



Crittenden
County
**Volunteer
Manual**

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Crittenden County Master Gardener (CCMG) Volunteer Manual

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Abbreviations -

Executive Committee	Crittenden County Master Gardener Executive Committee
Advisor	Crittenden County Extension Agent-Ag
CCMG	Crittenden County Master Gardener Program
MG	Master Gardener Member
UACES	University of Arkansas System, Division of Agriculture, Cooperative Extension Service

Equal Employment Opportunity (EEO) Statement

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.

Cooperating Statement

University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

Crittenden County Master Gardener (CCMG) Organization

Welcome to Crittenden County Master Gardeners!

The Crittenden County Master Gardener program is a program of the University of Arkansas System, Division of Agriculture, Cooperative Extension Service. This title applies to one who has successfully completed the 40-hour training class and is actively pursuing (40) project hours and (20) learning hours as part of their payback commitment the first year. To maintain the designation in subsequent years, an individual must acquire (20) project hours and (20) learning hours per year.

The Master Gardener title is valid only while participating in Master Gardener programs and cannot be used in relation to any commercial venture. When individuals cease to be members in good standing, their designation as Master Gardener becomes void.

- **Date of CCMG inception:** 2005
- **Current number of active members to date:** 25
- **Day, date and location of meetings:**
Members meet the second Tuesday of each month.
6:00 PM April through October; 1:00 PM November through March
Location 116 Center Street, Marion, AR 72364
- **Member Dues:**
\$20, payable to “Crittenden County Master Gardeners” and submitted to the Treasurer by March 1st of each calendar year.
- **List of 2023 - 2024 Executive Committee officers:**

President	Jeff Tacker
Vice President	Melinda Akins
Treasurer	Diane Murphy
Secretary	Kathy Davenport
2022 President	Holly Bacon/Laura Bell
- **Summary of Sanctioned Projects:**

1. Library	Crawfordsville
2. State Hwy 64 Sign	Crawfordsville
3. Library	Horseshoe Lake
4. Courthouse:	Marion

- a) Main Building
- b) Ag Extension Service Office
- c) Judges Chamber Building
- 5. Sultana Memorial Marion
- 6. U. S. Post Office Marion
- 7. Veterans Memorial West Memphis

- **Summary of typically recurring Community Service Projects:**
 - 1. Spring Plant Sale CCMG Greenhouse
 - 2. MG Educational Seminar Marion / West Memphis area

- **Summary of Typical Standing Committees:**
 - 1. Spring Plant Sale Oversight
 - 2. Communications
 - 3. Educational Seminars/CCMG Education Programs
 - 4. Recruitment - Retention – Recognition
 - 5. Sanctioned “Beautification” Projects
 - 6. Scholarships

Crittenden County Master Gardener’s Volunteer Directory

See Appendix “A” for a list of members, addresses, phone numbers and e-mail contacts.

Crittenden County Master Gardener’s Sanctioned Projects

See Appendix “B” for details for typical work planned and schedules for each Sanctioned Beautification Project.

County Master Gardener’s Planning Calendar

See Appendix “C” for monthly calendar showing meeting dates, program dates, activity dates, MG State meetings, MG State trip, etc.

Crittenden County Master Gardener’s Recordkeeping / Timekeeping

See Appendix “D” for time entry instructions.

Possible Annual Recognitions:

		CCMG	State of Arkansas
1	Crittenden County Master Gardener of the Year	X	X
2	CCMG Rookie of Year	X	X
3	Friend of Crittenden County Master Gardeners	X	X
4	Crittenden County Project of the Year	X	X
5	Additional CCMG Recognition(s)	X	
6	County Agent of the Year		X
7	Newsletter of the Year		X

The Crittenden County Cooperative Extension Office and Staff



Crittenden County

Address
116 Center St.
Marion, AR 72364

Directions to our office

Contact
Phone: (870) 739-3239
Fax: (870) 739-3204
Email: crittenden-marion@uaex.edu

Office Hours
Monday- Friday 8:00 to 4:30

Welcome to the Crittenden County Office, Arkansas Cooperative Extension Service



We are part of the University of Arkansas Cooperative Extension Service's statewide network and the U of A System's Division of Agriculture. Our mission is to provide research-based information through non-formal education to help all Arkansans improve their economics well-being and the quality of lives. Whether it's agriculture, 4-H, family and consumer science, or community development, our Crittenden County office is at your service.



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**UNIVERSITY OF ARKANSAS
COOPERATIVE EXTENSION SERVICE
CRITTENDEN COUNTY MASTER GARDENER
BYLAWS
Effective June 13, 2023**

ARTICLE I - NAME

The name of this organization shall be the Crittenden County Master Gardeners (CCMG).

ARTICLE II - PURPOSE

The Crittenden County Master Gardener program trains and maintains horticulture volunteers for the University of Arkansas Cooperative Extension Service. The goals of this program shall be to increase the availability of horticultural information for their members and the community at large and to improve the quality of life for the residents of Crittenden County through horticulture volunteer activities.

ARTICLE III - MEMBERSHIP

A. Membership in the Crittenden County Master Gardeners shall be by successful completion of Master Gardener training classes and the final exam, and by remaining a member in good standing. The program is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

B. Upon completion of the Master Gardener training class conducted by the University of Arkansas Cooperative Extension Service, first year Master Gardeners are required to pay back forty (40) working hours and acquire an additional twenty (20) learning hours within 12 months of completion of class. At least 50% of the required working hours must be conducted on projects sanctioned by the Crittenden County Master Gardeners. First Year Master Gardener's membership dues are included in the training fees.

C. If an individual's annual working and learning hours are not completed within the first twelve (12) months after completion of the Master Gardener Training class, he or she will be allowed to complete the requirements for both the initial and second year within 24 months. If at the conclusion of 24 months they have not completed the required project hours and educational hours, they will be considered to have voluntarily quit the program. The Executive Committee may, with the approval of the Crittenden County Extension Agent-Ag, make exceptions in unusual circumstances.

D. To remain a Master Gardener in good standing in subsequent years one must:

1. Complete twenty (20) working hours during the membership year; 50% must be completed on projects sanctioned by Crittenden County Master Gardeners.
2. Complete twenty (20) learning hours during the membership year.
3. Pay the annual membership dues between January 1 and March 31 of each year.
4. If a member does not complete the required hours then that year will not be accrued toward years of service. The Executive Committee may, with the approval of the Crittenden County Extension Agent-Ag, make exceptions in unusual circumstances.

E. Master Gardeners wishing to transfer from another state must take the Master Gardener Basic Training classes in Arkansas, and pay all applicable fees. Exception: Master Gardeners who are members in good standing in counties bordering the state of Arkansas may petition for an immediate

membership and transfer in without the requirement of Basic Training classes.

F. Membership dues may be levied as recommended by the Executive Committee and voted on by the membership.

G. The membership year for Crittenden County Master Gardeners is January 1 to December 31. All hours must be reported before December 15, the end of the Master Gardener working year.

H. All Master Gardeners are expected to report their working and learning hours monthly.

ARTICLE IV – OFFICERS AND ELECTIONS

A. The members of the CCMG who shall serve as the Executive Committee shall be: Past President, President, Vice President, Secretary, Treasurer, and one member appointed at-large by the President. Voting members of the Executive Committee shall be the Past President, President, Vice President, Secretary, and Treasurer. The Crittenden County Extension Agent-Ag will serve as an Advisor to the Executive Committee. The Crittenden County Extension Agent-Ag as the University of Arkansas Cooperative Extension Service representative is the final authority on its Master Gardener Program. The President, Vice President, Secretary, and Treasurer shall be elected at the annual November meeting by majority vote for a term of two years or until their successors are elected. No person may hold more than one office at the same time. No person may hold any office for more than two successive years.

B. The President, with the approval of the Executive Committee, shall appoint a nominating committee of three members at least one month before the annual meeting. All nominees shall be CCMGs in good standing. Following the report of the nominating committee, additional nominations may be made from the floor, provided that consent has been secured from the nominee.

C. The Nominating Committee will present a tentative slate of officers to the Executive Committee at their October general meeting.

D. The Nominating Committee will present the slate of officers, approved by the Executive Committee, to the membership at the November general meeting. Additional nominations may be made from the floor, provided consent has been obtained from those nominees. The election of officers will follow with the newly elected officers taking office on January 1 of the following year. Election of each officer determined by majority vote of attending members.

E. Vacancies among the officers and standing committee chairs shall be filled by the President, with approval of the Executive Committee, for the remainder of the unexpired term. However, if the office of either the President or the Vice President becomes vacant, it will be filled by a special election by the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that office. Officers leaving during their terms of office for any reason shall transfer all records and property of their offices to the successors.

D. The Executive Committee will:

- 1) Act as the governing body of CCMG.
- 2) Transact it necessary business.
- 3) Meet at the time and place designated by the President.
- 4) Meet at least six (6) times each year to coordinate the CCMG programs.
- 5) Set the direction of CCMG.

- 6) Frame policies and reports.
- 7) Report, as needed, to the membership.
- 8) Recommend the dues that will be levied for members, after which the dues are presented to the membership for approval.
- 9) Authorize fund-raising activities.

E. The Executive Committee may recommend to the membership that additional officer positions be added.

ARTICLE V - DUTIES OF THE OFFICERS

A. The President shall:

- 1) Preside at all meetings at which he or she is present.
- 2) Exercise general supervision over the affairs and activities of CCMG.
- 3) Be responsible for the formation and dissolution of committees.
- 4) Serve as coordinator of the monthly programs.

B. The Vice President shall:

- 1) Perform the duties of the President when the President is absent or unable to perform his or her duties.
- 2) Serve as the Project Committee Chair with each individual sanctioned project chair as the members of the committee. The Project Committee will be responsible for the Project's Budget creation and adherence.
3. Update and maintain the CCMG master copy of the Volunteer Manual and oversee the distribution of an annual updated copy to the membership.

C. The Secretary shall:

- 1) Record and maintain the written records and minutes of the monthly membership meetings and all Executive Committee meetings.
- 2) Provide written minutes of the monthly general meeting to the CCMG group.
- 3) Maintain a file of all documents and papers belonging to CCMG.
- 4) Ensure that the files in the CCMG office are kept current, and that all forms and documents are provided to the Crittenden County Extension Agent-Ag as required.
- 5) Send acknowledgements, donor receipts, and thank you notes as requested by the Executive Committee.
- 6) Keeps an up-to-date record of the names, addresses, and other contact information of members.

D. The Treasurer shall:

- 1) Set up such accounts and perform normal banking duties as necessary to conduct the business of CCMG.
- 2) Disburse all monies, by check only, to cover the expenses of the group as authorized by the Executive Committee.
- 3) Reconcile monthly bank statements in a timely manner.
- 4) Present a financial report at each business meeting to the Executive Committee and general membership.
- 5) Prepare an annual budget in consultation with the Executive Committee for approval at the October meeting, after which it is presented to the membership.
- 6) Contact the Executive Committee about any member delinquent in payments of dues for 60 consecutive days.

E. The Immediate Past President will serve on the CCMG Executive Committee and as Coordinator of the Nominating Committee.

F. The duties of the Executive Committee shall be to act as the governing body of the CCMG and to transact its necessary business. The Crittenden County Extension Agent-Ag Staff Chair responsible for agriculture, which provides leadership and counsel to the Master Gardener program, shall serve as Advisor to the Executive Committee.

ARTICLE VI - ROLE OF THE COUNTY AGENT (ADVISOR)

The Crittenden County Extension Agent-Ag is Advisor to and administrator of the Crittenden County Master Gardener Program. As the University of Arkansas Cooperative Extension Service representative in the county is the final authority on the CCMG program. However, the organizational directives set forth in the CCMG Bylaws and the CCMG Volunteer Manual have been developed to provide a framework to facilitate the ongoing management and operation of the organization. The Crittenden County Extension Agent-Ag will be an authorized signatory on the CCMG checking account.

ARTICLE VII - COMMITTEES

A. The President may create committees as needed and shall appoint committee chairpersons. The chairman of the committee will select the committee members. These committees will be categorized as one of three types:

- 1) Project Committees - committees to manage ongoing CCMG sanctioned projects;
- 2) Ad Hoc Committees - short term committees to meet an immediate and short term goal; or
- 3) Standing Committees - permanent committees necessary to the continued existence of the CCMGs. Standing Committees shall determine standard rules of operation for their committee and make those rules known to the membership.

ARTICLE VIII - MEETINGS

A. General membership meetings shall be held the second Tuesday of every month. At monthly business meetings, members present shall constitute a quorum. Sustaining Members and Members on approved leave of absence do not have voting privileges. Meetings shall be conducted following *Roberts Rules of Order*.

B. The annual meeting of the CCMG, with election of officers, shall take place in November of each year.

C. The Executive Committee shall meet as needed. All Executive Committee members and the County Extension Agent-Ag will be notified of meeting time and location by the President. Members of the Executive Committee present, if not less than three, shall constitute a quorum.

D. Special meetings of the Executive Committee may be called by the President or at request of a majority of the officers.

ARTICLE IX - FINANCES

- A. A proposed budget of anticipated revenues and expenditures as prepared by the Treasurer shall be submitted to the Executive Committee for approval to be presented to the general membership for adoption.
- B. In consideration of the budget for the CCMG, the Executive Committee will recommend the dues (if applicable) to be levied from the members. Such dues shall be approved at a regular meeting of the general membership.
- C. Fund-raising activities for the CCMG may be authorized by the Executive Committee when the purpose of such activities is in agreement with the objectives of the group and not in conflict with the nature of the organization.

ARTICLE X - AMENDING THE BYLAWS

- A. Proposed amendments to these Bylaws will be presented in writing to the Executive Committee.
- B. With approval of the Executive Committee and the Crittenden County Extension Agent-Ag, a written notice of any proposed amendments will be distributed to the membership via e-mail, telephone, or mail. At the next general meeting, the proposed amendments will be presented and discussed by the membership.
- C. At the next regular meeting after the proposed amendments are discussed, they will be voted on by the membership with no additional discussion.
- D. One-half (1/2) of the active membership will constitute a quorum for a meeting in which voting on amendment to the Bylaws takes place. With approval of two-thirds (2/3) of those members present, the proposed amendments will become part of the Bylaws.

These Bylaws approved in 2023 by the Executive Committee, County Agent, and the CCMG general membership as follows:

Approved by the Executive Committee: _____ June 13, 2023

Approved by the County Agent: _____ June 13, 2023

Approved by the Membership: _____ June 13, 2023

Crittenden County



CCMG GUIDELINES



Crittenden County Master Gardener - Guidelines

While the CCMG Bylaws provide a framework for the organization, the Guidelines have been created to direct the organization in its activities from year to year.

PROJECT GUIDELINES AND PROPOSALS

Rev. 6-13-23.

A. Projects

A.1. OVERVIEW:

One of the main purposes of the CCMG program is to work on community betterment projects. Project work is often one of the most rewarding parts of being a MG. However, before agreeing to take on a project, CCMG should evaluate its usefulness and determine if the organization has the resources to devote to the project. CCMG projects are a primary public relations tool. The projects should always be visible, wellkept and serve the general public. CCMG should limit funding of beautification projects. Most beautification projects should be a partnership between CCMG and the community, funded by other entities such as city or county governments, chambers of commerce, corporations or utility companies. The community funds the project while MGs provide expertise, labor and management of the project.

A.2. SANCTIONED PROJECTS:

Sanctioned projects are those that have been approved by CCMG through a specific proposal procedure. They may include beautification projects, youth enrichment programs, horticultural therapy programs, garden tours and supporting the Extension Office. The process for sanctioning CCMG projects is divided into three steps: 1) Proposal, 2) Acceptance or rejection, 3) Evaluation.

A.3. PROJECT GUIDELINES:

- a) Select enough projects to ensure membership re-certification hours can be met.
- b) Group participation in sanctioned projects is expected. Projects should provide educational opportunities for MGs and the public and should be accessible to the public without an admission fee.
- c) Beautification projects should create visibility for CCMG and be identified with a sign.
- d) Projects should benefit the city, county, state or a non-profit organization.
- e) New project applicants should be promptly notified of approval or rejection.
- f) A folder for each project will be kept in the Extension office. In each project folder should be the design plan for the project, selected plants, material used, progress reports, completed

Project Proposal and Agreement form and any correspondence concerning the project. A copy of each folder's contents will be maintained by the Project Chair in the project notebook.

A.4. NEW PROJECT PROPOSAL:

The MG who proposes the sanctioning of a new project will complete the Project Proposal and Agreement form, providing information about the proposal. The Executive Committee will evaluate each new proposal to ensure:

- Conformity with project guidelines, including funding.
- Appropriate design.
- Appropriate plant selection for the location.
- Adequate water supply
- Design assistance, as needed.

If approved by vote, the Executive Committee will then present the proposed project to the general membership for a vote of approval.

A.5. PROJECT EVALUATION:

- a) Projects will be reviewed on an annual basis by the Vice President using the CCMG Project Evaluation form. Project Chair or their designated representatives will be invited to attend project evaluations. A copy of the evaluation will be sent to the Project Chair to be filed in the project notebook and the original will be filed in the project folder in the Extension Office.
- b) If changes are deemed necessary, the Vice President will make a recommendation to the Executive Committee regarding continuation of the project.
- c) Recommendations for the discontinuation of a project will be taken to the general membership for a vote of approval.

A.6. PROJECT CHAIR RESPONSIBILITIES:

- a) Meet with the contact person (e.g. County Judge, Librarian, Postmaster, etc.) to discuss needs and funding for the project.
- b) Discuss with the Treasurer the amount of funds budgeted for the Project.
- c) Maintain project expenditures within approved budget. Sign and submit completed reimbursement forms with documentation to Treasurer or project contact person.
- d) Schedule workdays and meetings, as needed.
- e) Inform the general membership of all workdays.
- f) Communicate with Vice President before each General Meeting or as needed.
- g) Meet with Vice President to discuss the Project Evaluation, as needed.
- h) Complete the annual CCMG Project Self-Evaluation form and submit it to the Vice President for both "Sanctioned (Dirt) Projects" and "(Non-Dirt) Standing Projects".
- i) Maintain the project notebook to be passed on to the next Project Chair.
- j) Encourage and promote a successor for Project Chair. After serving no more than two years, encourage and train a new Project Chair.

B. Membership

B.1. RECRUITMENT OF NEW MEMBERS:

- a) Recruitment of new members is a year-round process.
- b) Diversity is desirable.
- c) Recruitment tools include brochures, newspapers, newsletters, radio, CCMG presence through speaking, projects, and the “Meet the Masters” event.

B.2. INTERVIEW OF NEW MEMBERS:

- a) Mentors should interview their mentees to introduce them at a monthly meeting.

B.3. RETENTION OF MEMBERS:

- a) Diversification in projects, meetings, and events will be offered to provide something of interest for every member.
- b) The Mentor program was developed to help new members become acquainted with the program and its membership. The Mentors guide should encourage new members throughout the MG’s Basic Training and first year. Furthermore, Mentors are strongly encouraged to serve on at least one project with their mentee.

B.4. LEAVE OF ABSENCE STATUS:

- a) Occasionally, circumstances may arise (e.g. illness, family emergency, job) that require a MG in good standing to apply for a Leave of Absence. The Request for Leave of Absence form may be obtained from the Secretary who will submit it to the Executive Committee for an approval vote.
- b) Leave of Absence status will be in effect for one (1) CCMG year and will be reviewed annually by the Secretary and forwarded to the Executive Committee. There will be a three (3) year limit on Leaves of Absence. Military leave is not subject to the three (3) year leave limit.
- c) While on Leave of Absence the MG may neither hold an office nor have voting rights but will remain on the CCMG roster.
- d) The MG on Leave is not responsible for any project or learning hours but is strongly encouraged to report any volunteer hours accrued.
- e) If the MG on Leave wishes to register for county, regional and state MG events that have limited space, priority will be given to active MGs and those on Leave will be accepted as space allows.
- f) Time spent on Leave will not accrue toward active years of MG service and therefore will not count towards years of service (including all service year pins).
- g) Payment of annual CCMG dues is required while on Leave.

B.5. SUSTAINER STATUS:

- a) A MG who has been a member in good standing for a minimum of seven (7) years, may apply for Sustainer Status. The Request for Sustainer Status form may be obtained from the

- Secretary who will submit it to the Executive Committee for an approval vote.
- b) Sustainers may revert back to Active Status by first contacting the Secretary who will forward it to the Executive Committee. With approval by the Executive Committee the MG will revert back to Active Status.
 - c) While on Sustainer the MG may neither hold an office nor have voting rights but will remain on the CCMG roster.
 - d) The Sustainer is not responsible for any project or learning hours but is strongly encouraged to report any volunteer hours accrued.
 - e) If the Sustainer wishes to register for county, regional and state MG events that have limited space, priority will be given to active MGs and Sustainers will be accepted as space allows.
 - f) Time spent on Sustainer will not accrue toward active years of MG service.
 - g) Payment of annual CCMG dues is required while on Sustainer.

B.6. LIFETIME (MEMBERSHIP) STATUS:

- a) A MG who has been a member in good standing for fifteen (15) years will receive Lifetime status. Service years accrue by the calendar year, i.e. a MG trained in 2000 is eligible for Lifetime status in 2015. Time spent on Leave of Absence or Sustainer Status will not accrue toward active years of MG service and therefore will not count toward 5, 10, 15, and 20 years of service pins or Lifetime status.
- b) Lifetime status entitles a MG to all the benefits of an active member. Lifetime MG's must complete 10 project hours annually.
- c) Annual CCMG dues are waived for Lifetime status.
- d) Lifetime members will be recognized at the annual State MG Conference where they will receive a nametag denoting their new status.

B.7. ADVANCED MG CERTIFICATION:

- a) Master Gardeners have the opportunity to reach five levels in the Advanced Master Gardener Program. Advanced MG training is open to MGs who have been a member in good standing for a minimum of three (3) years, i.e. a MG who trained in the year 2000 is eligible in 2003. Members must remain in good standing in their County program to continue taking advanced classes and to achieve the Advanced MG certification. For more information see the Master Gardener Only section at www.uaex.uada.edu.
- b) The following levels are available in the Advanced MG certification:
 - Level 1 - Complete five (5) advanced classes.
 - Level 2 - Complete an additional eight (8) advanced classes for a total of thirteen (13) completed advanced classes.
 - Level 3 - Complete an additional ten (10) advanced classes for a total of twenty-three (23) completed advanced classes, plus write an article for a county newsletter, the County 76 Newsletter, or other publication OR give a presentation at a MG General Meeting or public workshop. The presentation or written article can be done at any time between completion of Levels 2 and 3. The presentation or article is to be verified by the Advisor and sent to the Advanced MG Coordinator.
 - Level 4 - The requirements for attaining Level IV of Advanced Training are to have attended 33 Advanced Training Courses and create a fact sheet or 30 slide Power Point with script. The fact sheet or power point must be on a preapproved horticulture topic.

- Level 5 -The requirements for attaining Level V of Advanced Training are for the candidate to have completed 38 Advanced Training classes and to complete a project of their choosing from the list below. The project must be educational in nature and make a significant contribution to a local community, school, or Master Gardener (MG) program. The project must be on a preapproved horticulture topic.
- c) MGs on Leave of Absence and Sustainer will be allowed to attend advanced classes if there is space available, but hours will not be counted toward Advanced MG certification.

B.8. REINSTATEMENT:

- a) MGs who want to rejoin CCMG will complete the Request for Returning to the CCMG Program from which may be obtained from the Secretary who will submit the form to the Executive Committee for an approval vote.
- b) To be eligible for reinstatement, the MG must have completed the first year requirements plus a second or subsequent year for recertification and must not currently be under the Leave of Absence or Sustainer policies.
- c) A MG can be granted reinstatement only one time and is not required to retrain.
- d) Project and learning hours for the year of reinstatement will be pro-rated on a quarterly basis.

B.9. TRANSFERS:

- a) MGs may transfer to the CCMG program from another MG program within the state of Arkansas or from counties bordering the state by completing the CCMG Request for Transfer form that may be obtained from the Secretary who will submit it to the Executive Committee for an approval vote. The MG's current status will be verified from the program from which he/she is transferring. Following approval of the transfer by the Executive Committee, the MG is required to comply with all Bylaws and Guidelines of the CCMG program.
- b) MGs who apply for transfer from another state must complete CCMG Basic Training.

B.10. RECORD KEEPING:

Keeping a record of project and learning hours is an important part of a Master Gardener's commitment. Besides providing proof that members have met their re-certification obligation, these figures are crucial to justify programs and procure funding on many levels. According to Arkansas DHS Division of Community Service and Nonprofit Support volunteer time is valued at \$20.85 per hour which, given the number of Master Gardener projects, provides significant financial benefit to the taxpayer.

Each county has its own timesheet for record keeping. The general guidelines apply:

- The commitment the first year is: 40 working hours and 20 learning hours (over and above the training class).
- The commitment for subsequent years in order to maintain the MG designation is: 20 working hours and 20 learning hours.
- At least one half (50%) of all required working hours must be earned while participating in a county sanctioned project in the county in which you are a Master Gardener:

Additionally:

- a) Each MG is responsible for entering his/her project and learning hours monthly in the Online Reporting system at <https://www.uaex.uada.edu>. For a MG who does not have access to a computer, the MG must turn in hours monthly to the On Line Manager.
- b) A MG must complete at least fifty percent (50%) of his/her project hours on CCMG sanctioned projects. A list of sanctioned projects is available in the CCMG Volunteer Manual. A maximum of fifty percent (50%) project hours may be earned in community work. Community work hours are earned in non-sanctioned projects, i.e. landscaping a church or a public area.
- c) Learning hours include those activities that contribute to the individual's knowledge base (monthly General Meetings, workshops, seminars, public garden tours, and garden- related educational TV shows, videos, or reading materials).
- d) Since all project hours are, in essence, a learning experience, a MG may choose to use their excess project hours as learning hours, if credit is needed in that category. However, learning hours are not to be counted as project hours and the same hours are not to be counted in both categories.
- e) Monthly General Meetings typically accrue as learning hours for the program. In order to count hours for the monthly meetings, MGs must register their attendance on the sign-in sheet provided at each meeting.
- f) Travel time is not counted for either learning or project hours except when picking up project supplies.

What is a 'county sanctioned project'? It is one that has gone through a specific proposal procedure, been accepted by the Master Gardener membership as one of the group's official projects and has been approved by the Crittenden County Extension Agent-Ag. Your local county will provide you with a list of sanctioned projects.

What constitutes non-sanctioned working hours? All services other than the sanctioned projects that a Master Gardener performs as an arm of the Extension Office count as non-sanctioned working hours.

Each county organization makes the effort to ensure adequate opportunities are provided for the volunteer to fulfill his commitment.

At the annual Master Gardener State Meeting, volunteers are recognized individually for their commitment to the program. Five, ten, fifteen, and twenty year pins are awarded to qualifying individuals. In addition, recognition is made for county projects, newsletters, Master Gardener of the Year and other special awards.

C. CCMG Annual Awards

Each year special awards may be presented to individuals and to a sanctioned project meeting specific criteria. These awards include CCMG of the Year, CCMG Rookie of the Year, Friend of CCMG, and CCMG Project of the Year.

C.1. CCMG OF THE YEAR

- a) **QUALIFICATIONS:** A MG who has completed at least two (2) years as a member in good standing.
- b) **SELECTION:** To select the winner, the Awards Committee will use an objective set of

criteria based upon the number of project hours, number of learning hours, leadership roles, and diversity of projects and committees in which the member has participated.

c) ANNOUNCEMENT: The winner will be announced at the CCMG Awards Ceremony and will be submitted by the Awards Committee as the CCMG nominee for the Arkansas MG of the Year award, which is presented at the State MG Conference.

C.2. CCMG ROOKIE OF THE YEAR

a) QUALIFICATIONS: A MG who completed CCMG Basic Training during the previous year.

b) SELECTION: To select the winner, the Awards Committee will use an objective set of criteria based upon the number of project hours, learning hours and diversity of projects and committees in which the member has participated.

c) ANNOUNCEMENT: The winner will be announced at the CCMG Awards Ceremony and will be submitted by the Awards Committee as the CCMG nominee for the Arkansas MG Rookie of the Year award, which is presented at the State MG Conference.

C.3. FRIEND OF CCMG

a) QUALIFICATIONS: A person (non-MG), business or organization that has shown outstanding support to the CCMG's program and is not affiliated with UACES may be nominated.

b) NOMINATION: Nominations must be made on the Call for Nominations-- Friend of CCMG Award form, and be submitted via e-mail, fax or hard copy to the CCMG Advisor or Awards Committee. Deadline for nominations will be announced by the Awards Committee.

c) SELECTION: The Awards Committee will determine the top three (3) finalists based upon objective evaluation criteria and present them to the Executive Committee for review and a vote of approval.

d) ANNOUNCEMENT: The winner will be announced at the Awards Ceremony. The winner may be submitted by the Awards Committee as the CCMG nominee for the Arkansas MG Friend of the Year award, which is presented at the State MG Conference.

C.4. CCMG OUTSTANDING PROJECT OF THE YEAR

a) QUALIFICATIONS: Sanctioned projects of the CCMG are eligible.

b) SELECTION: The Awards Committee will consider total effort on the scope of the project and its benefit to the community. Project evaluation data will also be taken into consideration.

c) ANNOUNCEMENT: The winner will be announced at the Awards Ceremony. The winner may be submitted by the Awards Committee as the CCMG nominee for the Arkansas Outstanding MG Project Award, which is presented at the State MG Conference.

C.5. CCMG EXCELLENCE IN EDUCATION

- a) **QUALIFICATIONS:** Administrative (education) related projects of the CCMG are eligible.
- b) **SELECTION:** The Awards Committee will consider total effort on the scope of the project and its benefit to the community. Project evaluation data will also be taken into consideration.
- c) **ANNOUNCEMENT:** The winner will be announced at the Awards Ceremony. The winner may be submitted by the Awards Committee as the CCMG nominee for the Arkansas Outstanding Excellence In Education Award, which is presented at the State MG Conference.

C.6. CCMG ABOVE AND BEYOND MEMBERS

MGs who have gone “above and beyond” the program requirements may be recognized at the CCMG Awards Ceremony. Examples could include: accumulating over one-hundred (100) project hours during the previous CCMG year or perhaps adding the cumulative MG’s work hours and education

D. State Awards

At the annual State MG Conference, volunteers are recognized individually for their commitment to the program. Years of service (5, 10, 15 and on) are recognized for qualifying individuals. Time spent on Leave of Absence or Sustainer will not accrue towards active years of MG service and therefore will not count for 5, 10, 15 years of service pins or Lifetime status. In addition, statewide winners are announced for MG of the Year, Rookie of the Year, Project of the Year, Newsletter of the Year, Friend of the Year, County Agent of the Year and other special awards.

E. Scholarships

CCMG’s conducts fund-raisers at the annual Mother’s Day weekend plant sale and possible other events to raise funds for student scholarships.

The scholarship is a monetary award to assist a Crittenden County resident in pursuing a post-secondary degree in a discipline listed in the University of Arkansas Ag School. Selection guidelines are as follows:

- a) A CCMG Scholarship Committee of a minimum of 4 Active Members will be selected by the Executive Committee to review all applications.
- b) Applications will be based on criteria established in the Scholarship Committee’s application guidelines developed, presented, and agreed to by majority vote of MG members. The approved scholarship application will be located on the Crittenden County Extension website.
- c) The Scholarship Committee will be responsible for contacting local high schools, media, or others to bring attention to scholarship opportunities and awards made.
- d) A previous recipient may re-apply in subsequent years.
- e) The Scholarship Committee will forward their choice(s) to the Executive Committee for review and a vote of approval. The Scholarship Committee will present the choice(s) to the membership at the next regularly monthly MG meeting.

SCHOLARSHIP APPLICATION GUIDELINES

- 1) Scholarships will be awarded to applicants, as funds are available.
- 2) Unless otherwise approved by the Executive Committee, applicant must be a current resident in Crittenden County for the past 12 months and have been accepted to attend an approved institute of higher learning in Arkansas.
- 3) A qualifying applicant must be enrolled in a minimum of twelve hours per semester.
- 4) The scholarship recipient will be selected from eligible applications received. Only recipients who have previously received the scholarship can receive the award in consecutive years but must also apply and complete all parts of the application.
- 5) Priority will be given to those who are past recipients.
- 6) Applicants must use the Crittenden County Master Gardener Scholarship Application form approved by the Scholarship Committee and accessed through a link or QR code available on the CCMG Facebook page, 4-H and Crittenden Ag Facebook pages.
- 7) An applicant with demonstrated community service activities is a plus.
- 8) Only completed applications with required copies of paper work will be accepted. For High School Seniors complete copies of paperwork must include a copy of their high school transcript, and ACT, SAT or Compass test scores. College applicants must supply their current mid-term grade transcript. Applications must be submitted online by midnight on the application deadline date.
- 9) The Scholarship Committee will notify each applicant of its decision to award or not award a scholarship.
- 10) Students must supply their college-assigned student ID numbers. Monies will be deposited directly into their student accounts.
- 11) Announcement of the scholarship winners will be made and presented at the High School Awards meeting each year. Additionally, awards will be communicated to the appropriate local media for recognition of individuals by CCMG.

F. Monthly General Meetings

The monthly General Meeting of the CCMG typically includes the presentation of a program by a member or guest speaker and a business meeting. The business meeting generally follows this order:

- Call to order
- Approval of minutes
- Treasurer's Report
- Continuing Business
- New Business
- Recognition
- Announcements and Reminders
- Tip of the day / Educational Topic
- Door prizes
- Adjournment

The CCMG business meetings are conducted according to the basic principles of Robert's Rules of Order. A Parliamentarian will be appointed, as needed, at the discretion of the President. For more

information, see UAEX's MP475 "Pocket Guide to Parliamentary Procedure" at <http://www.uaex.uada.edu/publications/pdf/MP475.pdf>.

Customarily twice per year, the monthly General Meeting is replaced by social events, which are planned by the Social Committee.

G. Quorum /Vote of Approval

A quorum is the minimum number of MGs that must be present at a General Meeting to legally transact CCMG business. One-half (1/2) of the active MGs constitutes a quorum for a General Meeting with a simple majority required to pass a motion. Two-thirds (2/3) of the quorum is required to approve amendments to the Bylaws.

H. Financial Operations

H.1. CCMG adheres to the "Financial Guidelines for Affiliated Groups" provided by UACES.

H.2. Reimbursement Procedures:

- a) The Reimbursement form with receipt(s) attached must be completed by the MG to be reimbursed within sixty (60) days of purchase, signed by the Project Chair and forwarded to the Vice President for signature. After review and signature the Reimbursement form will be sent to the Treasurer who will process the reimbursement.
- b) When possible, reimbursements will be made at the monthly General Meeting.
- c) Reimbursement checks must be cashed within sixty (60) days.
- d) An Invoice Payment form with receipt(s) attached must be completed for items that were received on credit, and when payment is being made directly to the vendor from an invoice.
- e) All purchases made by MGs, except items to be resold to the public, must include the payment of appropriate sales tax. Purchases of items to be resold to the public do not require the payment of sales tax. UACES has a certificate from the state signifying its exemption from the payment of sales tax on these items. For more information, see "Taxable Sales by the Master Gardener Group" at <http://www.uaex.uada.edu/yard-garden/master-gardeners/resources.aspx>.
- f) Mileage is not reimbursable by CCMG but can be deducted on a MG's personal income tax return.

H.3. Fundraising Activities:

The Executive Committee authorizes and approves all CCMG fundraising activities and solicitation of donations. The Executive Committee and Advisor must be notified before any fundraising or solicitation begins. Requests for a donor acknowledgement letter must be referred to the CCMG Advisor and Treasurer.

I. CCMG CORRESPONDENCE

Normal correspondence (receipt request for the treasurer, timesheets for the on-line manager [John Barber or Melinda Akins], or notes or requests for the secretary or other officer), should be sent via e-mail or given to them at a monthly MG meeting. In the event that this is not practical or possible for

whatever reason, please send through the United States Postal Service, UPS, Fed Ex, or other such system to the CCMG office, attention on-line manager, treasurer, etc. as per the following example:

Cooperative Extension Service
ATTN: Jane / John Doe, CCMG Secretary
116 Center
Marion, AR 72364

J. CCMG Guidelines Revisions

Any member may propose revision(s) to the CCMG Guidelines by submitting them in writing to the Executive Committee. The Executive Committee will seek input from the membership on proposed Guidelines revision(s) before the Executive Committee's vote of approval. Upon approval by the Executive Committee and the CCMG Advisor, membership will be notified of the proposed Guidelines revision(s). For the proposed revision(s) to be formally approved, a quorum of at least one-half of the active members must be present to vote, and a simple majority of the vote is cast in favor of the revision.

These Guidelines are updated and approved as follows:

Approved by the Executive Committee: _____ June 13, 2023

Approved by the County Agent: _____ June 13, 2023

Approved by the Membership: _____ June 13, 2023

Crittenden County Master Gardener (CCMG) PROGRAM

(Proposed) Executive Committee for 2023-2024

President	Jeff Tacker
Vice-President	Melinda Akins
Secretary	Kathy Davenport
Treasurer	Diane Murphy
2022 Past President	Laura Bell
CCMG Advisor / Extension Agent-Ag	Katrina Owens

CCMG Sanctioned Landscape and Beautification Projects

Crawfordsville -

1. Library
2. Highway 64 Entry Sign

Horseshoe Lake –

3. Library

Marion –

4. Crittenden County Courthouse:
 - a. Main Building
 - b. Ag Extension Service Building
 - c. Judges Chamber Building

5. Sultana Memorial
6. United States Post Office

West Memphis –

7. Veteran's Memorial

See “Appendix B” for Sanctioned Project Descriptions and Information

Crittenden County Master Gardeners (CCMG) Standing Committees

A. Annual Mother's Day (Weekend) Spring Plant Sale Oversight

Primarily a fundraiser, the Spring Plant Sale offers the opportunity to educate and interact with the general public while raising scholarship funds for youth enrolling in college level degrees associated with agricultural and horticulture degrees. Interaction with the public also provides an opportunity to inform them about the Master Gardener program and recruiting new members. Most of the plants to be sold are gathered and potted during "digs" at volunteer CCMG member gardens. Additional plants to be sold may be grown from seeds or cuttings by CCMG members. Some plants are purchased from local nurseries then repotted and grown. Garden art created by CCMG members may also be available for sale.

Plant Sale Sub-committees to be considered include: Plant Care at the Greenhouse in Crawfordsville; Marion pavilion set up and clean up; Member garden Digs & Logistics; Garden Art; Hospitality; Information & Inventory; Advertising & Publicity; and perhaps Speakers & Demos.

B. Communications

The Communications Chair (typically works closely with the Executive Committee Secretary) serves as the main point for the collection and distribution of important information to CCMG members. Items of communication could include the following methods:

- E-mail
- Monthly Meeting Minutes
- Member Newsletters
- Public / Community Outreach Correspondences
- Advertising
- Annual / Monthly Calendar Updates
- Membership Database including Advance Training Levels and Achievements
- CCMG-Only Website
- Social Media (Facebook, Twitter)
- Take photos of various projects, meetings and events involving Master Gardeners

C. Educational Seminars /CCMG Program Education

Master Gardeners may present workshops, seminars or programs to schools and the community. Past topics have included Garden to Goodies. Topics included how to grow herbs and vegetables, how to cook and prepare them, and if we have a bounty, how to preserve them. Additionally, there may be opportunities for educational training during the regularly scheduled monthly MG General Meetings. The Chair for the Educational Committee will be selected by the Executive Committee and may be requested to find, schedule, organize, and plan for any training events.

Additionally, the Education Committee tracks the skills, interests and expertise of our individual members in order to facilitate presentations to our group as well as outreach to our community. Depending on the audience and the need, Master Gardeners may present workshops, seminars or programs to schools and community organizations.

The Program Committee will plan 6 – 8 educational programs for the members of Crittenden County Master Gardeners. The programs will be 30 – 45 minutes in length. Resources for these educational programs will be local resources as well as members of the CCMG program. In addition, these programs may include, but not limited to, the State Master Gardener Program. The programs may be planned on a 6-month basis.

D. Recruitment - Retention - Recognition

The Chair for this role in CCMG's works to help our MG group to grow, keep and retain existing members, and helps the Executive Committee identify and recognize its members that have made contributions and accomplishments. The aim is to keep all CCMGs happy, productive, and actively involved in the Master Gardener program.

Recruiting:

Identify and execute opportunities to add to membership. Examples include producing a display basic gardening information at the annual Spring Plant Sale.

Retention:

There are many ways to improve your retention of your Master Gardeners, Mentoring is just one of many ways. As new members join, opportunities to introduce these members to the group should be made. One way to introduce the new member, their skills, interest, and capabilities should be provided to the group so others can reach out to them and get them involved. Consideration should also be given to have biographies for all members and over time, reintroduce members to the group. Member bios, or member of the month bios can also be included in a CCMG newsletter or as a monthly meeting minute attachment. The goal is to help all members get to know each other and thereby advance the CCMG volunteer services.

Hospitality, Relationships, Socials, and Benevolence are also ways to help retain members. A few events where the MG group can build relationships and strengthen the group comes from:

- Socials such as our Christmas Banquet
- Special Activities (i.e., Plant sale day, educational training) – provide drinks and refreshments.
- Sending our birthday cards and get-well cards.

Recognition:

Rewarding and sharing the accomplishments of members is a valuable way to recognize your hard-working Master Gardeners. A few ways to recognize members include:

- MG of the Year
- Rookie of the year
- Educator of the year
- Above and Beyond Member
- Project of the Year Team
- Others

E. Sanctioned “Beautification” Projects

The Executive Committee’s VP serves as the Project Committee Chair with each individual sanctioned project’s Project Chair as the members of the committee. The Project Committee will be responsible for determining each project needs and recruiting sufficient MG volunteers and other resources sufficient to meet each project’s objective, and timeline, and budget.

F. Scholarships

The Scholarship Committee promotes CCMG scholarships that are granted annually. After the application deadline, the committee reviews and selects the recipients to be recommended to the Executive Committee and the general membership for final approval.

A list of each Chair for the Standing Committee follows:

- | | |
|--|----------------------|
| A. Spring Plant Sale Oversight | Melinda Akins |
| B. Communications | Laura Bell |
| C. Educational/Monthly Seminars | Pam Ellis |
| D. Recruitment - Retention – Recognition | Marlene Christianson |
| E. Sanctioned “Beautification” Projects | Melinda Akins |
| F. Scholarships | Rose Marconi |

The Chairs for each Standing Committee will develop and present their 2023 - planned activities to the Executive Committee for review and approval prior to implementing. The plan from each Chair shall include an estimate of the number of man-hours, peoples needs, and budgetary funding resources expected to be needed to successfully carry out the approved plan. All approved events shall be placed on the CCMG calendar as soon as feasible able but not less than two months prior to any event to avoid overlapping event conflicts.

University of Arkansas Cooperative Extension Service

Additional Master Gardener Program References and County 76 Advisory Group Information



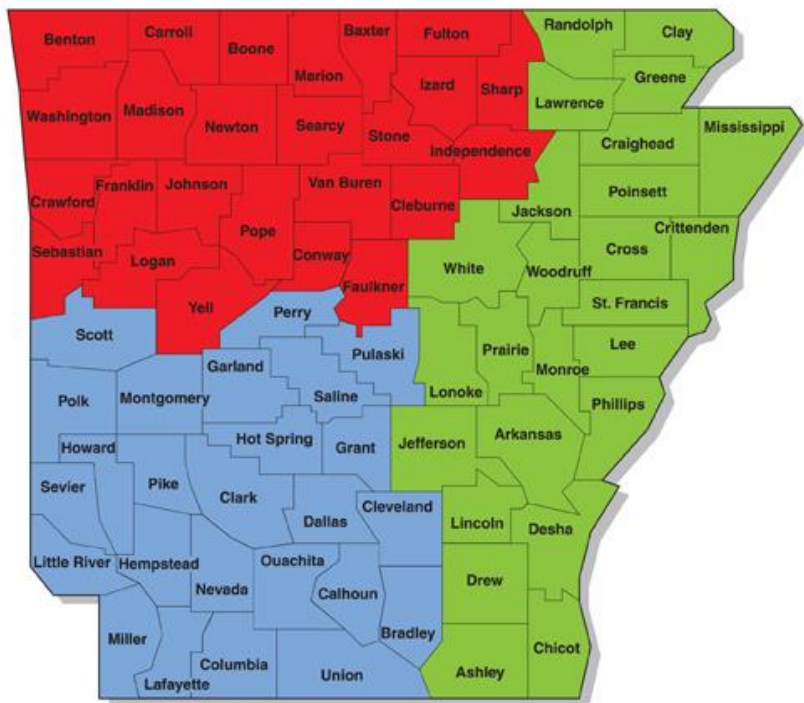
University of Arkansas, Cooperative Extension Service - Master Gardener Program:

The University of Arkansas, Cooperative Extension Service Master Gardener program provides additional education and program information at the following web site:

<https://www.uaex.uada.edu/yard-garden/master-gardeners/program-guide.aspx>

County 76

County 76 is the statewide advisory group for the Arkansas Master Gardener program. It is open to all active Master Gardeners in Arkansas. County 76 members help set policy, and provide guidance to county programs. Programs offered statewide will be County 76 "projects." The structure of the group is based on our county programs, and since there are 75 counties in Arkansas, this group is now the "76' county.



The state is divided into three districts. The eastern portion is the Delta District, the southwest portion is the Ouachita District and the northwest portion is the Ozark District.

The officers will be elected from the membership of County 76. The projects will focus on organizational, leadership, and general management issues. County 76 members will decide which projects will be created, and each member will decide on which project he/she wants to work.

County 76 Mission Statement

Active Master Gardener members from across Arkansas working together to strengthen and support the statewide and local Arkansas Master Gardener Programs

Who can join County 76?

County 76 is open to all Master Gardeners who have completed the training and are in good standing in their local county programs. In addition to their county commitment, each County 76 member must accrue 10 additional hours on County 76 sanctioned projects. Membership term is unlimited for those who recertify both in their local county and at the state level. County Agents who have an active Master Gardener program in their county may also participate.

County 76 Website: <https://www.uaex.uada.edu>

Exhibit A – Volunteer Directory

Exhibit B – Sanctioned Projects

Exhibit C – Master Gardener’s Planning Calendar

Exhibit D – Master Gardener’s Recordkeeping / Timekeeping

Online Reporting Instructions

Welcome to online reporting! To help you get started reporting your hours, here are a few instructions:

Go to the www.uaex.uada.edu site, select Yard and Garden, then Master Gardeners.

Scroll down until you see the **Enter Volunteer Hours** box on the left side of the page. Click on the box. You will be taken to your login home page. Direct link to login page:

<https://arkmg.uada.edu>.

- Your username is your email address.
- Enter your email address and click “Forgot Password”. You will receive an email with instructions for setting your password.
- Create your password. (If you forget your password, you can reset with this same process.)
- Passwords are case sensitive.

- You will be taken to your County Master Gardener Home Page.

- Under useful Links on the right side of the page is a **Report Hours** button. Click on this button to be taken to the Enter Hours page. (Or you can click on **Timesheet** at the top of the page.)

- Select the date you want (either type in the month, day, year or use the calendar image to select a date.) You can go back to the beginning of the year.
- Select the Project you want to enter hours to – the first line is dots, so an incorrect Project is not accidentally selected.
- Enter your hours. The box advances at ¼ hour increments or you can highlight and type in the number you want.
- Miles is not required. This is for your use only, if wanted.
- Click **Submit**.
- Your hours have been entered.
- You can enter up to 24 hours a day on any Project.

If you have any questions or need assistance, please contact Melinda Akins, Online Reporting Manager, email: mwakins@gmail.com or text/call: 870-636-2896.