

Jackson County Master Gardeners Association

Policies and Procedures

revised September 24, 2022



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Prepared on

May 10, 2022

Jackson County Master Gardeners

Policy Number	1.1
Policy Name	Nondiscrimination
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement:

JCMGA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Operational Procedure

Jackson County Master Gardeners

Policy Number	1.2
Policy Name	Governing Documents review
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

It is recommended that the Bylaws and Policies & Procedures of the Association be reviewed annually.

Operational Procedure

Jackson County Master Gardeners

Policy Number	1.3
Policy Name	OSU Code of Conduct
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

This Code of Conduct applies to members when acting as part of the Association. Any perceived breach of the code is to be reported to the OSU JCMG Program Coordinator. If the breach is determined to be under the jurisdiction of OSU, the matter will be referred to OSU and JCMGA will abide by their decision. If the result is termination from the OSU Master Gardener program, the individual will automatically be terminated from JCMGA membership.

Operational Procedure

Jackson County Master Gardeners

Policy Number	1.4
Policy Name	JCMGA Principles & Practices of Conduct
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement 1.1

A statement of principles and practices of conduct has been adopted by the Board and will be printed in the annual directory. If a breach of conduct is not under the jurisdiction of OSU, JCMGA will act as follows: The President shall convene the Executive Committee which will appoint an arbitrator subject to all parties' approval. The arbitrator will have full power to question all parties involved. The arbitrator's findings will be submitted in writing to the Executive Committee which will then take appropriate action.

Operational Procedure

Principles embraced by JCMGA include:

As an extension of Oregon State University, our practices are guided by OSU and our Master Gardener Coordinator. As a volunteer organization, we encourage, appreciate and support each other. We encourage our members to share their special talents and strengths with the organization. We are aligned in support of our mission:

"To learn, practice and teach the art and science of gardening in the Rogue Valley."

Practices embraced by JCMGA include:

- ◇ We manage our discussions so they are effective.
- ◇ We listen respectfully and generously.
- ◇ We acknowledge and appreciate each other.
- ◇ We make and keep commitments to each other.
- ◇ We share resources and information.
- ◇ We set ourselves common goals and work together to attain them.
- ◇ We handle disagreements respectfully and work for a positive outcome.

Jackson County Master Gardeners

Policy Number	1.5
Policy Name	Document Archive, Information & Retention
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

An archive of documents relating to formation and operation of the Association shall be made and maintained in a secure location. The archived documents shall include:

- ◇ OMGA Articles of Incorporation, OMGA Bylaws, OMGA Policies and Motions, and OMGA – IRS Letter of Exemption 501(c)(3) Exemption Approval.
- ◇ JCMGA Articles of Incorporation, JCMGA 501(c)(3) Exemption Approval, JCMGA Nonprofit Mail Permit,
- ◇ JCMGA approved budget for each fiscal year, JCMGA membership list and JCMGA Scholarship agreement with the OSU Foundation.
- ◇ A JCMGA Information Manual, containing a copy of each of the archived documents mentioned above, as well as other reference information on the state and local associations, shall be available in the JCMGA Archives to all Association members. It shall be the responsibility of the Archivist to create and maintain this manual.

Jackson County Master Gardeners

Policy Number	1.6
Policy Name	Zero Waste
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

1.1 The JCMGA will move toward zero waste.

Jackson County Master Gardeners

Policy Number	1.7
Policy Name	Students Benefits
Date of Origin	November 13, 2020
Last Review Date	

Policy Statement

- a) Students admitted to the Master Gardener Program shall receive the following
- b) benefits during their class year:
- c) Listing in the JCMGA Chapter Directory;
- d) Complimentary copy of the JCMGA Directory;
- e) JCMGA Mail Chimps and other association communiques;
- f) The Garden Beet;
- g) Access to the Members Only section of the JCMGA website;
- h) Invitations to attend JCMGA activities, for example Board meetings and the annual picnic;
- i) Participation in JCMGA volunteer opportunities; and
- j) Representation on the JCMGA Board of Directors through the election of a student representative.

Jackson County Master Gardeners

Policy Number	1.8
Policy Name	Generating New Program or Practice Proposals
Date of Origin	March 12, 2021
Last Review Date	

Policy Statement

JCMGA supports the creativity and ingenuity of its membership to bring forth new ideas, practices, or programs.

All ideas for new programs or practice proposals must be congruent with the mission of JCMGA.

Members are encouraged to work with relevant Working Groups on all new ideas, practices, or programs at the earliest feasible stage.

Operational Procedure

Members who envision a new practice or program that is directly related to an existing Working Group must first confer with the Chair of the Working Group.

The member(s) may bring an idea or proposal without the support of a Working Group to the JCMGA President for consultation, guidance, and determination of next steps. The member(s) must describe the input from the Working Group Chair, pros and cons of the idea, and how it will benefit the association and fulfill the mission.

After conferring with the Working Group and the President, and with or without their support, the member(s) may bring the idea or proposal directly to the Board of Directors for consideration.

Before contacting association partnerships or outside entities regarding new ideas, members must first confer with the President and Working Group Chair.

Members who envision a new practice or program that is not directly related to an existing Working Group must confer with the President for guidance, consultation, and determination of next steps.

The President shall keep the OSU Master Gardener Program Coordinator informed of all new ideas for potential new programs or practice proposals as appropriate.

Jackson County Master Gardeners

Policy Number	2.1
Policy Name	Board Meetings
Date of Origin	May 11, 2020
Last Review Date	

Policy Statement

The JCMGA Board of Directors shall meet monthly on the second Friday of the month at a time and place announced at the previous Board meeting. A change to this schedule is permitted with approval of the Board. Additional meetings may be scheduled as needed. All members are welcome to attend. Absences: Per the JCMGA bylaws, any Board Member missing two consecutive meetings without reasonable excuse for the absence may be subject to removal by Board action. A two-thirds vote is required for removal following previous notice. Members unable to attend a Board meeting will notify the President or another officer prior to the meeting. Prior to removal by Board action, the President will contact the Board Member who has been absent, electronically or in writing. If the Board Member states they are unable to fulfill their position on the Board, they will be asked to resign in writing.

Jackson County Master Gardeners

Policy Number	2.2
Policy Name	Board Transition
Date of Origin	
Last Review Date	May 11, 2020

Policy Statement

1.1 The outgoing President and incoming President shall ensure a smooth transition of duties from the outgoing Board members to the incoming Board members. It is the responsibility of each outgoing elected official and working group representative to provide a job description and appropriate handover materials to the incoming elected officials and working group Representative.

Operational Procedure Badges & Swingers:

All students are to receive a badge upon graduation. If at any time a Master Gardeners' badge needs to be replaced, the replacement cost must be paid by the Master Gardener. Board Member badge "swingers" will be issued to Board Members elected and appointed, Practicum Mentors, Plant Clinic Mentors, GEM's, and Master Gardener of the year.

The Member Services Working Group (MSWG) chair will contact the President/Chair/Coordinator of each of these groups for a list of swinger recipients. With the exception of the Master Gardeners of the Year, the swingers are to be considered property of the JCMGA and are to be passed on to successors or returned to the JCMGA if the holder is no longer fulfilling any of the above responsibilities. The MG Program Coordinator is responsible for order placement of student badges. The MSWG chair is responsible for providing a list to the MG Program Coordinator for the swingers. Student badges will be ordered in October each year. Swingers will be ordered in December of each year

Jackson County Master Gardeners

Policy Number	2.3
Policy Name	Board Orientation
Date of Origin	May 11, 2020
Last Review Date	May 11, 2020

Policy Statement

1.1 The Jackson County Master Gardener Association will schedule a Board of Directors orientation meeting following the election and approval of the new slate of officers for the coming fiscal year. The orientation will serve as an informational and welcoming of new Board Members prior to taking office in January. The President-Elect will lead and facilitate the orientation session. operational procedure The President will select a time and place for the meeting and communicate information to all Board Members (those currently serving and new members).

The meeting agenda will include but not limited to the following:

- ◇ Introductions
- ◇ Review of Organizational Chart
- ◇ Governance documents including Articles of Association, Bylaws, Policies and Motions
- ◇ Strategic Goals
- ◇ Board of Directors Calendar
- ◇ JCMGA and OSU Relationship
- ◇ Duties and Expectations of Board Members
- ◇ Overview of Board meeting procedures
- ◇ Dropbox, Board reports, Archives
- ◇ Robert's Rules of Order
- ◇ Budget and Financial Reports
- ◇ Purchase Reimbursement Procedures
- ◇ Annual Conflict of Interest Statement

Jackson County Master Gardeners

Policy Number	2.4
Policy Name	Endorsements-Promotions of Outside Entities
Date of Origin	February 14, 2020
Last Review Date	

Policy Statement

1.1 The JCMGA Board of Directors must approve all activities dealing with outside commercial or non-profit entities before any commitments are made to ensure that all activities done in the name of the Jackson County Master Gardener Association do not in any way endorse, recommend or promote any commercial products, companies or organizations. When in doubt, the OSU JCMG Program Coordinator will be asked to consult the OSU Statewide Master Gardener Program Coordinator.

Jackson County Master Gardeners

Policy Number	2.5
Policy Name	Working Groups, Committees and Teams
Date of Origin	February 14, 2020
Last Review Date	

Policy Statement

1.1 Working Groups are established by the Board with assigned areas of responsibility. They may be divided into committees with particular functions and further subdivided into teams to perform specific duties, with chairs or co-chairs to coordinate their work. Committees and teams report to the Board through a Working Group representative, who is nominated by them to be a voting member of the Board. Committees develop and present to their Working Group chair annual goals along with an associated budget. Working Group chairs support and coordinate efforts among their committees and teams, assist with the development of committee budgets, and approve expenditures within budgeted amounts.

Jackson County Master Gardeners

Policy Number	2.6
Policy Name	Conflict of Interest
Date of Origin	June 12, 2020
Last Review Date	June 12, 2020

Policy Statement

1.1 The purpose of the conflict of interest policy is to protect this tax-exempt Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Interested Person: Any director, officer, or member of a Working Group with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
- A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board considering the proposed transaction or arrangement. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted

upon. The remaining Board members shall decide if a conflict of interest exists. If a Board member has a financial interest or a conflict of interest regarding any contract or other transaction that the Board is considering, he/she shall leave the Board meeting while the transaction is discussed and voted upon. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Annual Statements: Each member of the Board including Working Group Chairs, shall annually sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and;
- Understands that the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2.1 Minutes and Documentation: The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include: the name of the interested party and the nature of the interest; the decision as to whether the interest presented a conflict of interest; any alternatives to a proposed contract or transaction considered by the board; and if the transaction was approved, the basis for the approval.

Jackson County Master Gardener Association Annual Conflict of Interest Statement

I attest that I have received, read and understand the JCMGA Conflict of Interest Policy and that I understand the principles of best practice regarding conflicts of interest. I agree to abide by this policy.

I understand that JCMGA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more tax-exempt purposes.

I attest that I do not have a conflict of interest as a member of the JCMGA Board of Directors at this time nor anticipate a conflict during my tenure as a member of the Board. Should any actual or possible conflict of interest arise in the future I shall promptly disclose such to the Board.

Jackson County Master Gardeners

Policy Number	2.7
Policy Name	Acceptance of Gifts
Date of Origin	July 12, 2020
Last Review Date	July 12,2020

Policy Statement

1.1 The Jackson County Master Gardener Association accepts unrestricted monetary gifts. All tangible (non-monetary) gifts or restricted monetary gifts must be approved by the JCMGA Board prior to JCMGA taking possession of any such gifts.

Operational Procedure

All tangible (non-monetary) requests to provide a gift to JCMGA will be forwarded to the Board President for review and presentation to the Board.

Jackson County Master Gardeners

Policy Number	2.8
Policy Name	Board Report Format
Date of Origin	April 9, 2021
Last Review Date	

Policy Statement

To maintain consistency and clarity and for organizational and archival purposes, all reports presented to the Board will follow a standardized format.

Operational Procedure

The first page of a report to the board, including spreadsheets, should begin at the top with:

- ◇ Name of Project or Committee
- ◇ Date – Month and Year
- ◇ Name of the Chair of the Committee
- ◇ Name of the person submitting the report if different than the Chair.

If the report is submitted to the Board electronically, e.g. as an attached Word document to be uploaded to Dropbox, label the attached file as follows:

Name of Project/Committee followed by the Month and the Year.

Example: Bylaws Committee Aug 2019.doc

Do not use initials, abbreviations, JCMGA, the words “report”, “activities report”, “Board report”, or similar wording in the title.

Jackson County Master Gardeners

Policy Number	3.1
Policy Name	Expenditure of Funds
Date of Origin	February 14, 2020
Last Review Date	

Policy Statement

The Treasurer is to be guided in expenditure of funds by the following:

- Approval for expenditures within the limits of the adopted budget rests with Working Group chairs unless that person wishes to delegate that responsibility to committee chairs within his/her working group.
- A list of persons authorized to approve expenditures shall be given to the Treasurer at least annually.

Any member wishing to make a purchase on behalf of JCMGA must first complete an "Authorization/Reimbursement Request" form estimating the cost of the purchase and obtain approval from their working group chair or other designated person. Anyone who is authorized to approve expenditures may approve his/her own expenditures. After the purchase is made the receipt is to be attached to the form and approval for reimbursement obtained from the working group chair or other designated person. If that person is not available then approval may be sought from the President, President-Elect, or Past President. Approval may be obtained by e-mail, in which case the e-mail record must be attached to the reimbursement form.

In case of emergency or unanticipated need, the expenditure may be made without written approval, but approval should be sought by telephone and/or email when possible, and in any case, written or electronic approval is required before payment can be made.

Working Group chairs and others authorized to approve expenditures are responsible for tracking expenditures for their group and remaining within their designated budget unless an increase in their budget is sought and approved by the Board.

Jackson County Master Gardeners

Policy Number	3.2
Policy Name	Reimbursement
Date of Origin	February 14, 2020
Last Review Date	

Policy Statement

Reimbursement for expenses to JCMGA officers and members whose attendance away from home is required on Chapter business shall be reimbursement for actual expenses, not to exceed the current OSU guidelines for expense reimbursement.

Jackson County Master Gardeners

Policy Number	3.3
Policy Name	Honoraria and Travel
Date of Origin	February 2018
Last Review Date	February 14, 2020

Policy Statement

In accordance with OSU policy, a Master Gardener may not receive remuneration for services related to volunteering with the Jackson County Master Gardener Program or the Jackson County Master Gardener Association.

Reasonable travel reimbursement for expenses may be made for presenters who are not reimbursed by other entities, coming from beyond counties adjacent to Jackson County (Josephine, Douglas, Klamath, and Siskiyou) up to a maximum of \$200.

Honoraria may be offered to non-Jackson County Master Gardener speakers up to \$50 per event.

Jackson County Master Gardeners

Policy Number	3.4
Policy Name	Fundraising
Date of Origin	April 2018
Last Review Date	February 14, 2020

Policy Statement

The earnings from all JCMGA entities will be deposited in the JCMGA general fund to be distributed per the JCMGA budgetary process.

Jackson County Master Gardeners

Policy Number	3.5
Policy Name	OSU Scholarships
Date of Origin	December 2019
Last Review Date	May 11, 2020

Policy Statement

JCMGA will provide at least one annual scholarship award in the amount of \$2,500 to an OSU student at the junior level or above, majoring in a field of study related to the plant kingdom. Priority will be given to OSU students who have graduated from a Jackson County high school or are a resident of Jackson County. Scholarship awards will be awarded to graduates of an Oregon high school when there is not a qualified applicant from Jackson County.

JCMGA will annually deposit \$1,000 to the principal of the OSU Endowment Fund. The annual scholarship award of \$2,500 will be funded by the payout earned from the OSU Endowment Fund, supplemented by funds from the JCMGA annual operating budget when needed. A qualified applicant must be a currently enrolled OSU student, at the junior level or above, with at least a 3.0 GPA majoring in a field of study related to the plant kingdom.

Jackson County Master Gardeners

Policy Number	3.6
Policy Name	School Garden Grants
Date of Origin	
Last Review Date	June 12, 2020

Policy Statement

To help fulfill the mission of JCMGA, grants will be awarded throughout Jackson County to K-12 schools where an individual or group within a school wants to offer gardening education and horticultural learning opportunities for students.

Operational Procedure

2.1 JCMGA budget may include funding for activities directly involving students and their hands-on interaction with soil, seeds, plants, small gardening tools, and activities that connect students directly with the process of growing plants. JCMGA funding is not intended for major construction projects (e.g., the building of greenhouses), or for purchasing large equipment (e.g., rototillers).

Evaluation criteria:

- Project meets the direct “hands-on” intent of JCMGA funding
- First time request, or continuation of a larger or expanded project
- Number of students benefiting from the project
- Likelihood of success; ability to complete project within funding requested
- Qualifications and commitment of school garden project key individual
- For larger projects, the availability and/or use of other resources (e.g., parent-teacher organizations, businesses, older students)

2.2 Applications for school garden grants will be made available beginning in August for projects planned for the following school year. The deadline for returned/completed applications is mid-October of the same year. Acceptance notifications with accompanying funding are typically distributed by mid-November. Applications request a brief description, accompanied by an estimated cost breakdown of the proposed project.

2.3 A Master Gardener will be assigned as a school contact for questions arising during the application review process and for project follow-up. Project completion pictures are encouraged to be submitted by the school or taken by the Master Gardener contact.

2.4 Grants usually range between \$100 to \$300.

2.5 A committee of (3-7 Master Gardeners) review applications and select award recipients. Funds are approved by the Board and checks delivered in November by the committee representative who will be the JCMGA contact for the duration of the project.

Jackson County Master Gardeners

Policy Number	3.7
Policy Name	JCMGA Event and Master Gardener Program Grants
Date of Origin	June 12, 2020
Last Review Date	June 12, 2020

Policy Statement

The purpose of this policy is to provide grants to attend and participate in educational events held by JCMGA or the Master Gardener Program. Amounts designated for this purpose may be added to the annual budget per the direction of the Board of Directors.

Operational Procedure

All or portions of fees required for JCMGA educational events or the Master Gardener Program shall be awarded on a case by case basis.

Requests for grants shall be reviewed, approved, or denied by a committee appointed by the President which committee shall determine criteria for awarding grants and application procedures.

Jackson County Master Gardeners

Policy Number	3.8
Policy Name	Operating Reserve Fund
Date of Origin	
Last Review Date	June 12, 2020

Policy Statement

In order to fulfill the mission of JCMGA and provide financial stability and flexibility, a restricted operating reserve will be established. The purpose of the fund is to provide for emergency or unexpected situations, unexpected cash flow shortages, expenses or losses. The Operating Reserve is restricted unless access is determined by the Board for the reasons stated above.

Operational Procedure

JCMGA will deposit \$2,400 per fiscal year in the Operating Reserve Fund.

Jackson County Master Gardeners

Policy Number	4.1
Policy Name	Community Outreach
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

Articles of Association, Section 2.d, states that the association will work with other organizations to enhance and promote gardening in the community. The intent of this policy is to define and clarify what JCMGA believes is its role in the community, giving consideration to its membership, financial resources and responsibility to OSU.

The Chapter is often contacted by other organizations and individuals requesting the services of a Master Gardener.

To comply with the mission to enhance and promote gardening in the community and to provide gardening education, Master Gardeners provide services that may include:

- Plant identification
- Speaking to a group on a garden-related topic
- Teaching a class on a garden-related topic
- Designing a landscape for a non-profit or government organization
- Plant Clinic activities, including insect, pest, and disease identification, and providing advice on appropriate OSU approved control measures
- Conducting tours of the demonstration gardens on the grounds of the OSU Extension Service

Master Gardeners are not allowed to represent the Master Gardener Association when doing the Following:

- Providing gardening labor, or any other kind of labor, for other organizations or individuals, or
- Maintaining gardens other than those at the OSU Jackson County Extension grounds, or
- Promoting a single product, company or organization

Credit for volunteer hours worked in other than OSU Extension Master Gardener activities needs the approval of the OSU JCMG Program Coordinator or a designee.

Jackson County Master Gardeners

Policy Number	4.2
Policy Name	JCMGA Communication Vehicle
Date of Origin	August 2018
Last Review Date	January 8, 2021

Policy Statement

JCMGA utilizes various communication vehicles to communicate with its members and/or the public. Communication vehicles and content are overseen and managed by the Communications Working Group (CWG). All JCMGA communications must be related to home horticulture, the association and its activities and must be congruent with the JCMGA mission and OSU guidelines.

Communication vehicles include but are not limited to the JCMGA Facebook, Website, Garden Beet, YouTube Channel, and Mailchimp. JCMGA may inform the public and members of events, educational information, education resources, meetings and opportunities from OSU, SOREC organizations, OMGA and its chapters, and any other organization in a reciprocal relationship with JCMGA as deemed appropriate by the CWG.

All information that originates from a source outside of JCMGA, OSU, or OMGA will be accompanied by a statement stating that the information does not imply endorsement by JCMGA.

Operational Procedure

The Communications Working Group (CWG) will serve as the primary resource when there is a question as to whether a specific communication posting meets this policy. A member may request reconsideration for posting content not supported by the CWG by first conferring with the JCMGA President and then if necessary, may also request to be put on the next Board of Directors or Executive Committee meeting agenda for discussion. The CWG may approve exceptions to posting content which is outside the scope of this policy after consultation and agreement with the President. The CWG will routinely monitor all content posted on JCMGA communication vehicles.

A current list of organizations in a reciprocal relationship with the association as approved by the JCMGA Board of Directors will be kept by the CWG Chair and in Archives.

Jackson County Master Gardeners

Policy Number	5.1
Policy Name	Guidelines for the Use of JCMGA Greenhouses
Date of Origin	
Last Review Date	February 14, 2020

Policy Statement

The guidelines for the Association greenhouses as approved by the Board will be administered by the Practicum Committee.

1.1 The main purpose of The Jackson County Master Gardener Association (JCMGA) is education. The JCMGA Greenhouses have been conceived, planned, and constructed primarily as a major teaching tool by the JCMGA Practicum (MGP).

1.2. The JCMGA Practicum has primary operating responsibility for the JCMGA Greenhouses. The JCMGA Board of Directors may reassign operating responsibility for any JCMGA Greenhouse(s) if they deem that the Practicum has become negligent.

Operational Procedure

2.1. The JCMGA Greenhouses will be for the exclusive use of the Practicum from January 1 through the Practicum's After Sale in May and allowing enough time afterwards for replacing risers, shelves, and any other equipment needing to be reinstalled, necessary repairs to be made, and other tasks that may need to be accomplished. Each JCMGA Greenhouse will become available for use by other SOREC entities individually without regard for the needs of the other Greenhouses. Exceptions can be made on a case by case basis with approval as outlined in 2.4.

2.2. The JCMGA Greenhouse(s) may be used by other entities of the Southern Oregon Research and Extension Center (SOREC) by approved application. In the application, the borrowing group will agree to financial responsibility for correcting any damages or changes to the JCMGA Greenhouse(s) and/or equipment that occur during their time of use.

2.3. Reapplication must be made if the project extends from one calendar year into another.

2.4. The sponsoring MGP mentor, who will be named in the application, will act as liaison between the Practicum, the Board of Directors, and the group requesting to use the JCMGA Greenhouse(s).

2.5. Applications will be reviewed and responded to as quickly as possible.

2.6. The sponsoring Practicum mentor will present the application to a subcommittee composed of the Practicum chair(s), two additional Practicum mentors chosen by the chair(s) from volunteers, and the JCMG Coordinator. If the subcommittee deems the application acceptable, the MGP chair(s) will refer it to the Practicum mentors for comment before final approval is granted.

2.7. The JCMGA Board of Directors will be kept informed of the status of applications. When use of the JCMGA Greenhouse(s) by other than the Practicum has occurred, the MGP representative to the JCMGA Board of Directors will include details in the monthly report to the board.

2.8. All members of the borrowing group who work in the JCMGA Greenhouse(s) will do so only after completing and signing the Oregon State University liability waiver.

2.9. A check-off list covering conditions of all equipment in the JCMGA Greenhouse(s) will be completed and signed by a representative of the group requesting use of the JCMGA Greenhouse(s) and the Practicum chair or their representative before use of the JCMGA Greenhouse(s) begins and within one week after use ends.

2.10. Settings for fans and heaters in the JCMGA Greenhouse(s) will only be changed by designated members of the Practicum. The automatic watering system in Greenhouse #1 will be for MGP use only.

Application for Use of the JCMGA Greenhouse(s)

Name of Applying Group

Leader of Applying Group

Contact Information (email)

Sponsoring MGP

Contact Information (email)

Greenhouse(s) Requested _____ (partial) _____

Purpose of Greenhouse(s) Use

Dates Requested

Additional considerations:

Upon approval of its application, the applying group agrees to abide by the following conditions of use:

1. The borrowing group agrees to financial responsibility for correcting any damages or changes to the JCMGA Greenhouse(s) and/or equipment incurred during their use.
2. The borrowing group will provide its own equipment and supplies. It will be responsible for all project expenses incurred during their use of the JCMGA Greenhouse(s).
3. All members of the borrowing group who work in the JCMGA Greenhouse(s) will do so only after completing, signing, and returning the Oregon State University liability waiver to the Extension office.
4. A check-off list covering conditions of all equipment in the JCMGA Greenhouse(s) will be completed and signed by the leader of the group requesting use of the JCMGA Greenhouse(s) and the Practicum chair or a representative before use of the JCMGA Greenhouse(s) begins and within one week after use ends.
5. Settings for fans and heaters in the JCMGA Greenhouse(s) will only be changed by designated members of the Practicum. The automatic watering system in Greenhouse #1 will be for MGP use only.

(Borrowing Group Leader)

(MGP Mentor / Liaison to Borrowing Group)

(Date)

Jackson County Master Gardeners

Policy Number	5.2
Policy Name	Garden Modification
Date of Origin	December 2017
Last Review Date	February 14, 2020

Policy Statement

Any changes being proposed to the existing JCMGA Demonstration Gardens that involve adding, moving, changing the size or theme, or removing an existing garden, will need to be approved by the OSU JCMG Program Coordinator, SOREC Director/County Leader, JCMGA Gardens Working Group, and the JCMGA Board prior to any changes being executed.

Jackson County Master Gardeners

Policy Number	5.3
Policy Name	Garden Education Mentor (GEM)
Date of Origin	December 2017
Last Review Date	April 9, 2021

Policy Statement

1.1 A GEM must be a current member of JCMGA and a Certified Master Gardener by completing continuing education credits and volunteer hours annually as required by OSU for Master Gardeners who teach.

1.2 Any time there is a vacant GEM position there will be enacted a procedure for filling the position that will include the Gardens Working Group Chair, the Demonstration Gardeners Chair, the Apprentice Chair, and the OSU JCMG Program Coordinator. This policy describes recruitment, appointment, and expectations.

Operational Procedures

2.1 Attend weekly workdays as scheduled, May—October.

2.2 Teach basic garden skills from your skill list to apprentices.

2.3 Teach unique requirements for the assigned garden to apprentices.

2.4 Maintain the assigned garden within the parameters of its theme.

2.5 Keep records on the assigned garden in the notebook, including weekly or seasonal notes, what products have been used, problems, irrigation issues or changes, etc.

2.6 Keep an updated plant list and keep plants labeled.

2.7 Respond to questions from the public during workdays.

2.8 Attend monthly GEM's meetings.