutz

2014 – Ed Juda, Joan Onffroy, Dennis White  
2015 – Charlene DeStefano

**MN Winners Major Donor:** honors Master Gardener volunteers not on the Plant Sale Committee who grew and cared for MN Winners seedlings for the Annual Plant Sale.

2013 – Jodie Loiselle

**Green Leaf Award:** recognizes Master Gardener volunteers who have greatly contributed to a successful project supporting and endorsing environmental stewardship within Hennepin County.

2009 – Debbie Wolk  
2010 – Alice Cummings

2013 – Marilyn Arnlund  
2014 – Norma Wubbena

**Outstanding Teamwork Award:** recognizes a group of Master Gardener volunteers who have worked as a team to effectively complete a project or support the work of the University of Minnesota Extension Master Gardener Program in Hennepin County.

**2009 – The OOPS Gardening Project Team:**  
Mary Chichon, Julie Drake, Doris Wickstrom,  
and Veronica Malone

**2010 – The 2010 Plant Sale Planning Committee:** Linda Brammer, Charlene DeStefano, Suze Diesel, Shirley Mah Kooyman, Pam McMurray, Christine Roth, Mary Yee and Vicki Young

**2011 – The 2011 Learning Garden Tour Committee:** Stephanie Brody, Emily Everitt, Diane Feldman, Barb Gasterland, Rhonda Hayes, Amy Jonson, Michaelleen Kruger, Judi Martin, Kate Netwall, Deb Revier, Theresa Rooney, Kathy Vail, Susan Wetherall, and Vicki Young

**2012 – The Jr. Master Gardener Planning Team:** Rhonda Converse, Mike DeBoer, Betsy

Massie, Mary Plumb, Ann Sorebo, Robyn Swenson, Kate Wodtke

**2013 – The Awards and Recognition Luncheon Committee:** Co-Chairs Wendy Bottenberg, Theresa Rooney and Deb Wolk; Joanne Ellison, Lucinda Kircher, Anna Olsen, Carol Skalko, and Jill Waterhouse.

**2014 – The In-Service Education Committee:** Chair, Theresa Rooney; Shanelle Fernandez, Jo Frerichs, Barb Gasterland, Darren Lochner, Kate Netwal, Deb Revier, Susan Scofield and Jill Waterhouse

**2015 – The Gopher Adventures Planning Team:** Kathie Doerr, Betsy Massie, Susan Wiczorek and Kate Wodtke

**Unsung Gardener Award:** recognizes a Master Gardener volunteer who has made a great effort working quietly behind the scenes to support and promote the work of the University of Minnesota Extension Master Gardener Program in Hennepin County.

2009 – Lynn Olson  
2010 – Theresa Rooney  
2011 – Mary Chichon  
2012 – Amy Sitze

2013 – Christine Roth  
2014 – Anna Olsen  
2015 – Susan Thompson



## **Inclement Weather**

As a Hennepin County resident, you know that weather in Minnesota can be unpredictable – 40-degrees one day, -15 the next. Be prepared for anything when planning to attend a Hennepin County Master Gardener event.

### **Update Sessions & other events**

Update Sessions, other meetings and trainings sponsored by EMG-HC may be cancelled by the Program Coordinator if the University of Minnesota classes are cancelled, or the building where the meeting is scheduled to occur is closed. Be sure to tune into your local news station or check their websites for closings. Committee meeting cancellation is up to the Committee Chair. If a meeting sponsored by EMG-HC is cancelled, the Program Coordinator will make every attempt to notify all Hennepin County Master Gardener volunteers of the closure by e-mail and/or phone. If you feel the weather makes travel unsafe, **DO NOT TRAVEL!** If you decide not to travel, please notify the program coordinator of your plans.

### **Volunteer Opportunities**

Many of our volunteer opportunities take place outdoors. While rain and severe storms can affect some events, most go on despite the weather. If you are concerned about the weather at an event you're scheduled to volunteer at, please contact the event coordinator. If there are extreme heat conditions, please dress appropriately and bring water along. If you feel the weather makes travel unsafe, **DO NOT TRAVEL!** If you decide not to travel, please notify the program coordinator.



## **EMG-HC Website**

The Hennepin County Master Gardener website at [www.hennepinmastergardeners.org](http://www.hennepinmastergardeners.org) has lots of great information for both you, a master gardener, and the public. Check the website at least monthly to find out what's happening in the program. Our newsletter, forms and other useful tools can be found in the "member's only" section of the site. Contact the program coordinator should you have any problems accessing the site.



## **Policy Guidelines**

### **Mission Statement**

University of Minnesota Extension Hennepin County Master Gardener volunteers promote environmental stewardship by providing research-based horticultural information and education to enhance the quality of life in our communities.

### **Conduct with the Public**

As a Master Gardener, you are a direct representative of the University of Minnesota and the University of Minnesota Extension Hennepin County Office. As you deal with the public, be honest with your answers; be polite and courteous at all times. You are **NOT** expected to know everything. If a situation arises in which you don't know or are unsure of the correct response, admit that you are unsure of the correct answer. Assure your audience that you will research the issue further, obtain the proper answer, and get back to them by telephone and/or mail. Be sure to follow through! **Never guess.** Be honest. Under certain circumstances, it may be appropriate to refer a person to another resource or agency, especially if the question is not related to horticulture. It is not

appropriate to argue with or confront differences in approach, even when you know you have researched-based evidence to the contrary.

Conduct, attitude, and personal appearance are all areas of observation for the public and any, or all, can be cause for criticism. Criticisms reflect not only on the University of Minnesota and the University of Minnesota Extension Hennepin County Office but also on the Master Gardener Program.

### **Conduct with Other Volunteers and Staff**

The Hennepin County Master Gardener Program utilizes the diverse talents, interests, and values of our citizens. Such diversity may also bring with it conflict when persons disagree. Master Gardener volunteers must always treat each other and Extension staff with unqualified respect. Inappropriate behavior or conduct may result in referral of the issue to the EMG-HC Program Leadership Team and subsequent termination from the program.

Volunteers serve at the sole discretion of the University of Minnesota Extension Hennepin County and the Hennepin County Master Gardener Leadership Team. There is no written or implied contract for volunteer service and Extension or Leadership Team may terminate such service at any time for any reason.

### **Clothing and Nametag Use**

There is no prescribed dress/uniform required of Master Gardener volunteers while on assignments; however, a presentable appearance is necessary at all times. **Please wear your nametag at all Master Gardener-related activities. The wearing of Master Gardener logo apparel is also strongly encouraged.** Appropriate dress depends on the site and group of individuals requesting your presence.

### **Recording and Submitting Volunteer Hours**

Our program follows the “calendar year” as our reporting period. The “year” for reporting 2016 volunteer activities runs from January 1 through December 31, 2016. Please report your Volunteer Activity and Continuing Education **MONTHLY**. The deadline for reporting all hours for this year is **December 31, 2016**. If a projected activity during those months is canceled, please notify the Program Coordinator. **NO HOURS FOR 2016 WILL BE ACCEPTED AFTER DECEMBER 31, 2016. This means that even if you did complete 25 hours during the year, if they are not recorded in the data base by 12/31/16, 2016 will count as a “temporarily inactive” year for you.**



## **Requirements for Certification**

### **First-Year Interns**

Interns are expected to complete 12 hours of continuing education (beyond the Core Course training,) plus a minimum 50 hours of volunteer service during the intern year. Volunteer hours are to be broken down as follows:

25 Hours of service are split between:

- Youth and/or Adult educational outreach
- Yard & Garden Line calls
- Information Booths
- Special Event: Plant Sale and/or Learning Garden Tour

- Researched Questions: 15 researched phone calls or questions from Yard and Garden Line, Yard and Garden Desk, information booths, etc. 7 hours of shift time minimum. Be sure to record and submit a Yard & Garden Line Recording Form.
- Youth and/or Adult Education activities: 6 hour minimum.
- Information Booths: 6 hours (at least one shift at the Arboretum Yard & Garden Desk; other shifts can be at a farmers market, garden center, county/state fair, or other question and answer tables.)
- EMG-HC Special Events: 6 hours (these hours can be split between the Plant Sale and Learning Garden Tour, or allocated to just one event.)
- 25 hours – other activities approved for EMG-HC's.

## **Certified Master Gardener Volunteers**

- Minimum **25** Hours of Volunteer Service
- Minimum **12** Hours Per Year of Continuing Education Hours

The deadline for reporting all hours for this year is **December 31, 2014**. Any Hennepin County Master Gardener **who has not reported hours equal to or above the minimum requirement by the deadline will not be eligible for re-certification in the program.**

## **Earning Volunteer Hours**

Volunteer hours are accrued by completing any of the following activities, the majority within Hennepin County:

- Teaching classes in schools, community education venues, garden clubs, etc.
- Staffing information booths (Garden Centers, Farmers Markets, fairs, etc.)
- Answering gardening questions on the Master Gardener Hot Line
- Developing educational resources (slide sets, PowerPoint presentations or horticulture display boards)
- Tree Care Advisor activities
- Leadership Team and sub-committee work, including mentoring
- Other activities approved by the Program Coordinator

All activity is subject to the approval of the Program Coordinator, as is any proposed or new activity, **prior** to volunteering for that activity.

## **Carrying Over Hours**

Unless special arrangements are made through the Hennepin County Extension Office, hours above the minimum requirement cannot be carried over to the following year, nor can any deficiency in hours be credited from another year.

## **Continuing Education Hours**

Continuing education hours are earned during the year by attending educational events approved or sponsored by the Master Gardener Program. These include: Monthly Update Sessions (for which you receive at least 2 hours; first year interns are encouraged to attend 6 sessions; certified MG's are encouraged to **attend at least 2 each program year**), State Master Gardener program sessions, and other University of Minnesota & Master Gardener Program-sponsored educational events highlighted in our monthly newsletter.

## **Background Check Policy**

All Extension Master Gardener staff and volunteers must have a current background check (within the last three years) and have a recurring background check every three years. The reason for this policy is that volunteers often work in situations where they are in a position of trust, such as handling funds, managing personal data of fellow volunteers, and presenting information to children and vulnerable adults. Please review the [MN State Master Gardener Program Manual](#), page 11, for more information.



## MG Status and Transfers

### Status & Transfers

See pages 16-18 in the Extension Master Gardener Volunteer Manual, [2016 Edition](#), regarding volunteer status categories. See pages 23-25 in the Extension Master Gardener Manual for the transfers between counties and states procedures.

### A Final Note

The Master Gardener Program and Master Gardener volunteers are highly regarded in our communities. Your participation and compliance with established program conduct and ethics must maintain the high standards set by past program participants. We encourage you to take the initiative to participate actively in as many activities as possible. Whatever your incentive is for participating in the program, enjoy all the wonderful things you do as a Master Gardener. Keep it fun and your accomplishments will be most rewarding.



## Growing as a Master Gardener Volunteer

There are many ways to become involved. The best approach is to be pro-active in signing up for activities. The more Master Gardener volunteers you meet, the more likely you are to enjoy your experiential learning in the program. All volunteer opportunities are filled on a first-come, first-served basis.

### Monthly Update Sessions

These sessions provide the best opportunity for you to learn about volunteer activities and learn from other Extension Master Gardener Volunteers. Most of the requests for volunteers and general program needs are put on-line via Sign-up Genius. Opportunities are shared via e-mail invitations, and the Volunteer section of our website. Go to [www.signupgenius.com](http://www.signupgenius.com) to become a member.

### E-mails

The program coordinator will e-mail Master Gardener volunteers with unassigned and/or last minute opportunities. Most e-mails will contain a link to the opportunity on Sign-up Genius.

### Master Gardener Monthly Newsletter Lists Opportunities

Some volunteer activities are announced in our monthly newsletter, *Garden Confidential*. You may sign up for any opportunity listed by searching our volunteer opportunities in Sign-up Genius.

### State Master Gardener Website Lists Opportunities

Some volunteer opportunities are posted on the Minnesota State Master Gardener website. Go to [www.mg.umn.edu](http://www.mg.umn.edu). Click on "Volunteer Tools." You will see state-sponsored opportunities like the MN State Fair and Yard and Garden Line at this site. Follow directions provided by the MN State Master Gardener Office.

### Answer the Yard & Garden Answer Line

You may sign up for shifts for the Yard & Garden Line on the MN State Master Gardener website, [www.mg.umn.edu](http://www.mg.umn.edu).

## **Be Sure to Get Approval for Potential “New” Volunteer Activities**

There are many ways to volunteer through the Master Gardener Program. Once people hear you're a Master Gardener, they may approach you with ideas for which you can get volunteer credit. Contact the Program Coordinator to discuss possible volunteer activities you hear about or are interested in doing. **New activities must receive prior approval in order for volunteer service credit to be granted.** Activities must be educational in nature even if your role includes hands-on assistance such as digging, planting, etc.

## **Give Informal Talks or Teach Classes to All Ages**

Sign-ups for volunteers to give informal educational talks or to teach classes are available on Sign-up Genius. Master Gardener volunteers who sign up for these requests as the main presenter **are expected to call the contact person WITHIN THREE (3) DAYS after signing up for the opportunity and work out specific details directly with them.** Master Gardener volunteers, especially interns, are welcome to observe others or team-teach a class. This counts toward volunteer time. Contact the Master Gardener presenter(s) to let them know in advance that you plan to observe their presentation. Observation provides you an opportunity to gain experience for future volunteer presentations.

## **Writing Projects**

You may accrue volunteer hours by writing horticulture articles, but these writing projects must be approved by the MG Program Coordinator at the Hennepin County Extension Office. If you have a question regarding the appropriateness of a volunteer writing project, contact the Program Coordinator before you begin the project. If you need help with the information you are writing, contact one of the Extension Educators.

If you plan to use the credential “Master Gardener,” you must give information that is supported by current University of Minnesota recommendations.

- Use University of Minnesota Extension websites and other Extension resources from the North Central Region. Information from other states may or may not apply to Minnesota conditions.
- Provide references and supplemental information in the article.
- Submit a copy of the printed article with your Volunteer Activity Recording Form.
- Paid submissions are ineligible for EMG-HC volunteer credit.

## **Join a Master Gardener Program Committee**

There are many opportunities to volunteer on various committees. Sometimes committee members contact volunteers as needs arise, or you may contact the Program Coordinator or individual Leadership Team Chairs to inquire about opportunities. Leadership Team Chairs and committee chairs are listed on page 11. Contact information for all master gardener volunteers in Hennepin County can be found in the current Master Gardener Directory.

## **If You Have to Cancel a Volunteer Activity**

Please honor your volunteer commitments. If you need to get out of a commitment, try to find a replacement on your own. Sign-up Genius provides you with a “button” to “swap” with someone already registered for the opportunity – start there first. You may e-mail the Program Coordinator for names of people to contact. A last-minute cancellation requires that you call and cancel the commitment. The EMG-HC office will try to be helpful when these situations arise.

Occasionally the requesting group or organization will cancel an activity. When this happens, please be sure to relay this information to the Program Coordinator and to any Interns or other MGs who have signed up to observe or assist.



# Guidelines for Recording Volunteer Hours

## Reporting Hours

Volunteer, continuing education, Hot Line hours, and youth/adult statistics are required to generate reports for the Federal Government, University of Minnesota, Hennepin County, State Legislature, etc. These funding sources require us to produce reports on the things we do, who we serve, etc., in a timely manner. Master Gardener volunteers in Hennepin County **should record their activities on-line using the State Master Gardener website at: [www.mg.umn.edu](http://www.mg.umn.edu)**. Just follow the directions given on-line. More information on this topic is found in state Master Gardener Volunteer Manual under “Volunteer Service and Continuing Education Hours.”

All Hennepin County Master Gardener volunteers are expected to utilize the state on-line system reporting system. If you need assistance entering your hours, please contact the program coordinator at [strau07@umn.edu](mailto:strau07@umn.edu) or 612-596-2130. **We encourage you to submit your information on-line on a MONTHLY basis. ALL HOURS NEED TO BE ENTERED INTO THE STATE RECORDING SYSTEM BY DECEMBER 31, 2016, OR THEY WILL NOT COUNT!**

## Recording Volunteer Hours

The Program Coordinator must approve all Master Gardener activities declared as volunteer hours toward certification. Activities performed in conjunction with other organizations may be recorded only if the Master Gardener Program is formally recognized as a co-sponsor of the event. Examples include cooperative programs with the Minnesota State Horticultural Society or the Minnesota Landscape Arboretum. If you have questions about an activity, contact the Program Coordinator.

It is highly recommended that you record hours as soon as you have completed them. *It is not recommended to enter hours until **before** they are completed.* Check with the Program Coordinator before doing so.

## Master Gardener Teaching Activities

Report time spent:

- Driving to and from an event.
- Preparing topics (in a reasonable amount of time) and picking up materials at, or returning materials to, the Extension office.
- Teaching a class, working with a group, or overseeing a horticultural activity.

## Information Booths

Garden Centers, Plant Information Booths, Plant Health Care and Tree Care Advisor Clinics, the Minnesota State Fair, Home & Garden shows, Minnesota Landscape Arboretum, Hennepin County Fair and other arranged locations. Report time spent:

- Driving time to and from a clinic/event (within reason) and picking up materials at, or returning materials to, the Extension office.
- Staffing the booth.

## Staffing the Yard and Garden Line

Follow procedures outlined in the tutorial for the Yard and Garden Line located in the Tutorial Section of [www.mg.umn.edu](http://www.mg.umn.edu).

## Miscellaneous Master Gardener Program Activities

Report time spent:

- Driving to and from an activity (within reason.)

- Planning & organizing meetings (in a reasonable amount of time.)
- Time spent carrying out a project and picking up materials at, or returning materials to, the Extension office.

### **EMG-HC Program Leadership Team and Other Committees**

Report time spent:

- Driving to and from committee duties or activities (within reason.)
- Performing duties at Leadership Team or other committee meetings.
- Carrying out activities and picking up materials at, or returning materials to, the Extension office.

#### **Activities at the MN Landscape Arboretum**

Extension Master Gardener volunteers from Hennepin County may volunteer at the MN Landscape Arboretum and get credit for activity approved by the Hennepin County Program Coordinator. This activity is allowable as the majority of Arboretum visitors annually are from Hennepin County and our State Program Office is located there. *However, the majority of your volunteer time should be spent on activities within Hennepin County.*



## **Guidelines for Recording Continuing Education**

### **Continuing Education Hours**

The minimum continuing education requirement for certified Master Gardener volunteers and Interns in Hennepin County is 12 hours per year. Record these hours on-line at [www.mg.umn.edu](http://www.mg.umn.edu).

The activities listed below count toward continuing education hours.

- Attending an **entire** monthly Update session is recorded as 2 hours of continuing education. Record on the lower portion of the form or on-line. **EMG-HCs are encouraged to attend all Update sessions each program year.**
- Attending educational sessions at state, regional, or national/international Master Gardener conferences.
- Attending classes taught by Extension Educators, faculty, and university professors in person or on-line.
- Attending horticulture programs co-sponsored by the University of Minnesota or University of Minnesota Extension.
- Attending certain horticulture classes taught by the Minnesota Landscape Arboretum or the Minnesota State Horticultural Society. The approved classes are listed in the monthly newsletter. Other classes taught by recognized horticulture professionals may be approved as continuing education hours. Please check with the Program Coordinator before attending.



Simply attending a gardening show, plant competition, Home & Garden Show, garden tour, or regularly scheduled meetings of plant societies or garden clubs are **not** considered continuing education or volunteer service hours.

Some sessions at conventions, such as the Minnesota Turf and Grounds Conference and Trade Show, do **not** necessarily count. Only sessions taught by speakers recognized as horticulture professionals count toward continuing education.

Tour Guide training at the Minnesota Landscape Arboretum does **not** count as EMG-HC continuing education.

Check with the Program Coordinator prior to attending any event to determine if it will count as EMG-HC continuing education. Please provide details regarding event sponsors, topic description and presenter credentials.

When recording continuing education hours, **include only actual time spent attending Update sessions or classes**. Driving time to and from Update sessions, conferences, or classes is **not** counted as continuing education. Typically breaks and meal times during a class or conference should **not** be counted as continuing education time. Thus, attending three 1-hour sessions at the State Master Gardener Conference should be recorded as 3 hours of continuing education time, not the total time/days spent at the conference.



## Responding to Yard & Garden Line Calls

For complete instructions on how to answer calls on the Yard & Garden Line, see Appendix D. The following policy guidelines and procedures will help when you respond to Yard & Garden Line telephone calls from the public. The University of Minnesota Extension maintains confidentiality of Master Gardener names, addresses, and telephone numbers. You may block your phone number when calling from home. See details on page 23.

Retrieve calls from home on a touch-tone phone during your scheduled shift. You are retrieving and responding to calls through the MN Landscape Arboretum voice messaging system. Record all calls on the Hot Line Response Form (see Appendix B) and turn in monthly to the Program Coordinator (e-mail or snail mail.)

When calling from home, be sure to call from a professional environment. Please limit excessive noise, barking dogs, call waiting, or other distractions in the background.

**When working from your home phone, you are NOT responsible for returning long distance calls or calls from people who do not accept blocked calls.**

Review timely and current tips published in our monthly newsletter and read current issues of *Yard & Garden Line News* (on the Web at: <http://blog.lib.umn.edu/efans/ygnews/>) before retrieving calls. Have your Master Gardener materials handy.

Recommendations given over the phone are often based on limited knowledge. Sometimes there is no definite answer. So, you'll need to be a "detective." All recommendations should be based on University of Minnesota research-based information and the most current publications available. Information from other researched-based institutions may also be accessed.

**Do not give fertilizer recommendations without knowing soil test results.**

**Do not give recommendations on the edibility of mushrooms over the phone.**

If calls sound like they involve commercial horticulture or professional horticulture questions, forward these calls to the appropriate Extension Educator (See page 7). Never offer personal or anecdotal information. Ask numerous questions about the plant, the site (sunny or shady, wet or dry, etc.), cultural practices, whether a recent soil sample was taken before planting, etc.

If you need further assistance or advice on how to answer questions, consult a Plant Health Care Advisor, Tree Care Advisor or Home Insect Control Advisor from the EMG-HC Director, or an Extension Educator. (See page 7)

After thorough research and reasonable efforts, if you are unable to provide an acceptable answer, offer the caller these options: (1) posting the question/problem on the “Ask a Master Gardener” website, [www.extension.umn.edu/askmg](http://www.extension.umn.edu/askmg) (2) bringing a sample to a Plant Health Care Advisor Clinic or (3) consulting an International Society Arboriculture (ISA) certified arborist or other certified plant health care professional.

### **Signing Up for Yard & Garden Line Shifts**

There are several shifts daily, between 9 a.m. and 9 p.m. Sign up for one or more shifts on-line using the State Master Gardener Program website at [www.mg.umn.edu](http://www.mg.umn.edu). If you are unable to work your shift, try to find another Master Gardener to fill in. During peak times of the year, it may take only a half-day to fill up the entire mailbox. When there is a large volume of calls, please retrieve, log, and delete the calls in batches of 5-10 *only*. **Notify the Program Coordinator if the mailbox is full or close to capacity near the end of your shift so reinforcements can be enlisted.**

### **Returning Calls**

When calling from home, we suggest you press “\* 67,” then a caller’s telephone number, to keep your phone number from showing up on a client’s caller ID. You don’t want them calling you at home.

Identify yourself as “a Master Gardener volunteer from the Yard & Garden Line returning your call regarding....” You do not need to use your full name.

Once they have you on the phone, a caller may ask more than one question or may want to chat. Explain that your time is limited and you have several calls to return, but they are welcome to call the Yard & Garden Line again at any time with further questions.

When recommending publications, give callers accurate publication numbers and titles from your Master Gardener binder or Yard & Garden Line briefs. If a soil test is indicated have the caller contact the U-M Soil Testing Laboratory. (See page 9) There is a cost for all soil tests.

If you reach an answering machine or voicemail, leave a brief answer, if possible, and suggest that they call the Yard & Garden Line (612-301-7590) again, if needed.

### **Recording Yard & Garden Line Calls**

(See Yard & Garden Line Response Forms Appendix B)

We keep track of hours, types of calls, and the number of calls for reporting statistics & for determining future training needs.

For each call please record the date the call was taken off the Hot Line, the callers name and phone number, their question, your response, and the appropriate subject code.

As soon as possible after your shift, return your completed Hot Line Response Form to the Program Coordinator either via e-mail or snail mail.

## **Recording Yard & Garden Line Volunteer Hours**

Usually, you can answer most calls in less than 15 minutes.

If calling from the **MN Landscape Arboretum**, record (1) driving time to and from the Arb, (2) prep time and (3) actual time scheduled to answer Yard & Garden Line calls.

If calling from **home**, record (1) prep time, (2) actual time spent in researching & answering questions, (3) actual time scheduled to answer Yard & Garden Line calls.

If you do not receive any calls during your shift, either at home or at the Arboretum, write “No calls” on your form with the date.

## **Yard & Garden Line Training**

Details on how to research calls and access the Yard and Garden Line can be found under “Tutorials” in the Volunteer section of the State Master Gardener website – [www.mg.umn.edu](http://www.mg.umn.edu).



## **Master Gardener Resources**

The following resources are available for Master Gardener volunteers in the Master Gardener Resource Center at the Extension office:

Reference Materials and Resource Books  
Computer w/ Internet access

Laminating Machine  
Video Tapes and dvds  
Table Cloth with “Ask A Master Gardener”  
“Ask A Master Gardener” signs  
Banners on the following topics: Tree Care,  
Pollinators, Japanese Beetles and Lawn Care.

Master Gardener file folders and some handouts are also available in the Resource Center.

## **Checking Out Equipment**

The following equipment may be reserved through the MG Program Coordinator:

Slide projectors  
LCD projector

Lap top computer  
Master Gardener Aprons  
Ask a Master Gardener Signs

**When picking up equipment/resources be sure to record whatever you are taking out of the office in the Sign Out book located in the Horticulture Resource Center.** Return the equipment/resources as soon as possible and check it back in by entering the date returned on the Sign Out form. There is a drop-off box located by the Program Coordinator’s desk that may be used when returning equipment. **Please indicate on the sign-out sheet whether you are taking a video, slide projector, CD-ROM, etc. For slide sets, CD-ROMs, and videos be sure and list the title(s) of each item.**

## **Conference Room Space at the Extension Office**

You may reserve conference room space at the Extension office through the MG Program Coordinator. The conference room is available during weekday hours from 8 a.m.-4:00 p.m.

## **University of Minnesota Extension Publications and Handouts**

Some University of Minnesota Extension publications and handouts are free and available for you to use and distribute at your presentations.

Many Extension publications may be downloaded from the Extension website, [www.extension.umn.edu](http://www.extension.umn.edu), at no charge. As new or revised editions are published, the Program Coordinator will provide the website where you can print out a copy at home or at the Extension office. If you do not have computer access to the Web or can't print these publications, contact the Program Coordinator for a print copy. Contact the Extension Distribution Center to order publications (See page 9). The public is charged for these also.



## **Adult Education Materials**

### **PowerPoint Presentations**

Current and updated PowerPoint presentations are available on a password protected page on the Extension Master Gardener –Hennepin County website, <http://hennepinmastergardeners.org/adult-education/>. Presentations are uploaded annually onto Master Gardener Program – Hennepin County laptop computers. You do need to be part of the Speakers Bureau to have access to these files – please contact our team lead for the password.

### **LCD Projectors and Lap Top Computers**

LCD projectors and lap top computers are available for check out at the Extension office. To reserve equipment, contact the Program Coordinator at [strau097@umn.edu](mailto:strau097@umn.edu) or 612-596-2130. Please provide your name, what you are reserving, any additional resources needed (display boards, bookmarks, etc.), a pick-up date and a return date. **Check all materials out in the Sign-Out Book located in the Master Gardener area of the Hennepin County Extension office when you pick them up.** Return materials as soon as possible after using them and check them back in by entering the date returned on the Sign-Out form.

Many Master Gardener volunteers use the equipment so it is essential that each volunteer return the slide equipment in the condition they found them.

If you distribute handouts at your talks, use those provided with each presentation to make copies only. Copies may be made at the Extension office, however **we request that you keep photocopying to a minimum.** Please check with the requesting organization to see if they can do any photocopying needed for you. Refer the public to the Extension website, [www.extension.umn.edu](http://www.extension.umn.edu), to obtain printed information whenever possible.



# Youth Education Materials

## Master Gardener Youth Committee

### The focus of youth education is to:

- Develop a sound academic presentation that meets Minnesota Academic Standards for Science
- Provides relevant and quality programming
- Engages students in a variety of ways
- Adaptable to different age levels

Five presentations have been created, each complete with course outlines, supportive materials and activity “boxes,” resource lists, and links to academic science standards important to classroom teachers.

The units include: Lovely Lady Bugs, Birds and Habitats, Beautiful Butterflies, Wondrous Worms, and Schoolyard Composting. The materials and activity boxes are available in the MG office.

Brochures highlighting our presentations are available at the EMG-HC offices. This brochure is also included on the website, in a pdf format. Course outlines are also detailed on our private website. The public site has abbreviated course descriptions which are available for teachers and/or other groups that want an overview of what we have to offer.

## Youth Presentation descriptions:

### Beautiful Butterflies:

Learn all about Lepidoptera. Topics covered in this presentation include butterfly anatomy, life cycle, the differences between butterflies and moths, Monarch migration and butterfly gardening. Bright visuals and interactive games keep kids involved. Hand-outs include a life cycle activity and plant lists for butterfly gardening.

Age Level: Grades K-3

Program Length: 30 minutes

### Birds and Habitat:

Look out your window – what do you see? How many of you see birds when you look out a window? What makes a bird a bird? How many of you see plants when you look out a window? How do you think plants and birds are connected? You know what’s even cooler? You are very important and you are connected to plants and birds too. How are some ways you think you’re connected? What you do every day affects the world around you. By showing videos of live birds and listening to bird sounds, each student is drawn into the life of birds and is challenged to act to help our bird friends.

Age Level: Grades K-4

Program Length: 30-45 minutes

### Lovely Ladybugs:

What’s so special about Ladybugs?

Did you ever see a little red and black beetle crawling along a plant leaf? Or perhaps you’ve seen little orange and black beetles crawling inside your house on a warm winter day. Did you know these tiny little bugs have a great big job to do in our gardens? Learn how their special color, and their special smell, all help to keep the ladybug doing its very special job – keeping our gardens healthy and green.

Age Level: Grades K-2  
Program Length: 30 minutes

**Key Concepts:**

- Understand the important role of the lady bug in the garden
- Explore the predator/prey relationship & how a ladybug protects itself
- Ladybug habitat as compared to the student's habitat
- Lifecycle of a ladybug: how the ladybug grows and changes and does not resemble its parent until it becomes an adult.
- Tools to use in exploring a garden

**Schoolyard Composting:**

Do you ever wonder why leaves don't just pile up under the trees? Have you seen that green scum in the lakes and ponds? Did you know that the green scum (called algae) kills the fish in the lakes? But the same stuff that makes the lakes green can also make our gardens green and healthy. In this class we learn about making compost out of leaves, grass and food scraps, and we'll start a compost pile of our own.

Age Level: Grades 3-6  
Program Length: 45 minutes to 1 hour

**Key Concepts:**

- The environmental benefits of composting.
- The basics of composting; nutrients provided by different compostable materials; the four basic requirements of a good compost pile.
- Ingredients that are right for composting, and those that aren't
- How to get started and keep the compost working
- Visit the schoolyard compost bin, and begin adding ingredients

**Youth Gardening:**

From planning a garden to seed planting to picking produce, trained Master Garden volunteers are available to assist your students with a gardening project.

Age Level: Grades K-8  
Program Length: Tailored to fit individual needs

**Wondrous Worm:**

Do you ever wonder about the life under your feet? Did you finish all your lunch today? What do these two questions have in common? Learn about the wondrous worm and how it can turn garbage into vermicompost.

Age Level: Grade 1-3  
Program Length: 45 minutes

**Key Concepts:**

1. The basic anatomy of an earthworm consists of a mouth, five hearts, segments called somites, small hairs called setae, clitellum band for reproduction, digestive system and anus.
2. The red wiggler species of earthworm is especially suited for worm box composting.

3. How to build a worm bin for vermiculture.
4. Practicing vermicomposting has several environmental benefits.



## **Promotional Materials**

The University of Minnesota Extension communications team has created templates that utilize the University's "brand." Templates have been created for PowerPoint presentations, post cards, brochures and other materials. Be sure to use these templates when creating any kind of promotional materials for a master gardener-sponsored event. Please contact the program coordinator for more information.



## **Forms Appendix**

- A. Reporting Volunteer Activity Codes & Hennepin County Commissioner's map.**
- B. Hotline Recording Form**
- C. Position Descriptions**
- D. How to Answer Calls from the Yard & Garden Line**
- E. Sign-up Genius – Resetting Your Password**
- F. Sharing Photos on Flickr**





**EXTENSION**

**Master Gardener Volunteer Activity Codes**

**Following is a list of codes found on the Minnesota State Master Gardener Program data base:**

A. Teach Adults - teach a class, make a presentation, etc.
B. Teach Youth - school programs, JMG, 4-H, etc.
C. Answer garden questions - booths, phone, online, etc.
D. Research & plant trials - seed trials, biochar, etc.
E. Educational Service Projects – Habitat for Humanity, community garden, invasive species, etc.
F. Communications, public relations & social media
G. MG special events - tours, sales, horticulture days, etc.
H. Administration and management – monthly MG meetings, boards, committees, etc.

*Here’s a list of some common Hennepin County activities and how to record hours for them:*

<b>Activity</b>	<b>What to Record</b>
Garden Center: Volunteering	C. Answer garden questions - booths, phone, online, etc. Event = 5. Information Booth (fairs, markets, garden centers, tours)
Garden Center: Coordinator	H. Administrative; Event = 5. Other MG Administrative Committees (write in)
Plant Sale: Committee Work	H. Administrative; Event = 5. Other MG Administrative Committees (write in)
Plant Sale: Volunteering the day of	G. Special Events; Event = 2. plant sale; Location = Hopkins
Learning Garden Tour: Committee Work	H. Administrative; Event = 5. Other MG Administrative Committees (write in)
Learning Garden Tour: Volunteering the day of	G. Special Events; Event = 3. Garden tour; Location = name of city where garden is located
Mentoring	H. Administrative; Event = 7. Inter Selection & Mentoring
Metro Blooms: Rain Garden Activity	E. Educational Service Projects – Habitat for Humanity, community garden, invasive species, etc Event = 5. Environmental / Restoration (raingardens, shorelines)
Metro Blooms: Garden Evaluations	E. Educational Service Projects – Habitat for Humanity, community garden, invasive species, etc Event = 7. Other (write in)
Norenberg Gardens: Planting	E Educational Service Projects – Habitat for Humanity, community garden, invasive species, etc Event = 7. Other (write in) Please write in here: Norenberg Garden Planting
Norenberg Gardens: Tour Guide	C. Answer garden questions - booths, phone, online, etc. Event = 5. Information Booth (fairs, markets, garden centers, tours)
Vegetable Growing Basics: Committee Work	H. Administrative; Event = 5. Other MG Administrative Committees (write in)
Vegetable growing Basics: Volunteering	A. Teach Adults -- teach a class, make a presentation. etc. 4. Community Garden. Put the name of the garden in the description area.

### ***Reporting Location***

For most opportunities you can record a location. When possible, please use the zip code of the location you're working in rather than the name of a city.

### ***Reporting Commissioner District Codes***

- **Please use map (following page) to determine appropriate District.**
- Use only for activity codes A, B, E, F, G, and I.
- Leave blank if people outside the Master Gardener Program were not reached; i.e., meetings.

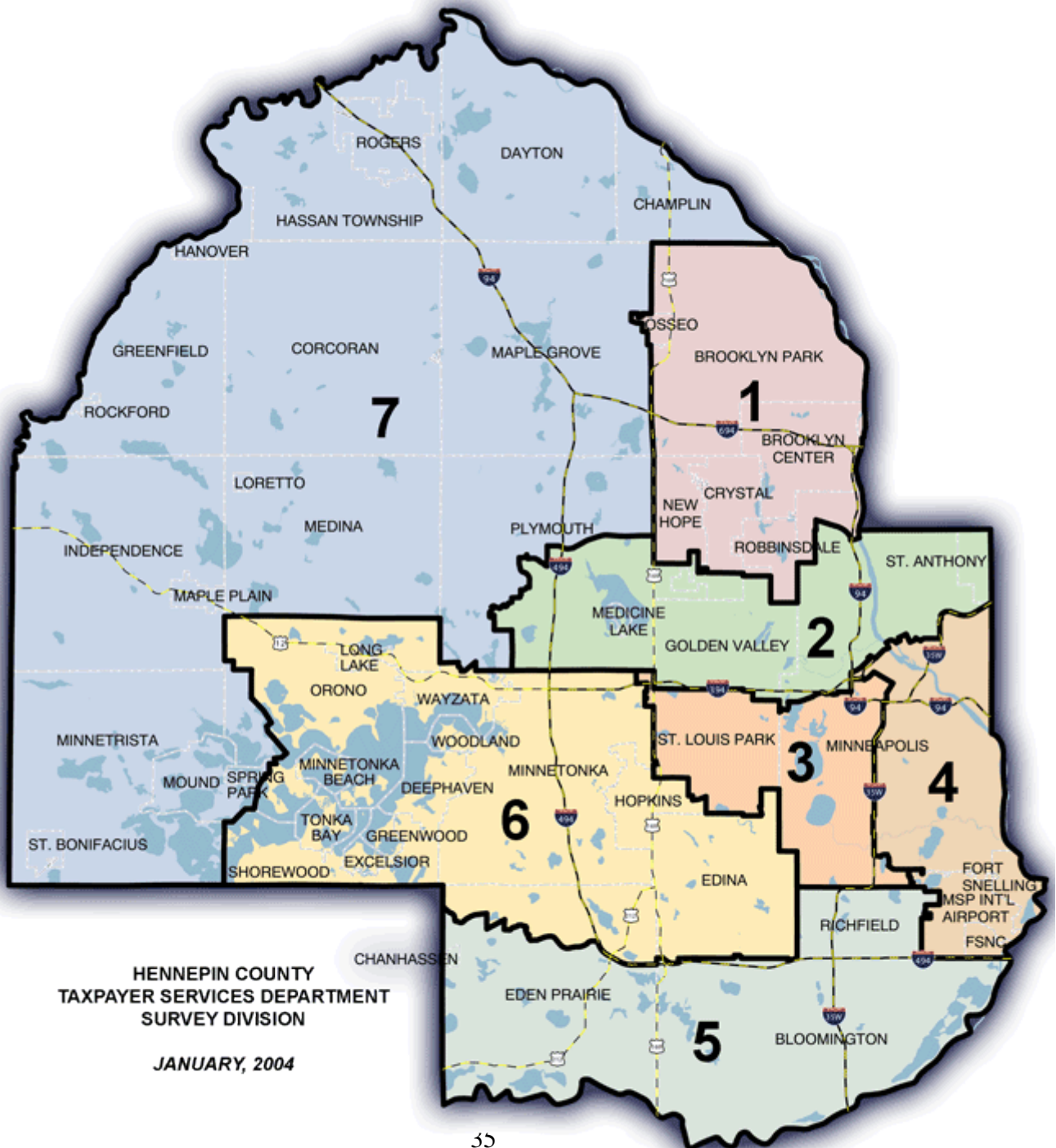
### ***Reporting Contacts***

If co-teaching a class with one or more Master Gardener volunteers, please split the contact totals with whomever you were working with, so that contacts are not reported twice.



## 2016 County Commissioner District Map

Report the Hennepin County Commissioner district for Volunteer Activity ONLY for codes A, B, E, G and I. Use the map below to identify the district in which you volunteer. Put the number in the proper column on the Volunteer Activity Sheet. For example, if your activity occurs in northern Plymouth, record #7. If your activity occurs in southwestern Plymouth, record #6 and so on. For more detailed information, locate the map at <http://www.co.hennepin.mn.us> (search on county commissioner districts.) Then click on specific areas for closer views.





# 2016 Yard & Garden Line Response Form

**Name:** \_\_\_\_\_

**Subject Codes:**

- |                             |                               |                          |                          |
|-----------------------------|-------------------------------|--------------------------|--------------------------|
| Animals/Wildlife = <b>A</b> | Herbaceous Plants = <b>HB</b> | Rain Gardens = <b>RG</b> | Weeds = <b>W</b>         |
| Compost = <b>C</b>          | Herbs = <b>H</b>              | Soils = <b>S</b>         | Woody Plants = <b>WP</b> |
| Climate Change = <b>CC</b>  | House plants = <b>HP</b>      | Trees = <b>T</b>         | Miscellaneous = <b>M</b> |
| Drought = <b>D</b>          | Insects = <b>I</b>            | Turf = <b>TF</b>         |                          |
| Fruit = <b>F</b>            | Pesticides = <b>P</b>         | Vegetables = <b>V</b>    |                          |

Date	Caller Name/Phone Number/Email address	Question	Response	Subject Code	County



## **2016 Position Descriptions**

<b>Appendix C</b>
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Following are position descriptions for subcommittee chairs, special project leaders and educators. If a position interests you and you'd like to get involved, please contact the Program Coordinator.



UNIVERSITY OF MINNESOTA  
**EXTENSION**

Master Gardener Program  
Hennepin County

Position Description

**Position Title:** Community Garden Resource

**I. Purpose**

Act as a resource for an assigned community garden, connecting community gardeners with University of Minnesota horticultural and other resources.

**II. Responsibilities**

- A. Meet with community garden leaders (and/or members) to determine gardener educational needs.
- B. Based on defined needs, develop a comprehensive plan with garden leaders that includes the amount of contact needed and a schedule of meeting/educational session dates, times and topics.
- C. Provide education to community gardeners as requested and defined by gardeners and garden leaders.
- D. Inform Master Gardener Program Coordinator of any University of Minnesota horticultural resources needed by community garden and members that cannot be delivered by the Community Garden Resource.

**III. Qualifications**

- A. Experience in adult education techniques helpful.
- B. Ability to evaluate community garden needs.
- C. Knowledge of community and vegetable gardening.
- D. Comfort working with individuals from diverse backgrounds and differing gardening knowledge, experience and methods.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. On going training will be provided as needed.

**V. Benefits to the Community Garden Resource**

- A. Experience in creating and delivering education to adults.
- B. Development of educational skills.
- C. Applied knowledge of University of Minnesota scientifically based horticultural practices.

**Contact:** Terry Straub, Program Coordinator  
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Master Gardener Program – Hennepin County  
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Eden Prairie, MN 55344-5378  
612.596.2130/strau097@umn.edu

*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

Master Gardener Program  
Hennepin County

**Position Description**

**Position Title:** Diversity Subcommittee Chair

**I. Purpose**

To assist Master Gardener Program Coordinator with assessment, development and implementation of recruitment strategies to ensure volunteer membership reflects the rich diversity of Hennepin County.

**II. Responsibilities**

- A. Work with master gardener program coordinator and diversity subcommittee to identify “county diversity.”
- B. Develop a recruitment plan with program coordinator to engage and invite diverse community members to the program.
- C. Assess current application materials with new member committee to determine appropriateness for diverse individuals.
- D. Work with community programs committee to determine ways to recruit potential volunteers from current community programs (Vegetable Gardening Basics, etc.)

**III. Qualifications**

- A. Interest in community building with traditionally underserved populations
- B. Ability to work well with people different than self, in particular those from other cultures and/or races.
- C. Knowledge of county diverse populations.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Diversity Subcommittee Chair**

- A. Experience working with underserved populations.
- B. Experience in community organizing within a large metropolitan area.
- C. Skill development in volunteer management/human resources.

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*Position Created: November, 2011*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** Farmers Market Information Specialist

**I. Purpose**

To provide researched based information at a selected farmers market, connecting market customers with University of Minnesota horticultural and other resources.

**II. Responsibilities**

- A. Connect with the master gardener volunteer who is coordinating the market to determine how to get materials and any special instructions regarding the market.
- B. Arrive 15 minutes before your shift to prepare and set-up.
- C. Engage market customers approaching the booth, answering horticultural questions using University of Minnesota research-based information.
- D. Return materials to the site coordinator, if necessary, at the end of your shift.
- E. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Ability to communicate effectively with the public.
- B. General horticultural knowledge.
- C. Comfort working with individuals from diverse backgrounds and/or differing gardening knowledge, experience and methods.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Farmers Market Information Specialist**

- A. Experience working in a unique retail environment.
- B. Development of diagnostic and other skills.
- C. Applied knowledge of University of Minnesota scientifically based horticultural practices.

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*Position Last Updated: January, 2012*





**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** Garden Center Information Specialist

**I. Purpose**

To provide researched based information at a selected garden center, connecting customers with University of Minnesota horticultural and other resources.

**II. Responsibilities**

- A. Connect with the master gardener volunteer who is coordinating the garden center to determine how to get materials and any special instructions regarding the store.
- B. Arrive 15 minutes before your shift to prepare and set-up.
- C. Engage customers approaching the booth, answering horticultural questions using University of Minnesota research-based information.
- D. Return materials to the site coordinator, if necessary, at the end of your shift.
- E. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Ability to communicate effectively with the public.
- B. General horticultural knowledge.
- C. Comfort working with individuals from diverse backgrounds and/or differing gardening knowledge, experience and methods.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Garden Center Information Specialist**

- A. Experience working in a garden center.
- B. Development of diagnostic and other skills.
- C. Applied knowledge of University of Minnesota scientifically based horticultural practices.

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*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** Information Booths Coordinator

**I. Purpose**

To coordinate master gardener volunteer activities at farmers markets and garden centers to ensure consistency and coverage at each location.

**II. Responsibilities**

- A. Connect with staff from each farmers market and garden center to determine seasonal needs and create schedule.
- B. Assist with volunteer recruitment for each site, preparing sign-up sheets for update sessions as appropriate; communicate recruitment needs to Program Coordinator.
- C. Create “information bags” with appropriate materials for each site; determine how bags are distributed to each location, assuring that volunteers will have appropriate materials for their shift.
- D. Work with site coordinators to insure volunteer coverage and materials distribution.
- E. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Good organizational skills.
- B. Ability to communicate effectively with volunteers, farmers market/garden center staff and the public.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Information Booth Coordinator**

- A. Experience working in a unique retail environment.
- B. Development of organizational, people and other skills.

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*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** Information Booth Site Coordinator

**I. Purpose**

To coordinate master gardener volunteer activities at a specific farmers market or garden center to ensure consistency and coverage at each location.

**II. Responsibilities**

- A. Connect with Information Booths Coordinator for seasonal schedule, volunteer schedule and materials.
- B. Maintain volunteer schedule for location, assisting in finding back-up volunteers when necessary.
- C. Assist with distribution and availability of appropriate materials for information booth, delivering materials to booth or volunteers as needed; communicate material needs to Information Booths Coordinator or Master Gardener Program Coordinator.
- D. Communicate with volunteers three days in advance of their scheduled shift to remind them of their shift and communicate anything they need to be aware of (where materials are, where booth is located, etc.)
- E. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Good organizational skills.
- B. Ability to communicate effectively with volunteers and the public.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Information Booths Site Coordinator**

- A. Experience working in a unique retail environment.
- B. Development of organizational, people and other skills.

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*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** In-Service Education Subcommittee Chair

**I. Purpose**

To assist Master Gardener Program Coordinator with assessment, development and implementation of ongoing educational opportunities for master gardener volunteers in Hennepin County.

**II. Responsibilities**

- A. In coordination with the master gardener program coordinator and in-service education subcommittee, plan trainings, tours and horticultural educational opportunities for master gardener volunteers.
- B. Develop an annual plan / calendar with training dates and speakers by December 1 of the year prior to the one the schedule is being developed for.
- C. Review feedback from previous educational sessions, determining strengths and challenges of those sessions.
- D. Recruit members to the In-Service Education Subcommittee as needed.

**III. Qualifications**

- A. Experience in assessment, planning and development of educational opportunities for adults.
- B. Knowledge of current horticultural trends and best practices.
- C. Knowledge of local content experts.
- D. Ability to lead a subcommittee consisting of volunteers with a wide range of ideas and opinions on current horticultural trends and the needs of master gardener volunteers.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Support Chair and the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the In-Service Subcommittee Chair**

- A. Experience in event planning and leading a committee.
- B. Experience in creating educational opportunities for master gardener volunteers.
- C. Knowledge of local content experts from the University of Minnesota and community.

**Contact:** Terry Straub, Program Coordinator  
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*Position Last Updated: November, 2011*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** Jr. Master Gardener Program Teacher

**I. Purpose**

To deliver horticultural education to youth using the Jr. Master Gardener curriculum.

**II. Responsibilities**

- A. Work with Youth Education Committee Chair, other Jr. Master Gardener Program teachers and school staff to determine dates and Jr. Master Gardener programming at assigned location.
- B. Attend each assigned class session, preparing ahead of time for each session.
- C. Work with youth education committee chair to determine any on-going educational needs that may be required for additional master gardener volunteer engagement at assigned location.
- D. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Experience in youth education, including resource material development, helpful.
- B. Ability to evaluate current educational tools and materials for youth.
- C. Knowledge of current educational techniques and technology to keep approach and development current.
- D. Familiarity with the Jr. Master Gardener Program curriculum a plus.

**IV. Training/Supervision**

Basic training and supervision will be provided by the Youth Education Committee Chair and the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Jr. Master Gardener Program Teacher**

- A. Experience teaching youth, including developing educational materials.
- B. Development of educational skills.
- C. Knowledge of the services and resources of the Master Gardener Program in Hennepin County.

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*Position Last Updated: January, 2012*



# UNIVERSITY OF MINNESOTA EXTENSION

Master Gardener Program  
Hennepin County

## Position Description

**Position Title:** Local Food Resource Hub Contact

### **I. Purpose**

Act as a resource for an assigned local food resource hub, connecting community gardeners with University of Minnesota horticultural and other resources.

### **II. Responsibilities**

- A. Meet with local resource hub leaders (and/or members) to determine gardener educational needs.
- B. Based on defined needs, develop a comprehensive plan with garden leaders that includes the amount of contact needed and a schedule of meeting/educational session dates, times and topics.
- C. Provide education to community gardeners as requested and defined by gardeners and resource hub leaders.
- D. Inform Master Gardener Program Coordinator of any University of Minnesota horticultural resources needed by community garden and members that cannot be delivered by the Local Food Resource Hub Contact.

### **III. Qualifications**

- A. Experience in adult education techniques helpful.
- B. Ability to evaluate community garden needs.
- C. Knowledge of community and vegetable gardening.
- D. Comfort working with individuals from diverse backgrounds and differing gardening knowledge, experience and methods.

### **IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

### **V. Benefits to the Community Garden Resource**

- A. Experience in creating and delivering educational materials to adults.
- B. Development of educational skills.
- C. Applied knowledge of University of Minnesota scientifically based horticultural practices.

**Contact:** Terry Straub, Program Coordinator  
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*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Master Gardener Program**

**Position description: Master Gardener Volunteer**

**Purpose:** To provide public education with research-based information from University of Minnesota Extension, or appropriate Cooperative Extension institutions, on best practices in consumer horticulture and environmental stewardship.

**Nature and Scope:** U of MN Extension Master Gardener volunteers expand the ability of Extension faculty and staff to provide public value and meet the needs of Minnesota citizens in the areas of consumer horticulture and environmental stewardship. Trained U of MN Extension Master Gardener interns and certified Master Gardener volunteers provide educational programs, interpret Extension recommendations for consumers, and give advice and answers to questions on a broad range of gardening and landscape topics (including plant culture, plant pathology, entomology, soils, environmentally sound best practices, etc.) This is accomplished through formal and informal activities that include plant clinics, telephone, classes, written materials, demonstration gardens, public meetings, etc. U of MN Extension Master Gardeners may provide educational programs to adult or youth audiences through Extension partnerships with schools, institutions, or other organizations (e.g. Conservation Districts, city parks departments, etc.) Master Gardener volunteers may also serve in program leadership roles at local, regional and state levels as assigned or as elected according to program by-laws.

**Requirements:**

- Must participate fully in and complete core course training; fulfill annual continuing education requirement predetermined by county Extension master gardener program (minimum 5 hrs. annually to remain a certified MG).
- Annually complete a county-specific number of public education volunteer service hours within a predetermined timeframe (minimum 50 hr. intern year/25 hr. each year after to remain a certified MG.)
- Follow University of Minnesota Extension Master Gardener policies and procedures, including responsibility for reporting and responding to reasonable requests for volunteer service.
- Follow University of Minnesota Board of Regents and Master Gardener codes of conduct.
- Follow policies and procedures established by the county/local Master Gardener program.
- Follow University of Minnesota Extension Master Gardener policies pertaining to use of research-based information and making recommendations, especially related to use of pesticides and other pest control measures.
- Be able to communicate effectively with the public by phone, personal contact, group presentation and/or through written language.
- Exhibit an interest in or have knowledge of gardening or other horticulture related area.
- Be able to work with adults and/or youth, and be willing to share horticulture knowledge with others.

**Supervision:** Based on the Extension staffing arrangement, the University of Minnesota Extension Master Gardener volunteer is supervised by and accountable to county, regional or state Extension staff in charge of the county program.

**Benefits:**

- Gain knowledge and skills in horticulture science and gardening; continue to stimulate a love of gardening.
- Experience personal satisfaction from helping others and contributing public benefit to the community.
- Receive encouragement and recognition.
- Increase leadership, organizational, decision making and problem-solving skills.
- Gain experience and skills transferable to new employment and volunteer opportunities.
- Establish friendships with fellow garden enthusiasts and develop useful contacts through networking.

Revised 8/2007

*University of Minnesota Extension shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.*





UNIVERSITY OF MINNESOTA  
**EXTENSION**

**Position Description**

Master Gardener Program  
Hennepin County

**Position Title:** New Member Subcommittee Chair

**I. Purpose**

Assist Master Gardener Program Coordinator with assessment, development and implementation of recruitment systems for master gardener volunteers in Hennepin County.

**II. Responsibilities**

- A. In coordination with Master Gardener Program Coordinator and New Member Subcommittee, review annual application process.
- B. Attend events for new volunteers such as the Meet Your Mentor Meeting, Intern Celebration, Annual Awards and Recognition Banquet, etc.
- C. Oversee Master Gardener Mentor Program, monitoring mentor-mentee relationships, offering best practices for successful mentor relationships, and annual evaluation of mentor program.
- D. Communicate with mentors and interns throughout the year, offering tips and reminders depending on the time of year.
- E. Work with Diversity Subcommittee Chair to ensure becoming a master gardener volunteer is an open opportunity to all in the county.

**III. Qualifications**

- A. Experience in human resources, mentoring and volunteer management helpful.
- B. Ability to evaluate human resource systems.
- C. Ability to lead a volunteer subcommittee.

**IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Support Chair and the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the New Member Subcommittee Chair**

- A. Experience in leading a committee.
- B. Development of personal connections with various master gardeners throughout the program.
- C. Experience working with a mentor program.

**Contact:** Terry Straub, Program Coordinator  
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*Position Last Updated: January, 2012*



UNIVERSITY OF MINNESOTA  
**EXTENSION**

Master Gardener Program  
Hennepin County

**Position Description**

**Position Title:** Speaker / Presenter

**I. Purpose**

To deliver horticultural education to adults using University of MN researched based presentations and curriculum.

**II. Responsibilities**

- A. Select presentation topic from topic lists provided by Master Gardener Program Coordinator via e-mail, Update Sessions, monthly newsletter, or other venues.
- B. Get in touch with session contact within 3 days of accepting presentation assignment.
- C. Contact additional volunteers assigned to presentation as necessary, keeping them informed of any changes and engaging them in the presentation if possible.
- D. Pick up presentation, laptop computer and/or lcd projector from Hennepin Extension office as needed.
- E. Review presentation materials prior to delivery date, making changes as necessary to accommodate the group's interest and time commitment.
- F. Arrive 30 minutes prior to presentation start time to check out the room, set-up equipment and meet session contact.
- G. Distribute and collect feedback forms for presentation attendees.
- H. Answer audience questions as necessary, arranging for follow-up if needed.
- I. Return any equipment checked out from the Extension office within 24 hours of program delivery; report any equipment failures and/or problems to the Master Gardener Program Coordinator.
- J. Report concerns to the Master Gardener Program Coordinator.

**III. Qualifications**

- A. Experience in adult education, including resource material development, helpful.
- B. Ability to evaluate current educational tools and materials for adults.
- C. Knowledge of current educational techniques and technology to keep approach and development current.
- D. Familiarity and comfort with the topic chosen to present.

**IV. Training/Supervision**

Basic training and supervision will be provided by the Adult Education Committee Chair and Master Gardener Program Coordinator. Ongoing training will be provided as needed.

**V. Benefits to the Speaker / Presenter**

- A. Engagement with the community.
- B. Experience teaching adults, including developing educational materials.
- D. Knowledge of the services and resources of the Hennepin County Master Gardener Program.

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*Position Last Updated: January, 2012*



# UNIVERSITY OF MINNESOTA EXTENSION

## Position Description

Master Gardener Program  
Hennepin County

**Position Title:** Vegetable Gardening Basics Site Coordinator

### **I. Purpose**

To coordinate master gardener volunteer activities at a specific Vegetable Gardening Basics location to ensure consistency and coverage at each location.

### **II. Responsibilities**

- K. Work with Community Programs Chair to determine dates and Vegetable Gardening Basics programming at this location.
- L. If necessary, assist program site in recruiting program participants.
- M. Recruit volunteers as necessary for assigned program site.
- N. Maintain volunteer schedule for location, assisting in finding back-up volunteers when necessary.
- O. Ensure volunteers have materials needed for each session, making sure that materials are available for students and that volunteers teaching the course have necessary equipment.
- P. Attend sessions if possible.
- Q. Communicate with volunteers three days in advance of their scheduled class to remind them of the class and communicate anything they need to be aware of (class size, room set-up, etc.)
- R. Work with site host to track participant attendance.
- S. Work with site contact to determine any on-going educational needs that may be required for additional master gardener volunteer engagement.
- T. Report concerns to the Master Gardener Program Coordinator.
- U. Communicate with all volunteers assigned to your location about the overall status of the program.
- V. Communicate with site contact to ensure their expectations are being met.

### **III. Qualifications**

- E. Interest in community building with traditionally underserved populations
- F. Ability to work well with people different than self, in particular those from other cultures and/or races.
- G. Good organizational skills.
- H. Ability to communicate effectively with volunteers and the public.
- I. Experience in grassroots organizing helpful

### **IV. Training/Supervision**

Supervision will be provided by the Master Gardener Program Coordinator. Ongoing training will be provided as needed.

### **V. Benefits to the Vegetable Gardening Basics Site Coordinator**

- D. Experience in community organizing within a large metropolitan area.
- E. Development of leadership and facilitation skills.
- F. Experience working with underserved populations.
- G. Knowledge of the services and resources of the Master Gardener Program in Hennepin County.
- H. Skill development in volunteer management/human resources.

**Contact:** Terry Straub, Program Coordinator  
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Master Gardener Program – Hennepin County  
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*Position Last Updated: January, 2012*

## ***How to Answer Calls from the Yard and Garden Line***

Instructions on how to answer calls on the Yard and Garden Line can be found in the Volunteer Section of the Extension State Master Gardener website, [www.mg.umn.edu](http://www.mg.umn.edu). You can:

1) Follow this link: <http://www.extension.umn.edu/garden/master-gardener/volunteers/yard-and-garden-line/>  
You will need to sign-in when directed to do so.

or

2) Go to [www.mg.umn.edu](http://www.mg.umn.edu)  
Sign-in  
On the left side of your screen, click on Yard and Garden Line under For Volunteers

ALL volunteers should review the Tutorials before answering Yard and Garden questions.

Instructions on how to retrieve calls from the Yard & Garden Line are in the document *Guidelines for Master Gardeners retrieving and answering phone messages*. These instructions are in a pdf file and can be downloaded and saved on your computer for future reference.

## Resetting a Sign-up Genius Password



### Already a Member?

**Member Login**

Email

Password

Remember me on this computer

[Forget your password?](#)

The Program Coordinator can provide you with the email address that is currently being used in your SignUpGenius account, but **can't** provide you with your password.

If you can't recall your password, you can select:

**Forget your password?**

### Password Help

Fill out the form below and you will be emailed a link to reset your password.

Your email:\*

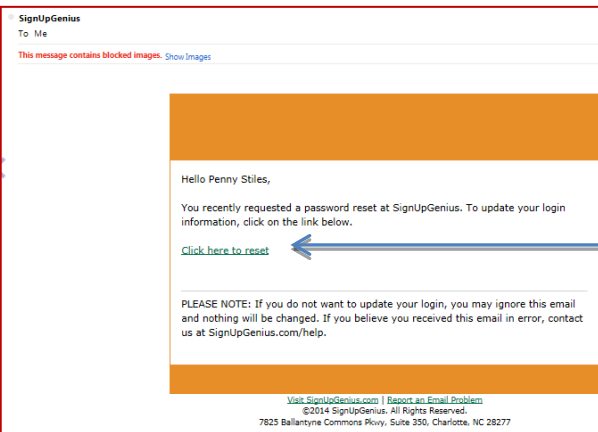
Spam Verification:\* Enter the random letters and numbers below.

M U Z P<sub>2</sub> V

Enter your email address into the top field

Enter the **Spam Verification** code into the bottom field. This will be different each time you request a password.

Select: **Submit**



Within a few minutes you should receive a message from SignUpGenius, similar to this one.

Select: **Click here to reset**

### Reset Password

To reset your password, enter your new password below. Passwords must be at least six characters long.

Email Address\*

New Password\*

New Password Confirm\*

Enter information into the three fields:

**Email Address**

**New Password**

**New Password Confirm**

Select: **Submit**

## Sharing Photos on Flickr

- Go to [flickr.com](https://www.flickr.com)
- Click become a member
- if you have a Yahoo email account, you can log in like you would with your yahoo email account.
- If you have a Gmail account, click Sign in with Google.
- IF you have a Facebook account, you can click Sign in with Facebook.
- If you have another sort of email account click Create New Account.
- Follow all prompts to create an account.

**Send your Flickr account name and your email address to the Program Coordinator (Terry) so he can add you to the EMG-HC Flickr group. When you receive the invitation to join the group, do so.**

### To upload photos:

- Log in to your Flickr account.
- Click "Upload"
- Click "choose photos and videos"
- On your computer, navigate to the photos that you'd like to upload.
- Click on a photo. You can right click on several photos if you'd like to upload a bunch of photos at once.
- Click Open (on a PC, not sure what it would be on a mac) in the File Upload dialog.
- Your photos are now staged for upload.
- On EACH PHOTO, type in a name for the photo--this defaults to the file name of the photo.
  - If your photo is of 1 plant, provide the specific name of the plant if you know it. Be as specific as you can
  - If your photo is of a group of plants etc, its name should describe the photo: "rain garden in fall", "newly sprouted lettuce seedlings", "mulched garlic bed".
- On EACH PHOTO, where it says Add a description, type in the name of the photographer. Please only upload photos that you took or that you have permission to share and know the full name of the photographer.
- On EACH PHOTO, add at least one Tag. Tags are what make your photo searchable. So, you're uploading a photo of your container vegetable garden, you might add tags: vegetables, carrots, tomatoes, august, full sun, containers. You can place as many tags as you wish – think about how others might try and find your photos. If your tag is two words, like "full sun" place quotes around it when you add it as a tag so it reads it as one tag instead of two.
- On the left, for EACH PHOTO, click Add to Groups, choose "Master Gardener Volunteers.MN"
- When you're finished, click Upload Photos (on the right side).
- Click Upload to Photostream.

**And, you're done! Thank you for sharing your photos with us!**