Updated 01.09.2018

We are the UC Master Gardener Program

Advice to Grow By…Ask Us!



University of California
Agriculture and Natural Resources
UCCE Master Gardener Program

Overview

Today's Goal:

Offer a general overview c
the statewide and local le

Topics:

- History & Statistics
- Mission
- Structure
- Resources
- Volunteer Overview
- Policies & Procedures



University of Californi
Agriculture and Natural Resource

Program History

- **1862** – Sponsored by Vermont Congressman Justin Morrill, the Morrill Act was signed into law by President Abraham Lincoln on July 2, 1862



- **1887** - The Hatch Act established Experiment Stations to develop "useful and practical information ... and to promote scientific investigations and experiments



Program History

- **1914 -** The Smith-Lever Act provided federal funds for cooperative administration of extension education by the United States Department of Agriculture (USDA) and the state land grant colleges
- **1972 -** Overwhelmed with calls from home gardeners, Dr. D. Gibby and Dr. A. Davison, Washington State University Cooperative Extension agents, established a group of trained volunteers and called them Master Gardeners





Program History

- **1981** - The first UC Cooperative Extension Master Gardener Programs were established in Riverside and Sacramento counties
- **2002** - UC Master Gardener Program officially recognized as a statewide program in California
- **2006** - First statewide staff hired, Pam Geisel





Program History

- More than **5.4 million** hours donated by volunteers since program inception, with a value of more than **$153 million!**



Program Contributions



2016-17

- Average **65** volunteer hours per individual
- **2.2 million** face to face contacts!
- An astounding **4,084** projects statewide, **144,268** events and **1,000+** garden locations

Today

2018

- **29,878** trained volunteers since 2006
- **6,116** active UC Master Gardener volunteers
- Programs in more than **50** counties
- Donated more than **398,266** outreach hours!



Mission Statement

"To extend research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California and be guided by our core values and strategic initiatives."







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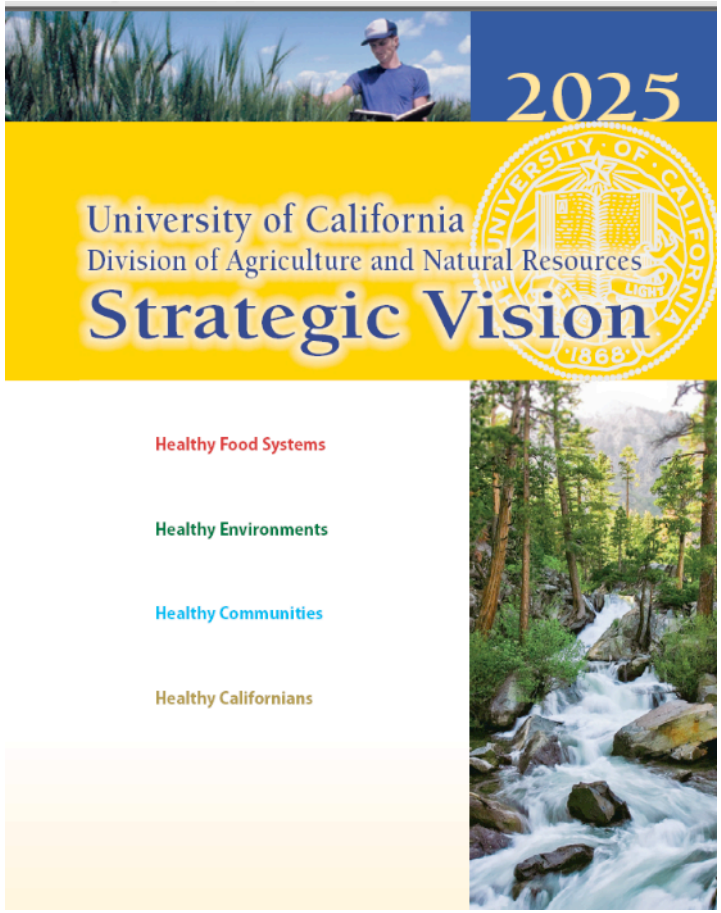
Core Values

- Utilize trained and certified volunteers at the county level
- Conduct research-based educational programs that meet horticulture and pest management needs of non-commercial clientele
- Focus on educational programs that address the Strategic Vision of UC ANR



Strategic Initiatives



1. Endemic and invasive pests and diseases
2. Healthy families and communities
3. Sustainable food systems
4. Sustainable natural ecosystems
5. Water quality, quantity and security

Each UCCE Office is Supported By …

- University of California
- UC Division of Agriculture & Natural Resources (ANR)
- US Department of Agriculture-National Institute for Food and Agriculture (NIFA)
- County governments
- Grants, endowments and Partnerships



UNIVERSITY OF CALIFORNIA

USDA



University of California
Agriculture and Natural Resources

University of California

- Office of the President
- 9 Campuses
- 3 National Laboratories
- **Division of Agriculture & Natural Resources**

UC Division of Ag & Natural Resources (ANR)

- 9 Research and Extension Centers (REC)
- **60 County UCCE offices**
- 8 Statewide Programs
- 2 Statewide Institutes
- 5 Strategic Initiatives

UC Cooperative Extension (UCCE)

- Local Advisors
- **UCCE Master Gardeners**
- UCCE Master Food Preservers
- 4-H Youth Development
- CalFRESH
- EFNEP
- California Naturalists

Statewide Staff



Missy Gable
Statewide Director



Melissa Womack
Statewide Marketing & Communications Coordinator



Lauren Snowden
Statewide Training Coordinator



Tamekia Wilkins
Program Evaluation (30% time)

Statewide Resources



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UCCE Master Gardeners: Detectives & Teachers

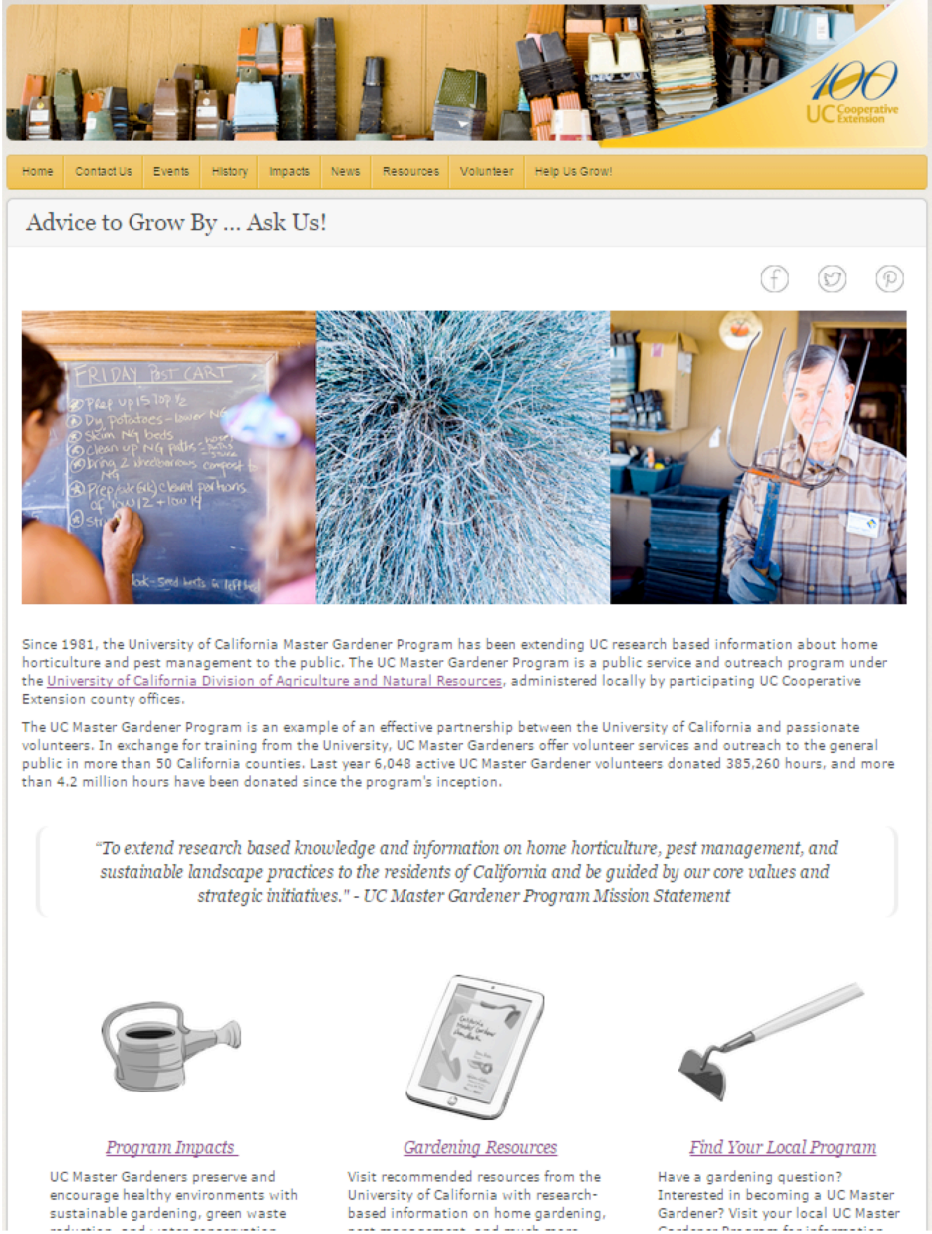
You don't have to have ALL the answers …

- Becoming a UCCE Master Gardener doesn't necessarily make you an expert

- Our aim to learn how to use UC research-based information to support sustainable gardening outreach

Statewide Website

- mg.ucanr.edu
- Features:
  - Statistics
  - Events
  - History
  - Impacts
  - News
  - Resources
  - Donation information



General Gardening Resources



The California Garden Web serves as a portal to organize and extend to the public the University of California's vast collection of research-based information about gardening.

Learn more >

- cagardenweb.ucanr.edu



Visit The California Backyard Orchard to learn about the home orchard and understand that it is, in fact, a living expression of genetics interacting with soils, weather, tree spacing, pests, and many other factors.

Learn more >

- homeorchard.ucanr.edu



Integrated pest management, or IPM, is a process you can use to solve pest problems while minimizing risks to people and the environment. IPM can be used to manage all kinds of pests anywhere—in urban, agricultural, and wildland or natural areas.

Learn more >

- ipm.ucanr.edu

UC Master Gardener Volunteer Resources



Administrative Handbook >>>

The UC Master Gardener Program Administrative Handbook for program staff and volunteers covers the policies and procedures that govern the UC Master Gardener Program, an educational and public service component of the University of California Division of Agriculture and Natural Resources (ANR).

- mg.ucanr.edu

Learn more >



Asian Citrus Psyllid >>>

Asian citrus psyllid (ACP) is widely established in urban and suburban areas throughout Southern California. This website provides information about how near the insect and disease are to your community, what you can do to help protect your trees, and sample costs of psyllid treatment.

Learn more >

- ucanr.edu/sites/ACP



Master Gardener Health & Safety >>>

UC Master Gardener Thinking Safe and Green Notes are one-page summaries of information to help you stay healthy and safe and protect the environment while working in the garden. The UC Master Gardener Safety Manual provides guidance for volunteers on best practices to reduce the risk of injury or illness during UC Master Gardener-sponsored activities.

Learn more >

- safety.ucanr.edu

UC Master Gardener Volunteer Resources, Cont.



IPM for Master Gardeners >>>

Integrated pest management, or IPM, is a process you can use to solve pest problems while minimizing risks to people and the environment. IPM can be used to manage all kinds of pests anywhere—in urban, agricultural, and wildland or natural areas.

- ipm.ucdavis.edu/FAQ/mgipm.html

Learn more >



Master Gardener Training Videos >>>

Watch the UC Master Gardener lecture series on-demand, for continuing education credits or to learn about your favorite topics from specialists and advisors. This series does not offer UC Master Gardener certification. You must contact your local UC Cooperative Extension office for training and certification requirements, and for approval for continuing education credits.

- ucmgvideo.ucanr.org

Learn more >



Volunteer Management System (VMS) Help >>>

Volunteer Management System (VMS) is an online system designed and built by the ANR Web Action Team. VMS is used by UC Master Gardener volunteers and coordinators to manage time (hours), projects, newsletters, documents, and photo albums.

- ucanr.edu/sites/vmshelp

Learn more >

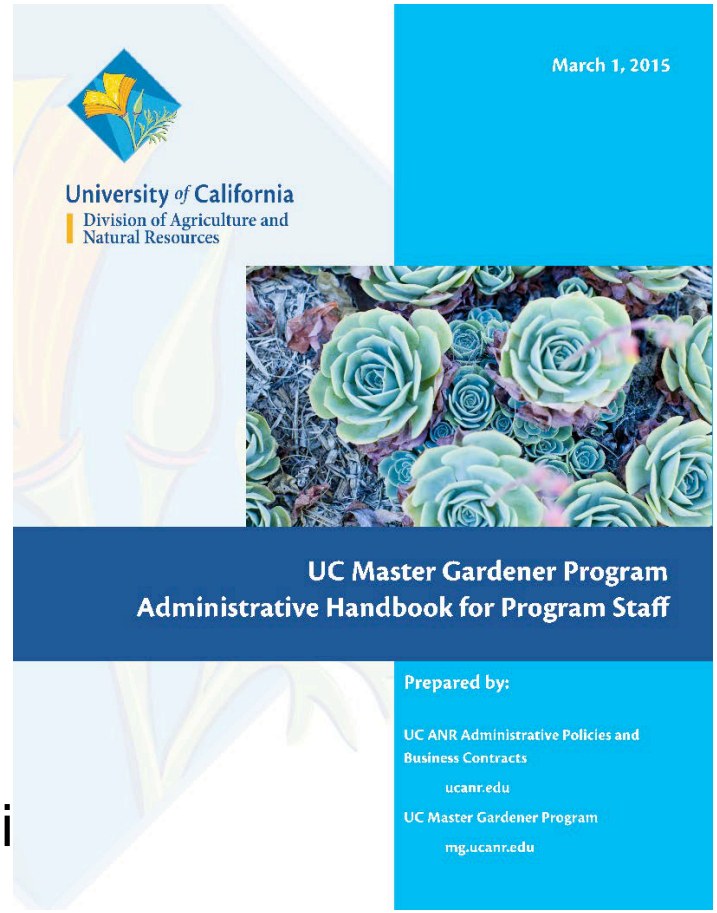
Calif. Master Gardener Handbook

- California Master Gardener Handbook released January 2015
- E-book version available for your tablet devices including your Kindle or iPad



Program Administrative Handbook

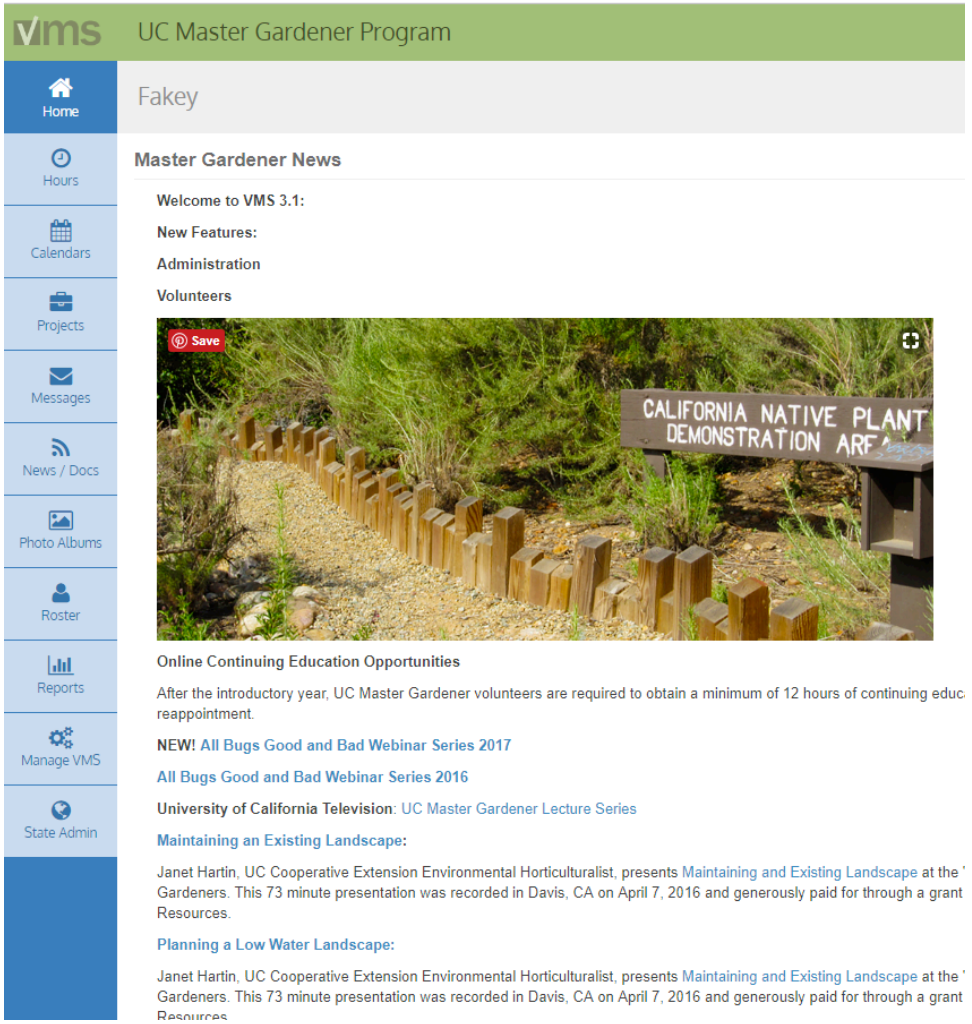
- Covers the policies and procedures that govern the UC Master Gardener Program
- Policies are in place to insure the educational and administrative integrity of all program activities
- UC Master Gardener Program Admi Handbook



Volunteer Management System (VMS)

- VMS is used by UC Master Gardener volunteers and coordinators to manage time (hours), projects, newsletters, documents, and photo albums

- Components of VMS are also used to facilitate discussion among volunteers, coordinators, and the statewide office



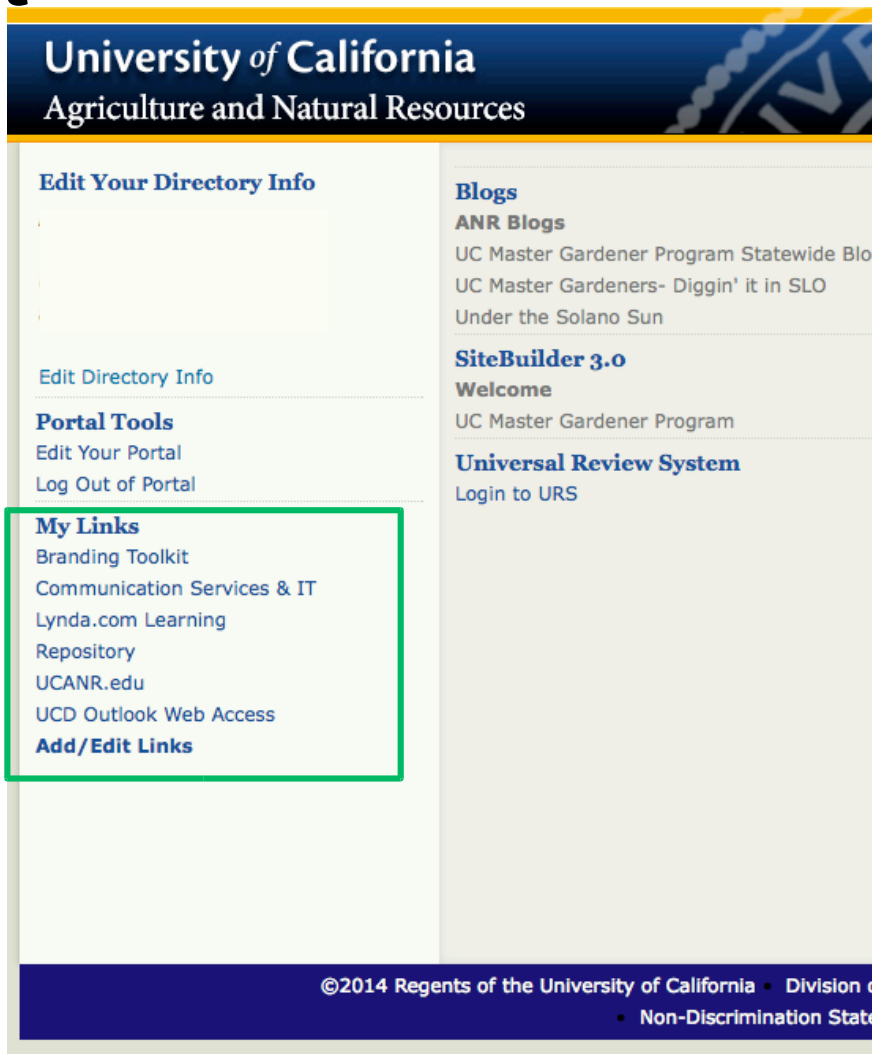
UC ANR Portal Account



UC ANR Portal Account

- Login connect to VMS account: **ucanr.edu/portal**

- Access to “My Links”
  - UC ANR branding toolkit
  - Repository image library
  - Communication Services & IT



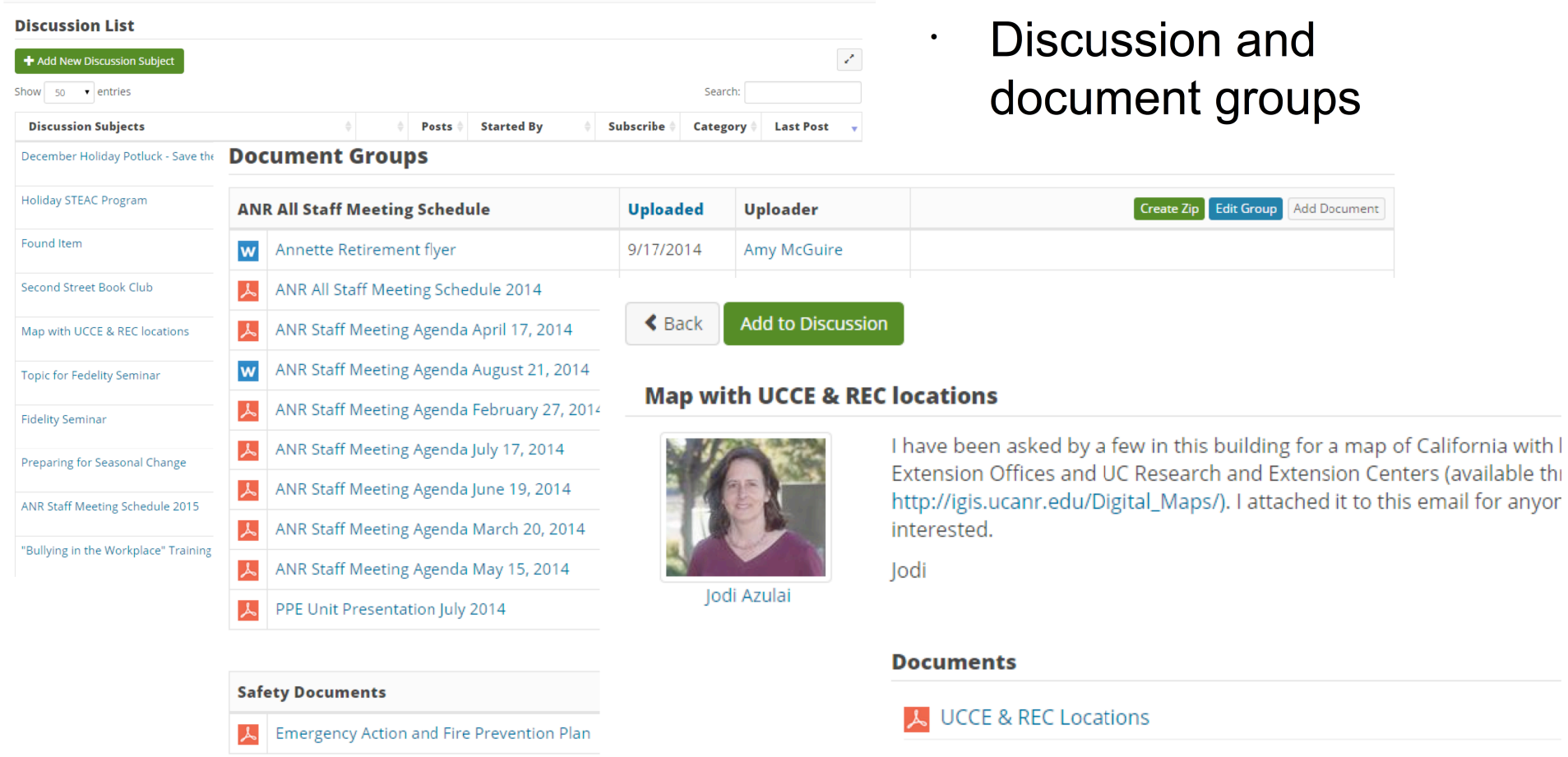
UC ANR Portal Account Cont.



- Collaborative Tools
- Surveys
- VMS Login
- Filevault

- Sitebuilder - website
- Blog access

Collaborative Tools



- Discussion and document groups

We've Gone Social

Like us …

- www.Facebook.com/ UCMasterGardeners

Tweet us …

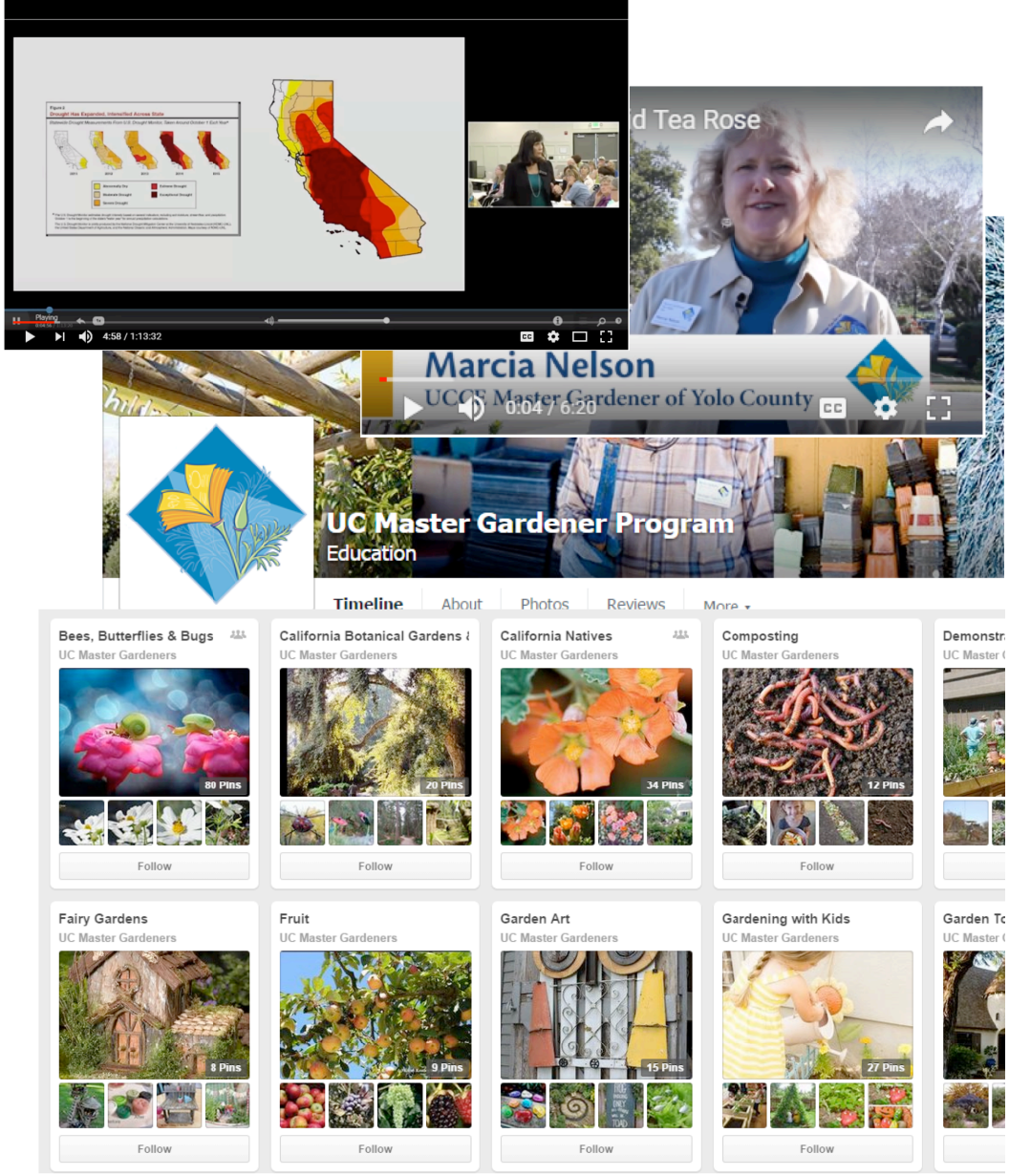
- @UCMasterGarden

Pin us …

- Pinterest.com/ UCMasterGarden

Subscribe …

- youtube.com/user/ UCMasterGardeners



Volunteer Overview



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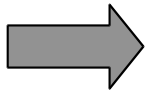
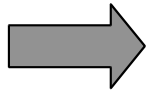
Life Cycle of UC Master Gardener





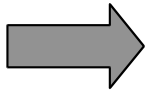




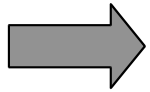


- Application
- 15 weeks of training
- Graduation / Certification











- 50 volunteer hours
- 25 hrs per year
- 12 hrs C.E.
- 1,000 hours gold badge

Photo credit: ExploringNature.org

The “Perennial” UC Master Gardener

- First Year
  - 50 volunteer hours
  - Volunteer during training (w/MG)

- Second year and beyond (annual requirement)
  - 25 volunteer hours
  - 12 continuing education hours

- > 1,000 hours = Gold Badge
- > 2,500 hours = Platinum Badge







UC Master Gardeners = UC Agents

- Certified / trained
  - Annual membership status card
  - Program year: July - June
- Categorized as unpaid staff
  - Staff discounts
- Status Categories
  - First Year UC Master Gardener: through June 2016
  - Active: finished first year, meet minimum hours requirements
  - Limited Active Status, up to maximum 13 month leave
- Abide by UC Master Gardener Program “Code of Conduct”

UC Master Gardener Program Year

- July 1 – June 30
  - Trainees can volunteer with certified UCCE Master Gardener
- Program Tasks: May – June
  - Reappointment paperwork – completed online using VMS
  - Insurance payment of $6 for returning UC Master Gardeners
  - UC Master Gardener “First Year” ends June 30, 2018

Insurance & General Liability

- UC maintains self-insurance for general liability that protects volunteers from 3rd party suits or claims when working as a volunteer
- UC provides secondary accident and injury insurance that covers approved volunteer time activities.
  - Auto Insurance
    - Driving as part of event
    - UC minimum auto coverage standard: **50/100/50;** California only requires 15/30/5
  - Personal Insurance: official events

Hartford Accident and Injury Insurance

- $6.00 per year, payable at the time of reappointment *(*included in training fee)*
- Provides up to $10,000 in reimbursement for out-of-pocket expenses for injuries while participating in sponsored UC Master Gardener Program activities
- Link to forms: ucanr.org/sites/risk/Insurance/Hartford_Volunteer_Insurance



What Counts Towards Volunteer Hours?

- Education not service
- Answering home gardening questions
- Service on public education activities
- Unpaid radio and television appearances
- Unpaid articles in the local newspaper
- Service on committees
- Advisor research projects



Volunteer Opportunities

- Demonstrations
- Workshops
- Hotlines / Helplines
- Data collection for UC Research



UCCE Napa County



UCCE Contra Costa County



UCCE San Diego County

Volunteer Opportunities Cont.

- Newspaper articles
- Email Blasts
- Newsletters
- Blogs



UCCE El Dorado County



UCCE Marin County



UCCE Sacramento County

What Does NOT Count Towards Volunteer Hou

- Attending general meetings (*counts as C.E. if there is an educational presentation*)
- Attendance at social or holiday events
- Work for outside organizations
- Any paid work

**Check with your program coordinator, advisor or county director for approval!*



What Counts Towards Continuing Educati Hours?

- Must be approved in advance by UCCE Advisor or County Director
  - Educational portion of meetings
  - Research-based publications
  - Approved videos, for example: UCTV
  - Training classes



Photo credit: Morguefiles.com

What Does NOT Counts Towards Continuing Educati Hours?

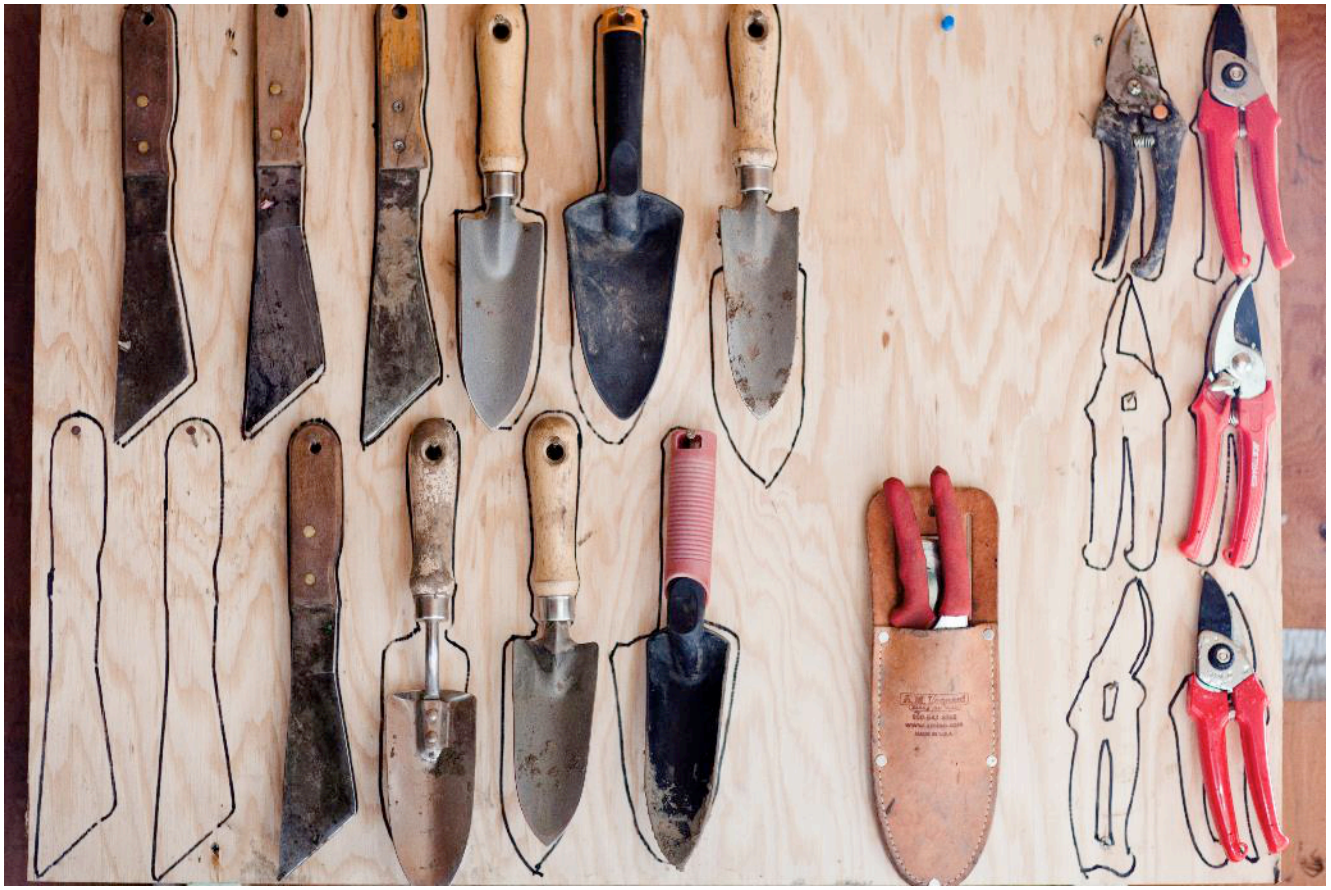
- Information that is not research-based
- General home improvement shows
- Topics not related to home horticulture

**Check with your program coordinator, advisor or county director for approval!*



Photo credit: Morguefiles.com

Policies and Procedures



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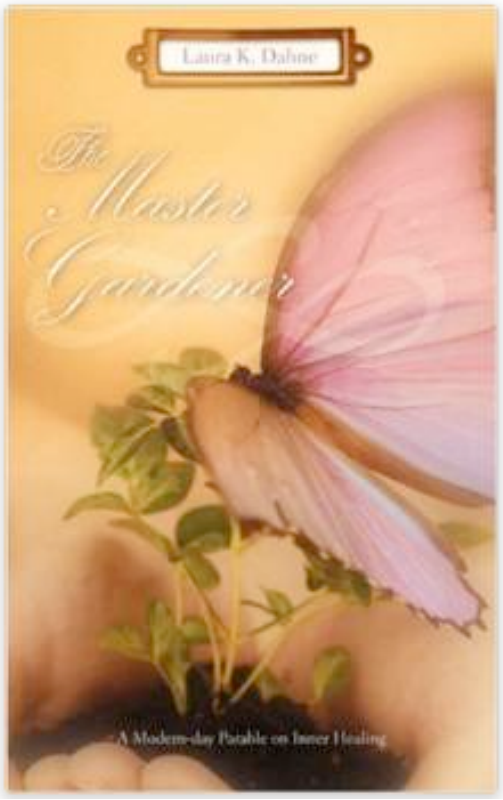
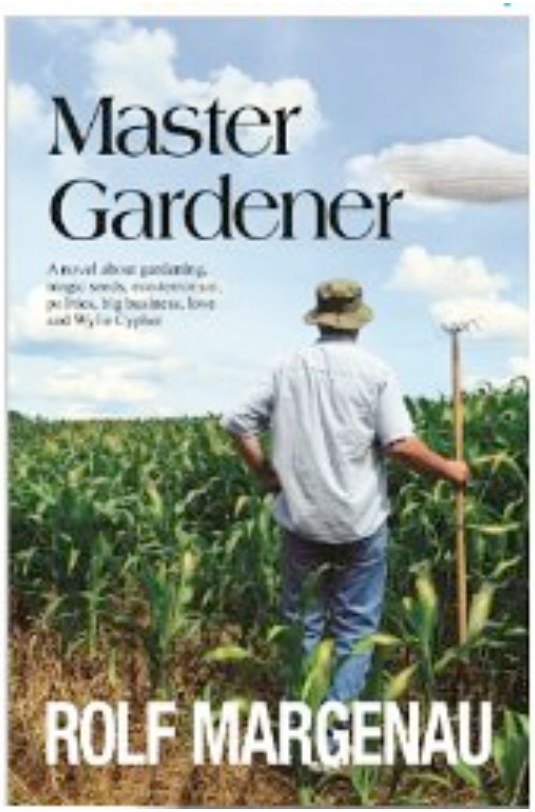
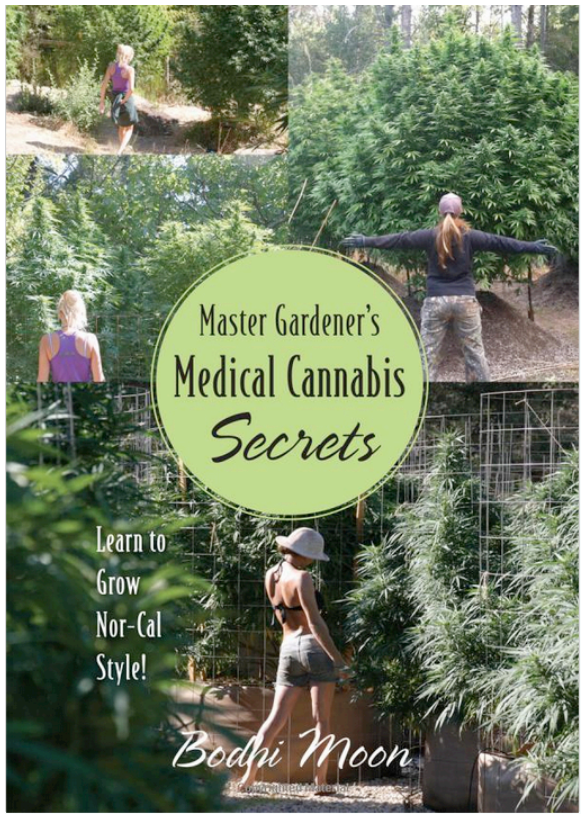
The Importance of Branding …



A modern-day parable on inner healing



A novel about gardening, magical seeds, eco-terrorism, politics, big business, love and Wylie Cypher



Learn to grow cannabis Nor-Cal style!

Branding

- Quick style and reference guide available
- UC *or* UCCE Master Gardeners of "County"
  ie: UCCE Master Gardeners of Lake Tahoe Basin
- Voice mail greeting: UC *or* UCCE Master Gardener Program



Confidentiality and Privacy

- Do not share UC Master Gardener roster with any member of the public, business or non-profit entity
- We do not share contact information we have of our clients
- UC Master Gardeners have the option to not have address displayed in VMS; however, everyone's e-mail must be available



Photo credit: UC ANR Repository

Endorsements

- We are a publicly funded organization and therefore we are legally committed to not providing endorsements or advertisements

- If you create a list of vendors in your area (e.g., certified arborists; independent retail garden centers), the list must be comprehensive and inclusive of all

- *"No endorsement of this product/company is intended, nor is criticism implied of similar products/companies that are not included." UC Cooperative Extension*

Conflicts of Interest or Commitment

- UC policy requires that we not engage in any activity that might place us in a conflict of interest or commitment between official activities and another obligation
- We may not use the title of UC Master Gardener as part of a commercial interest
  - May include your certification on *personal* business cards & resume
  - Current UC Master Gardener status only



Photo credit: i-Stock Images

Alcohol, Illegal Drugs and Tobacco

- UC Master Gardeners may not consume or be under the influence of alcohol or illegal drugs while performing UC Master Gardener Program duties
- If alcohol is to be consumed, the UC Master Gardener Program activity must be officially adjourned and volunteers should remove their UC Master Gardener badge
- UC Master Gardener Program activities are conducted in a tobacco and marijuana-free environment

Contracts and Grants

- UC Master Gardener volunteers, though considered agents of the University of California may not sign:
  - Grants
  - Contracts
  - Memorandum of understanding (MOU)
  - Any other agreements on behalf of UC

- All agreements must be signed by the County Director

Non-Discrimination / Affirmative Action Policy

The University of California Office of the President is committed to promoting an environment that supports every person in an atmosphere of mutual respect, cooperation, professionalism, and fairness. Realization of this commitment requires awareness and active participation by every member of our community.

We strive to be:

- Service-oriented
- Ethical
- Open
- Diverse

- Just
- Caring
- Commemorative

Non Discrimination

- Disclosure statement for flyers
- Disclosure statement for newsletters, class materials and publications
- Part of publishing review process

Web:
http://ucanr.edu/sites/anrstaff/diversity/affirmative_action/resources/policy-related_d/

Reporting Contacts

- Funds from USDA; need to meet federal requirements to show no discrimination in outreach
- Track race/ethnicity/gender (REG) at all outreach *face-to-face* events
- Results reported annually
- Pull info from sign-in form/ observation
  - If participants do not self identify, take a visual observation of the total audience and record



Photo credit: Sue Mosbacher

Recap

Today's Goal:

Offer a general overview c
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Topics:

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Thank you!
Questions?