

# THE DEMO GARDEN IS TAKING SHAPE TODAY!

### WHO ARE WE?

The El Dorado County/University of California Cooperative Extension (UCCE) Master Gardeners have been serving the public since 1981, with the mission of providing university research-based information to the gardening public. During that time, we have educated thousands of adults and children at our free Saturday classes, at seasonal farmers' markets, and events such as Farm Day, the El Dorado County Fair, and the annual Home and Garden Show. However, we have lacked a good site for hands-on teaching. But now, that's about to change.

### COMING SOON...

El Dorado County/UCCE/Master Gardeners are currently developing our first Demonstration Garden. Our Demonstration Garden will provide a hands-on, interactive experience for gardening practices in El Dorado County. The

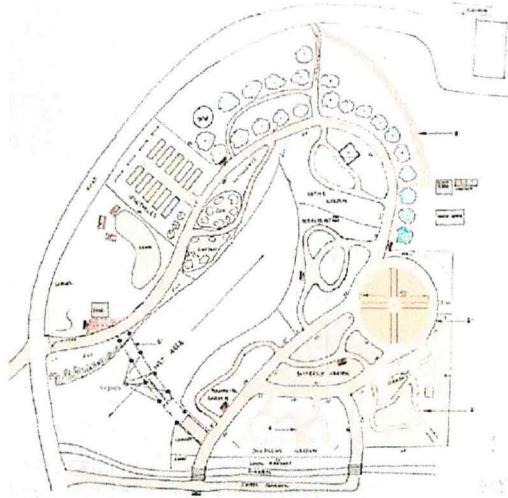


**We'll provide hand-on learning in a living lab.**

area is being transformed into 14 distinct public gardens, featuring many of the wide variety of growing options for backyard gardeners. As you can see from the list of gardens to the right, the demonstration garden will have a large variety of plants for you to see, all grown utilizing sustainable and earth-friendly practices.

### LOCATION

The Master Gardener Demonstration Garden is located at 6699 Campus Drive, off Missouri Flat Road in Placerville, directly behind the El Dorado Center/Folsom Lake College, on property owned by the El Dorado County Office of Education. We are thrilled to be partnering with EDCOE, Folsom Lake College/El Dorado and the Cameron Park Rotary, who built and manage the adjacent Community Observatory.



**Each garden will highlight sustainable practices.**

- |                        |                      |
|------------------------|----------------------|
| Vegetable/Herb Garden  | Perennial Garden     |
| Rose Garden            | Shade Garden         |
| Native Plant Garden    | Tree/Orchard Area    |
| Rock Garden            | Cottage Garden       |
| Succulent/Cacti Garden | Mediterranean Garden |
| Children's Garden      | Bog Garden           |
| Butterfly Garden       | Japanese Garden      |

### TIME LINE

The garden is being developed in phases:

#### Phase 1—The Infrastructure

Much of the infrastructure has been completed, from the irrigation lines, to storage and planting sheds, to a Japanese Tea House funded by the Cameron Park Rotary and a greenhouse donated by Sierra Greenhouses.

#### Phase 2—The Plants

Everyone is eager to get our hands dirty doing the planting, which is planned for this fall.

#### Phase 3— The Hands-on Training

We are all eager to be able to hold workshops and training at our new site.

### FUNDING

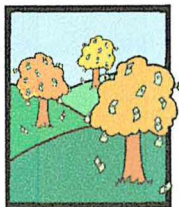
Most of our current funding has come from our semiannual plant sales. We hope to obtain additional funding and sponsorships from a variety of community groups, nurseries, gardening groups, businesses, and interested individuals. We are also applying for grants.

Funds may be contributed for the general development of the garden or designated for a specific garden or activity.

## HOW YOU CAN HELP

Thank you for your interest in our UCCE/ El Dorado County Master Gardener Demonstration Garden project. There are so many ways you can help support the garden:

- Help us spread the word about this new project by sharing this brochure with your neighbors, friends and business associates.
- Make a tax-deductible contribution of cash, plants, tools or supplies. Checks may be made out to UC Regents.
- Sponsorships are encouraged. Please contact us to discuss the various sponsorship opportunities.
- Our goal is to bring knowledge and scientific advice from the University campuses to local home gardeners. If you would like to help us provide free Public Education classes or workshops at the demonstration garden, we hope you will consider making a donation to help cover our costs.



We know that money doesn't grow on trees...

## SPONSORS

We sincerely thank our partners and current sponsors:

- El Dorado County Office of Education
- Folsom Lake College/El Dorado Center
- Cameron Park Rotary
- Sierra Greenhouses
- Holt of California

## FOR MORE INFORMATION

If you would like more information about the El Dorado County/UCCE Master Gardener Demonstration Garden, or would like a speaker to make a presentation for a group, please contact us.



walking the property



our ground breaking



admiring our new bridge



a vision of what can be

The El Dorado County Master Gardeners can hardly wait to officially open our new demonstration garden to the public. We welcome any contributions or sponsorships that will help move our opening day closer.

El Dorado County/  
University of California  
Cooperative Extension  
Master Gardeners

CALL 530-621-5512 (Tues. - Friday, 9 AM - Noon)  
VISIT 311 Fair Lane, Placerville, CA 95667  
E-MAIL [mgeldorado@ucdavis.edu](mailto:mgeldorado@ucdavis.edu)  
WEBSITE [http://ucanr.org/sites/EDC\\_Master\\_Gardeners/](http://ucanr.org/sites/EDC_Master_Gardeners/)

July 2013

## COMING SOON...

# EL DORADO COUNTY/UCCE MASTER GARDENER DEMONSTRATION GARDEN



An outreach of  
El Dorado County/  
University of  
California  
Cooperative  
Extension  
Master Gardeners

(530) 621-5512

## Robin Stanley

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**Subject:** FW: Proposal for the El Dorado County Cultural and Community Development Program  
**Attachments:** Y13-1978 Approved Proposal.pdf

C.A.O.  
EL DORADO COUNTY  
2013 AUG 15 PM 2:55

**From:** Kendra T Rose [<mailto:ktrose@ucdavis.edu>]  
**Sent:** Thursday, August 15, 2013 1:47 PM  
**To:** [birdwomanca@comcast.net](mailto:birdwomanca@comcast.net); Scott Oneto  
**Cc:** Susan Mosbacher  
**Subject:** RE: Proposal for the El Dorado County Cultural and Community Development Program

Hi Robin,

Thank you for your phone call. Attached is the revised document with page 7 of the PDF replaced.

-Kendra

### *Kendra Rose*

*Senior Contracts and Grants Analyst  
Office of Contracts and Grants  
Agriculture and Natural Resources  
University of California  
ANR Bldg., Hopkins Road  
Davis, CA 95616  
Office: 530-754-2976 Fax: 530-754-3943  
[ktrose@ucdavis.edu](mailto:ktrose@ucdavis.edu) UC ANR website: <https://ucanr.edu>*

**From:** Robin Stanley [<mailto:birdwomanca@comcast.net>]  
**Sent:** Thursday, August 15, 2013 1:31 PM  
**To:** Kendra T Rose; Scott Oneto  
**Cc:** Susan Mosbacher  
**Subject:** RE: Proposal for the El Dorado County Cultural and Community Development Program

I will take a closer look to be sure – I did notice that the document does include our bylaws, so that's great. Thank you all so much for your help on this.

Robin



**Cultural and Community Development Grant Application  
FY 2013-14**

**Event/Project/Organization**    El Dorado County/UCCE Master Gardeners  
**for which funds are requested:** \_\_\_\_\_

**Event/Project Location:**    Demonstration Garden - located behind EDCOE  
\_\_\_\_\_

**Name of Organization:**    The Regents of the University of California on behalf of ANR  
\_\_\_\_\_

**Address of Organization:**    ANR Office of Contracts,  
\_\_\_\_\_

ANR Building, Hopkins Road, Davis, CA 95616

\_\_\_\_\_

The Demonstration Garden is located at 6699 Campus Drive, Placerville, Ca 95667

\_\_\_\_\_

**Website:**    ucanr.edu/sites/EDC\_Master\_Gardeners  
\_\_\_\_\_

**Name of Contact Person:**    Robin Stanley / Wendy Ernst Contracts and Grants Officer  
\_\_\_\_\_

**Telephone Number:**    530-644-1631 / 530-754-3944  
\_\_\_\_\_

**E-mail address:**    birdwomanca@comcast.net / wlbernst@ucanr.edu  
\_\_\_\_\_

**Total Amount Requested:**    \$4145.00  
\_\_\_\_\_

**1. Briefly describe the event/project/organization for which funds are being requested:**

El Dorado County Master Gardeners are volunteers trained by the University of California Cooperative Extension (UCCE) to provide research-based gardening information to the public. We are currently developing our first Master Gardener Demonstration Garden. Our demonstration garden will provide a hands-on site to teach sustainable and successful gardening. The garden is being constructed on property owned by the El Dorado County Office of Education. It is situated between Folsom Lake College/El Dorado Center and the Community Observatory. Much of the infrastructure and hardscape has been completed.

**2. If the request is being made for a specific event/project, please briefly describe the operating organization responsible for the event/project. If the organization has a managing board, please describe the make-up of the board and provide your board bylaws.**

We are an all volunteer organization administratively supported by a UCCE program representative and county staff. The Demonstration Garden is led by a board consisting of the garden coordinator, individual garden chairs, a secretary and a publicity/fundraising chair. El Dorado County Master Gardeners are led by an Advisory Board which meets monthly. Board members are elected for two-year terms and the Chief Coordinator is selected for a one-year term.

**3. Briefly describe how Cultural and Community Development funds will be used, if awarded, and what percentage of the funds will go towards the actual event/project:**

There are a total of 14 individual gardens within the garden. We are requesting \$2000.00 to provide lumber for raised beds, \$1845.00 for plants, seeds and planting supplies and \$300.00 to assist with the costs of expanded publicity through media throughout Northern California. Typically, a percentage of grants goes to UC for overhead, but because of the mandates of this grant, 100% of funds will go to development of and publicity for the garden.

**4. When will the event/project/program occur, and when would Cultural and Community Development funds be used, if awarded:**

After over five years of planning, negotiating, and building, we held our first "Open Garden and Planting Day" for Master Gardeners on July 18, 2013. We anticipate being ready to start the planting of the individual gardens this fall and look forward to holding our grand opening next spring. We can't wait for the public to visit the garden! Any money awarded would likely be spent in 2013, but certainly within our 2013-2014 fiscal year, which ends June 10, 2014.

**5. What is the target market for the advertising/promotional efforts and how will this target market be reached (please include details as to any advertising that will take place in and outside of the County and to encourage attendance from outside the County):**

We target foothill and valley residents through our monthly e-newsletter (1724 subscribers), Mt. Demo weekly column & Sac Bee, free weekly classes, and our EDC & Central Sierra (4 foothill counties) websites. Please see answer #3.

6. **The Board of Supervisors wishes to encourage tourism, agriculture, and economic development in the County by supporting promotional, community, and cultural activities through the use of Cultural and Community Development funds. Please describe how the event/organization will support tourism, agriculture, community spirit, culture, and/or economic development.**

From vegetables, to native plants, to a kids' garden, we are developing a garden that is a destination for locals and visitors alike, where learning and exploring will encourage them to create a garden or landscape that is beautiful, affordable and sustainable. Providing a free hands-on gardening experience for our visitors will encourage them to apply what they have learned and should increase sales at local nurseries selling the plants and products we will showcase.

7. **What goal is expected to be achieved from the use of Cultural and Community Development funds, if awarded (please detail expected increased tourism, overnight stays, economic impact, etc.), and how will this be measured:**

We believe that most people will take day trips to the garden, leaving them time to shop and eat locally during their visits. We also believe that special events and learning opportunities will make it a destination spot for ag tourism. Ultimately, we anticipate the site will be so attractive that it could be the setting for weddings or other events, particularly if we are eventually able to build our planned meeting room. We will collect zip codes from visitors to track their hometowns.

8. **How will El Dorado County, as a sponsor of the event/project/organization, be recognized in promotional materials and at the event/project/organization:**

Sponsors will be listed on an attractive donor sign located near the entrance to the garden. Sponsors are also currently listed in some of our more expansive promotional material, such as our tri-fold brochures and will also be posted on our website. We would be pleased to have El Dorado County featured as a sponsor for our ever-changing educational garden that will feature plants and techniques that are perfectly suited for our El Dorado County foothill location.

9. **Please provide any information on sponsorships for this event/project/organization:**

We have partnerships with the El Dorado County Office of Education, Folsom Lake College/El Dorado Center and the Community Observatory. Cameron Park Rotary contributed funding and labor for the construction of our Japanese Tea House. Sierra Greenhouses donated a greenhouse and Holt Industries has loaned heavy equipment. Many local nurseries have donated plants for our semi-annual plant sales, the major source of funding to date for the garden.

10. **If Cultural and Community Development funds are awarded, will the amount be matched (either full or partial) and by what organization:**

As noted in #9, funds from our plant sales (the next one is September 28, 2013) will be used as matching funds for any award we receive.

## HISTORY OF EVENT/PROJECT/ORGANIZATON

**1. How long has this event/project/organization been in operation:**

El Dorado County/University of California Cooperative Extension trained our first group of Master Gardeners in 1981. We currently have the best retention rate of volunteers of any California Master Gardener program, Last year, our 137 volunteers provided 9,128 hours of service to our community. We began our search for a demonstration garden site in 2008. The MOU with EDCOE was signed in December, 2009. Once our ground-breaking was held, volunteers have been busy constructing the infrastructure of the garden: irrigation lines, electrical conduit, grading, drainage, creek-bed, and walkways, as well as the hardscape: retaining walls, Japanese Tea House, gazebo, cottage garden shed and potting shed/work room. Volunteers have spent 7,067 hours to date on construction of the garden. Two hundred yards of compost have recently been delivered, so soil preparation can now begin in earnest.

**2. What is the overall attendance (past and future anticipated) of the event/project/organization:**

We currently reach approximately 5,000 people per year through all of our outreach efforts, which include: staffing a help desk T-F mornings in the Bethell-Delfino Agriculture Building; staffing booths at 3 weekly farmers' markets, the county fair, home show, Farm Day, and other public events; regular columns /news in the Mountain Democrat, Sac Bee, and other local publications; our monthly e-newsletter; and a variety of other outreach efforts at schools, garden clubs and nurseries. We anticipate over 1000 people will visit the demonstration garden during our first year, with the numbers growing each year. A recent one day Harvest Fair at the Sacramento Master Gardener Fair Oaks Horticulture Center drew over 3000 visitors from throughout Northern California. Our Edible Landscaping Workshop earlier this year attracted over 80 people.

**3. Have Cultural and Community Development funds been received for this purpose in the past? If so, how much and when? If funds were received, please attach the Post-Event Report for this event.**

No. In fact, in our 32 years of operation, funding for the demonstration garden is the first occasion we have ever had for soliciting funding through grants or gifts. Every free service we have provided to El Dorado County residents until this project has been funded by sales of gardening items, such as bat houses, bee boxes, codling moth traps and educational material, in addition to donations from class participants and from Master Gardeners.

We believe this project meets so many of the criteria of the grant: promoting agriculture and healthy eating, creating a unique community resource, bringing people together in a setting more beautiful than a park to learn, recreate, relax and rejuvenate. This property is adjacent to the Veerkamp Park site, so there are also opportunities to ultimately tie in to the history of the the area.



## BUDGET FOR EVENT/PROJECT

Please detail all revenue and expenditures associated with the event/project/organization for which funds are being requested (only include guaranteed funds, i.e. not the funds being requested that have not yet been approved).

Additionally, for private non-profit and public organizations, please include a copy of the most recently completed financial statement and a copy of the budget for the event or organization for which funds are requested.

### **Revenue for event/project:**

#### **1. Funding/Contributions:**

<b>Source</b>	<b>Amount</b>
Semi-annual plant sales (Fall 2013 & Spring 2014)	\$13,000 (est.)
Although this is not guaranteed funding, it is our best guess based on previous plant sales.	
<b>Total:</b>	<b>\$13,000.00</b>

#### **2. Other earnings (i.e. admission fee, retained earnings, sale of products, etc.):**

<b>Type</b>	<b>Amount</b>
No admission fees are planned for the garden.	0
Sales of educational material go into our general Master Gardener fund.	0
<b>Total:</b>	<b>0</b>

3. Describe any in-kind assistance/match funds you expect to receive from individuals, businesses or other community groups in support of this event/project/organization, which have not be confirmed or detailed above:

We are still working with a solar energy provider, who had previously expressed interest in providing a solar powered electrical unit at a reduced price, but he has not yet made a firm commitment. This potential donation/discount is reflected in the \$5000.00 shown as an in-kind donation under "Electrical" on the 2013-2014 budget attached. In addition, we are hopeful that some of the local nurseries who will be providing native plants and landscape plants specifically adapted to El Dorado County Western Slope climate conditions, will provide us with discounts or donations. A great many plants will be grown and donated by Master Gardener volunteers. We have already been contacted by 3 scouting troops wanting to volunteer at the garden.

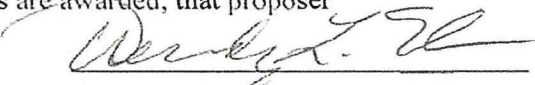
**Expenditures**

1. Expenditures for advertising and promotions (should correlate with revenue sources stated above):

<u>Expenditures</u> Item or service	<u>Cost:</u>	<u>Funded By</u>
Publicity flyers, pamphlets, and signs	\$500.00	Demo Garden Fund
Paid advertisements	\$200.00	Demo Garden Fund
Paid ads in regional/tourism media	\$300.00	Demo Garden Fund
<b>Total:</b>	<b>1000</b>	

**SUBMITTAL**

The undersigned, declares that he/she has carefully examined the El Dorado County Cultural and Community Development Program and fully understands its contents and implications, and if funds are awarded the proposer will contract with the County to furnish the services as specified, in accordance with this grant application attached. The undersigned further attests that all information contained in this application is accurate to the best of his/her knowledge. Advertising funds are awarded, that proposer

Signature:   
Title: Contracts and Grants Officer  
Applicant Organization: Regents of the University of CA  
Date: August 15, 2013

**Return Grant Application No Later than August 16, 2013 at 5:00 PM to:**

**Chief Administrative Office  
Attn: Economic Development  
330 Fair Lane  
Placerville, CA 95667**

Organization Name: El Dorado County/UCCE Master Gardeners

**El Dorado County Community and Cultural Development Grant Program**  
**2013-2014 Budget for El Dorado/UCCE**  
**Master Gardener Demonstration Garden**

**Garden Beds and Garden Plants/Materials**  
**August 6, 2013**

Item*	Cost
Redwood for raised beds - 2 x 12 for 30 beds of various sizes	\$2,000.00
Fertilizer (150# of Dr. Earth)	\$195.00
Planting material for starting plants	\$150.00
Perennial/edible plants (\$10.00 x 90)	\$900.00
Fruit/landscape plants/trees (\$15.00 x 40)	\$600.00
<b><i>Raised Beds and Planting Material</i></b>	<b>\$3,845.00</b>
Advertising in regional and tourism media	\$300.00
<b><i>TOTAL GRANT FUNDING REQUESTED</i></b>	<b>\$4,145.00</b>

\*Note - Fluctuations in price and product availability make these figures estimates only.

**2013-2014 Demonstration Garden Treasurer's Report - July**

	2013-14 Budget	Expenses	YTD	Total to Date	Notes
<b>Expenses</b>					
<b>Hardscape (budgeted)</b>	\$ 21,000.00	\$ 21,000.00			
Sheds 1 and 2	\$ -	\$ 547.73	\$ 547.73	\$ 5,847.33	cottage s fence pickets,posts, ...
Gazebo	\$ 500.00	\$ 179.63	\$ 179.63	\$ 2,353.72	plant nails, furr, caulk, refund
J Tea Arbor	\$ 400.00	\$ -	\$ -	\$ 2,622.53	
Walkways	\$ 4,000.00	\$ -	\$ -	\$ 1,657.93	
Retaining walls	\$ 1,000.00	\$ -	\$ -	\$ 1,827.88	
Bridges/boardwalk/river	\$ -	\$ -	\$ -	\$ 4,267.87	
Garden accents	\$ -	\$ -	\$ -	\$ 1,351.36	
Wood Fence/Fence	\$ 2,000.00	\$ -	\$ -	\$ 994.86	
Irrigation	\$ 3,000.00	\$ -	\$ -	\$ 1,795.86	
Fuel (Bob + Mike)	\$ -	\$ -	\$ -	\$ 1,138.28	(\$361.72 left)
Electrical	\$ 5,000.00	\$ -	\$ -	\$ 1,806.70	
Green houses/potting bench	\$ 300.00	\$ -	\$ -	\$ 390.23	
Pond	\$ 1,000.00	\$ -	\$ -	\$ 2,311.02	
Other fuels	\$ 200.00	\$ 19.00	\$ 19.00	\$ 41.70	
<b>Total</b>		<b>\$ 746.36</b>	<b>\$ 746.36</b>	<b>\$ 28,407.27</b>	
Remaining budget			\$ 20,253.64		
<b>Landscape Materials and</b>					
<b>Tools (budgeted)</b>	\$ 6,000.00	\$ 6,000.00			
Plants		\$ 43.17	\$ 43.17	\$ 43.17	rockroses
Materials/Maintainance		\$ 117.18	\$ 117.18	\$ 117.18	Roundup
Tools		\$ -	\$ -	\$ 761.65	to fix
<b>Total</b>		<b>\$ 160.35</b>	<b>\$ 160.35</b>	<b>\$ 922.00</b>	
Remaining budget			\$ 5,839.65		
Plant Sale (budgeted)	\$ 3,300.00	\$ 3,300.00		\$ -	
<b>Total</b>		<b>\$ 337.82</b>	<b>\$ 337.82</b>	<b>\$ 2,633.83</b>	MtD, signs, plastic folders
Remaining budget			\$ 2,962.18	\$ 661.07	To Date for Spring plant sale:
DG Publicity (budgeted)	\$ 1,000.00	\$ 1,000.00		\$ -	
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Operating Costs (budgeted)	\$ 1,000.00	\$ 1,000.00		\$ -	
Misc.		\$ -	\$ -	\$ 595.00	
<b>Total DG Expenses</b>	<b>\$ 32,300.00</b>	<b>\$ 1,244.53</b>	<b>\$ 1,244.53</b>	<b>\$ 31,010.04</b>	
<b>INCOME</b>					
		<b>Income</b>	<b>YTD</b>	<b>Total To Date</b>	
Between plant sales	\$ -	\$ 16,018.03	\$ -		spring 2013 plant sale
Donations Plant Sale	\$ -	\$ -	\$ -		
Donations DG	\$ -	\$ -	\$ -		
Fall 2013 Plant Sale	\$ 6,000.00	\$ -	\$ -		
Spring 2014 Plant Sale	\$ 7,000.00	\$ -	\$ -		
<b>Total DG Income</b>	<b>\$ 13,000.00</b>	<b>\$ 16,018.03</b>	<b>\$ -</b>		To Date EDC Mgers made appr
				<b>\$ 68,008.86</b>	
Balance in DG Account			<b>\$34,097.44</b>		

EL DORADO COUNTY  
MASTER GARDENERS' PROCEDURAL  
HANDBOOK



UNIVERSITY OF CALIFORNIA  
COOPERATIVE EXTENSION

First Printing, March 1995  
Second Printing, August 1997  
Third Printing, September, 2002  
Fourth Printing, December, 2005  
Fifth Printing April, 2007  
Sixth Printing, April 2010

## **EL DORADO COUNTY MASTER GARDENER ORGANIZATIONAL OUTLINE & POLICY GUIDELINES**

**PURPOSE:** The primary purpose of the EDC MG program is to help meet the gardening needs of the residents of the county by providing technical advice and information through the use of volunteers who have been trained and certified by the University of California Cooperative Extension Service.

**ORGANIZATION:** All functions of the Master Gardener Program of this county shall be conducted under the supervision and with the approval of a specific UCCE Advisor designated to the MG program. Daily operation of the program shall be vested in an Advisory Board of elected members with a Chief Coordinator who is nominated by the board and approved by the UCCE Advisor. There is also an elected Ombudsman who is not a member of the board but is a liaison between the membership and the UCCE Advisor. Changes shall not be made in the structure of this organization without the approval of at least two-thirds of the Advisory Board members in addition to the specific approval of the designated UCCE Advisor in charge of the MG program.

The Master Gardener program year is from April 1 through March 31. The MG fiscal year extends from July 1 through June 30 each year.

**OPERATION:** Members of this organization shall work diligently to convey all pertinent University of California information and programs to all residents of El Dorado County. All activities of this organization shall be designed to insure the continuation of the following qualities:

FLEXIBILITY in the choices of activities the members wish to participate in, as well as in the times and extent of such participation.

DEMOCRATIC STRUCTURE which encourages each individual to contribute creative ideas and a diversity of projects.

A REPRESENTATIVE ADVISORY BOARD which reflects the organization's needs and wishes of its members.

VOLUNTARY COOPERATION among a very diverse group of individuals who have similar goals.

A RELATIVELY UNSTRUCTURED ORGANIZATION which can achieve a maximum of operational flexibility.

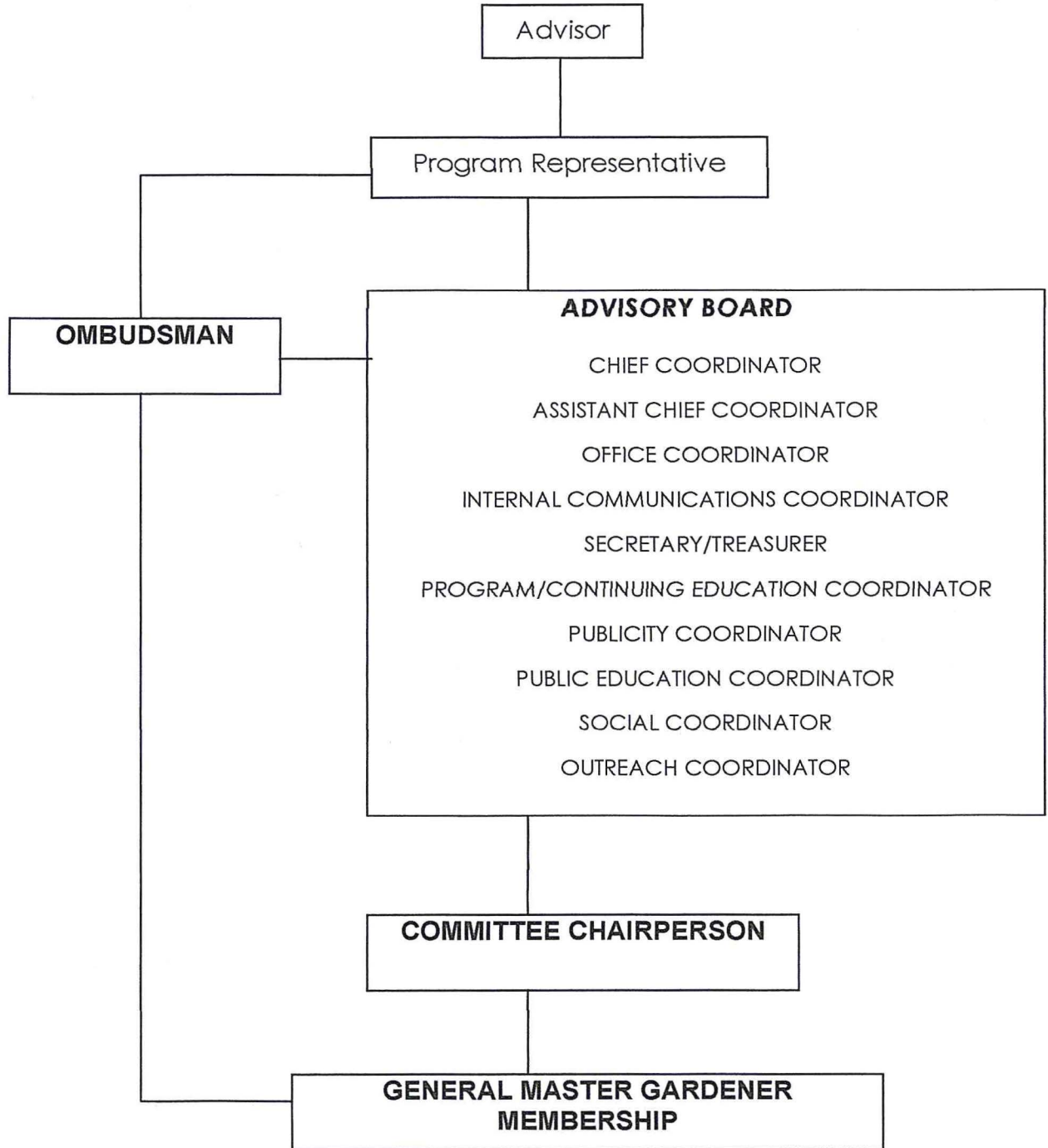
RESTRICTION OF FUND-RAISING ACTIVITIES to the minimum necessary to function as an effective organization.

RECOGNITION OF INDIVIDUAL CONTRIBUTIONS so volunteers will feel respected and needed by the organization and the community.

DEVELOPMENT AND MAINTENANCE of a group of highly qualified and trained volunteers.

**PROGRAM POLICY GUIDELINES:** All guidelines shall attempt to comply with the eight qualities listed above which have been deemed essential for the continued success of the El Dorado County Master Gardener Program. Operation of all programs shall be consistent with the most recent guidelines adopted by the Advisory Board. Such guidelines may be amended, repealed, or adopted by the board at any time, but shall be in writing and available to the general membership. Changes may be made by the Advisory Board in any of the operational guidelines by a simple majority vote of members present at any board meeting, providing a quorum is present at such meeting. A quorum shall be any number of members constituting a majority of the Advisory Board. All changes shall be transmitted formally to the membership. All policy decisions shall be made by the board, subject to the approval of the designated UCCE Advisor, and all such decisions shall be consistent with the purposes of the organization, and the policies of the University of California.

**EL DORADO COUNTY MASTER GARDENER  
ORGANIZATIONAL CHART**





## ADVISORY BOARD AND OMBUDSMAN JOB DESCRIPTIONS

### MASTER GARDENER ADVISORY BOARD

The Advisory Board conducts the operational business of the organization and serves in an advisory capacity to the UCCE Advisor and provides a link between the UCCE Advisor and the MG membership.

The Advisory Board is composed of several coordinators, including the Chief and Assistant Chief Coordinator. The MG general membership shall elect approximately one-half of the Advisory Board members each November (see guidelines on selection and election of Advisory Board members).

The position of Chief Coordinator shall be filled annually by nomination by the Advisory Board and appointment by the UCCE Advisor. The Advisory Board submits one or more names of candidates for the position to the designated Advisor, who selects from the names submitted and advises the Advisory Board. The Chief Coordinator appoints an Assistant Chief Coordinator from the Advisory Board.

Whenever necessary, the Advisory Board appoints one or more MGs to supervise the process of recruiting, selecting and training of new Master Gardeners. Those appointed will establish a mentor program. The Advisory Board may appoint any other committees deemed necessary to enhance the MG program.

Each member of the Advisory Board shall maintain a binder with the position description of his/her position, what the member did during their term and on going projects. This binder will remain with the Board member during their term and passed on to his/her successor.

Problems that cannot be resolved by the Advisory Board will be referred to the UCCE Advisor and/or Ombudsman for final resolution. (See attached Advisory Board and Ombudsman job descriptions).

To provide for easy communication between all Master Gardeners and the Advisory Board, each AB member shall represent a group of MGs. The Advisory Board, which is entrusted with the day-to-day operation of the MG program in El Dorado County, shall be composed of the following members:

- CHIEF COORDINATOR represents the Master Gardener program to the public; presides at Advisory Board meetings; may preside at monthly MG meetings; activates a telephone tree; and is liaison between the Advisory Board and the UCCE Advisor/County Director. Nominees for this position are submitted by the Advisory Board, with the selection being made by the UCCE Advisor.
- ASSISTANT CHIEF COORDINATOR is appointed by the Chief Coordinator from the current membership of the Advisory Board. This person shall perform all duties of the position of Chief Coordinator during the absence of the Chief Coordinator.
- OFFICE COORDINATOR performs such duties as may be required to ensure adequate functioning of the MG office. These include such duties as office staffing, maintaining reference resources, preparing quarterly summaries of volunteer service and training hours for each MG, etc.
- COMMUNICATIONS COORDINATOR is responsible for advertising MG classes and special events through news announcements via mail, public newsletters, radio, television, newspaper and the internet. Keeps Master Gardeners informed of current topics via the internal monthly newsletter and any necessary special publications for Master Gardeners.
- PROGRAM/CONTINUING EDUCATION COORDINATOR works with UCCE staff, arranges for programs at monthly meetings and provides opportunities for continuing education for MGs.

- PUBLIC EDUCATION COORDINATOR coordinates public education programs. This includes scheduling classes, assigning/obtaining instructors, obtaining hosts, reserving classroom, prompting instructors and hosts in a timely fashion.
- SOCIAL COORDINATOR arranges for social events designed to foster personal relationships among the members, provides for refreshments at meetings, and ensures an adequate certification/recertification ceremony.
- SECRETARY records minutes of Advisory Board meetings; prepares correspondence as needed.
- TREASURER maintains all financial records; processes all financial transactions: reports expenditures and balances at each Advisory Board meeting; manages and counsels the Advisory Board on budgetary matters; coordinates with the UCCE Director/ Farm Advisor on MG financial/budget issues; prepares annual financial report to the general membership.
- OUTREACH COORDINATOR oversees communication and cooperating projects with other organizations, manages the Speakers Bureau and coordinates Master Gardener participation in the Gardening with Youth Program.
- OMBUDSMAN receives and investigates complaints and any problems which may arise between membership and the Advisory Board and attempts to find an equitable and satisfactory resolution. The Ombudsman is not a member of the Advisory Board but may attend any meeting of the Board or of its committees and shall have access to all information necessary to perform duties effectively. This position is elected annually by the general membership and acts as a direct liaison between the membership and the UCCE Advisor/County Director whenever necessary.

## **EL DORADO COUNTY MASTER GARDENER PROGRAM POLICY GUIDELINES**

### **MASTER GARDENER VOLUNTEER AND CONTINUING EDUCATION REQUIREMENTS**

Newly-certified Master Gardeners are required to give a minimum of 50 hours of volunteer time within the first MG year (April 1 through March 31) of their certification. Eighteen of those hours should be spent staffing the MG office early in the MG year, if at all possible. The remainder of the hours may be satisfied by any other task which furthers the MG program (hosting public education classes, staffing the MG booth at events, writing newspaper articles, etc.). After completion of the first year internship, continuing MGs are required to give 25 hours of volunteer service annually to qualify for recertification each year.

In addition to the 25 volunteer hours, all Master Gardeners (new and continuing) must complete a minimum of 12 hours of continuing education (CE) to qualify for recertification. Credit for CE may be earned by attending field trips, reading educational books/magazines, and reviewing videos. Videos are available for check out from the UCCE office; other materials must be pre-approved by the UCCE Advisor to be considered for CE credit.

Travel time to and from volunteer and continuing education activities does not qualify for volunteer/CE hours. For exceptions, see Office Policies and Procedures page 11 of 11.

### **FINGERPRINTING POLICY**

The University of California requires that all volunteers be fingerprinted and cleared by a Department of Justice background check before serving as volunteers. Therefore, chosen applicants for Master Gardener training should be fingerprinted and cleared before training begins, if possible. This is a statewide policy and there will be no exceptions.

## **MASTER GARDENER USE OF TITLE AND COMPENSATION**

Persons are expected to identify themselves as Master Gardeners only when performing volunteer work in the UCCE program. The UCCE Master Gardener title is to be used only and exclusively in the UCCE MG program and not for commercial purposes. UCCE policy also prohibits commercial endorsements by Master Gardeners. The training, experience and certification gained as an individual in the UCCE MG program may rightfully be used and listed as qualifications when seeking employment. A Master Gardener may not promote his/her own private business through the MG program, nor may he use, for his own profit, any materials which he has produced as a volunteer. Master Gardeners may accept cost recovery reimbursement, if offered; however, the work performed for UCCE is free and voluntary.

## **MASTER GARDENER SERVICE AWARDS**

Individuals accumulating 250, 500, 750, and 1,000 hours of volunteer service time shall be awarded a token of appreciation. A device 250 (green), 500 (red), 750 (silver) will be affixed to the upper right corner of the MG badge. The 1,000 hours' award shall be a gold MG badge. For each five years of service, individuals shall be awarded a small star to be affixed to their nameplate to the left of the service awards.

Continuing education hours shall not count toward the service awards.

All awards shall be given to the recipients at the annual recertification ceremony. Certification by the Advisory Board should occur prior to the ceremony.

**Emeritus** - May be given to Master Gardeners who already hold Gold Badge status for 1,000 hours or more, but are inactive or resigned. Those who hold the status of Master Gardener Emeritus may attend social functions, will continue to receive newsletters, but will not function as active Master Gardeners and will not be agents of the University of California. MGs interested in Emeritus status should make a request to the MG Board.

## **MASTER GARDENER MEETINGS**

Master Gardeners shall hold a monthly meeting the fourth Thursday of every month. In the event something precludes having the meeting at the usual time or place, members will be notified by means of the monthly newsletter, email, or telephone tree.

The Advisory Board shall hold a meeting on the second Thursday of every month at the Cooperative Extension office unless otherwise advised. The majority of the organization's business is conducted at Advisory Board meetings.

Meeting topics, field trips, volunteer activities, and continuing education opportunities are announced in a monthly newsletter and via the online Master Gardener Volunteer Management System (VMS).

## **LIMITED ACTIVE STATUS**

Master Gardeners, in good standing, who are unable to complete service requirements due to illness, financial hardship, or other family emergencies may request classification as Limited Active Status (LAS) for a period of one year. Requests should be made in writing or via the VMS to the MG Program Representative. Persons in this status can still participate in program activities. Written notice of the approval Limited Active Status will be sent to the Master Gardener.

Limited Active Status is granted for the full Master Gardener Year (April 1 – March 31). A Master Gardener may return to active status during the LAS year.

If the LAS Master Gardener does not apply for recertification as an active member by the beginning of the new Master Gardener year (April 1), the Master Gardener's status will be considered a "resignation."

## **RESIGNATIONS**

Master Gardeners who resign in good standing may request recertification/reappointment in the program within three years of their resignation date.

## **SALE OF MASTER GARDENER PUBLICATIONS**

Any income from the sale of El Dorado County Master Gardener publications will be deposited in the Master Gardener Income Account and any costs (i.e., Printing) associated with these publications will be deducted from the Master Gardener Income Account.

## **ELECTIONS**

In September of each year the Advisory board shall appoint a nominating committee of two members, one of whom shall be a current member of the Advisory Board

The committee shall make up a list of the positions on the Advisory Board which are to be filled for the ensuing term. The list of positions shall also include a brief description of each position and the duties and responsibilities of such position. This list shall be sent to each Master Gardener in the October newsletter together with an invitation soliciting applicants.

All nominations for positions open on the Advisory board will be accepted up until and including the regular monthly meeting of the Master Gardeners for October, after which time nominations will be closed.

Following the Master Gardener meeting for October, the committee shall prepare and mail in the November newsletter to each current Master Gardener a ballot listing all of the nominees for each position on the Advisory Board. Such ballots shall be voted on and returned to the nominating committee before or during the November monthly meeting. In the event that all open positions have only one nominee per position voting may be done by acclamation.

As soon as practical following the receipt of the completed ballots, the nominating committee and the Chief Coordinator shall tally the ballots and certify the results to the members of the organization.

The above procedure shall be followed for all positions on the Advisory Board with the following exception: The position of Chief Coordinator will be filled from nominations by the Advisory Board with the advice and consent of the UCCE Advisor under whose jurisdiction the organization operates.

All positions except the Chief Coordinator on the Advisory Board are for two years duration and approximately one half of the members shall be elected each year. The term for the Chief Coordinator is one year.

Should a vacancy on the Board occur during the course of any term, the position shall be filled by appointment by the Advisory Board, and such appointment shall be valid until the end of the term of the former member.

The Advisory Board may adjust the terms and conditions of this policy to facilitate the operations of the MG organization effectively.

The position of OMBUDSMAN shall be filled annually at the same time and in the same manner as the positions on the Advisory Board are filled. Should this position become vacant during the year, a replacement shall be appointed by the Advisory Board to serve out the remainder of the term.

## **EDITORIAL REVIEW POLICY GUIDELINE**

Any material produced by Master Gardeners is public material and is the property of the University of California.

Master Gardeners who produce any material as Master Gardeners for publication shall inform the Advisory Board of their intentions. Master Gardeners who produce any material as private citizens may inform the Advisory Board of their activities and shall indicate that they are producing as private citizens and not as Master Gardeners.

Grammatical accuracy is the responsibility of the author, however, factual and technical information should be documented and reviewed by the County Farm Advisor or a designee. If requested by the County Farm Advisor, the Advisory Board may assign a review individual or develop a review process to address this requirement.

## **MASTER GARDENER REPRESENTATIVE TO CONFERENCE**

The El Dorado County Master Gardeners will pay the registration fee for the Chief Coordinator or a representative to attend the biennial national or regional Master Gardener Conference.

### **DISCLAIMER**

All policies and procedures of the Master Gardeners are subject to policies and procedures established by the University of California. In the event of any conflict between our organizational policies and procedures and those established by the University of California, the University of California policies shall govern.