

**BENTON COUNTY  
MASTER GARDENER™ ASSOCIATION**

**POLICIES AND PROCEDURES**

**Adopted: September 10, 2012**

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## BCMGA Policies and Procedures

### 1. Governance [Revised 11/4/19]

- 1.1 Purpose Statement: It is the responsibility of the board to conduct the business of the association and to guide its members so that the association can accomplish its mission and purposes. The board shall communicate the policies of the association to its members and ensure compliance with BCMGA policies.
- 1.2 Board of Directors
  1. Composition: The board is comprised of the following elected positions; president, president elect, past president, vice president, secretary, treasurer, membership secretary, OMGA representative, alternate OMGA representative, members at large, communications liaison, and *ex officio*. Elected positions have a vote; appointed and *ex officio* positions do not. Shared positions will only have one vote. All board members, except *ex officio*, must be active members and retain certified status during their terms of office.
  - 1.2.2 Term of Office: Officers serve a one-year term from January 1 to December 31.
  - 1.2.3 Job Descriptions (See Appendix A)
    - 1.2.3.1 President
    - 1.2.3.2 President Elect
    - 1.2.3.3 Past President
    - 1.2.3.4 Vice President
    - 1.2.3.5 Secretary
    - 1
    - 1.2.3.6 Treasurer
    - 1.2.3.7 Membership Secretary
    - 1.2.3.8 OMGA Representative (and alternate)
    - 1.2.3.9 Members at Large
    - 1.2.3.10 Communications Liaison
    - 1.2.3.11 *Ex officio* [Community Horticulture Agent and/or Designee]

1.2.4 Nomination and Election of Officers: The nominating committee proposes a slate of nominees to the board. The president presents the slate at the October association meeting. If no additional nominations are made from the floor at that time, election is by show by hands. If additional nominations are made at the meeting, a secret ballot is cast. In either case, election is by a simple majority of the association members present and voting.

1.2.5 Removal of a Board Member

A board member may be removed, with or without cause, by a vote of 2/3 of all members of the Board of Directors. The board member shall be given at least 15 days written notice by first class or certified mail of the termination and the reason for the termination, and an opportunity for the member to be heard by the Board. The board member shall be heard and all deliberations of the board regarding the termination shall be conducted in executive session. The decision of the Board of Directors is final.

1.2.6 Conflict of Interest

- In conducting the business of the association, the purposes and interests of the association shall supersede any personal or financial benefits that may accrue to an individual board member by action taken by the board.
- Whenever a board member has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of unaffected directors determine that it is in the best interest of the association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

1.3 Meetings

1.3.1 Board Meetings

1. Policy: The board of directors, as defined in the *Articles of Association* and in the *Constitution and Bylaws*, shall meet monthly or as necessary to conduct the business of the association. Trainees and MG members are welcome to attend.

1.3.1.2 Quorum: A quorum is a simple majority of all voting board members. A quorum is required to conduct the business of the association including changes in the budget or dues and to approve expenditures.

1.3.1.3 Procedure: Meetings are held early in the month. At the

December meeting, the President-elect and incoming board will establish the schedule for the following year. The meetings are held in person at the OSU-Benton County Extension Office in Corvallis or remotely with a video conferencing tool such as Zoom. A hybrid option will be offered if possible. The time and/or location may be changed if a two-week prior notification is given to the membership in the weekly communication. Board meetings that fall on national holidays will be changed to another date at the discretion of the president.

### 1.3.2 Association Meetings

1.3.2.1 Policy: The association shall meet once a month in January, February, March, April, May, September, October, and November. The October meeting is considered the annual membership meeting.

#### 1.3.2.2 Procedures

- Dates: Unless otherwise announced in the weekly e-mail, these meetings are held on the third Monday, with the exception of the January meeting which is held on the 4th Monday.
- The door is usually open at 6:30 p.m. and the meeting begins at 7:00 p.m.
- For potlucks, the door usually opens at 5:30 p.m. and the meal begins at 6:00 p.m.
- Each meeting includes a short business agenda followed by a speaker, plant swap, or other garden-related activity. Informational programs are announced to the public.

#### 1.3.2.3 Meeting Themes

- September is a membership picnic.
- October is the annual association membership meeting at which the board of directors is elected.
- November is an awards/graduation event for the new trainees who have completed their volunteer hours and to recognize and honor experienced MGs for their service to the association.
- December is the annual 'greens party' that is held early in the month instead of the regular meeting. Refreshments are served and greens are provided for wreath making. This event is usually held at Guerber Hall at the Benton County Fairgrounds and is coordinated by the vice president.
- Summer tours are organized in place of regular meetings. These tours are of horticultural interest and occur in June,

July, and/or August. Tours may also occur in other months, if necessary, to observe gardens at their peak bloom times. The vice president or designee is responsible for organizing these events.

- 1.4 Program Committees: The mission and purposes of this association are accomplished primarily through the work of the program committees. The president and board may change the list of committees as the need arises. (Current chairs are listed in the directory.) [Last revised 8/4/19]
- 1.4.1 **Clinic Table** Committee is responsible for providing Master Gardeners to staff the Benton County OSU Extension information table at events within Benton County. The events generally run between May and October. Events may include Corvallis Farmers' Market, the association Plant Sale, and other events.
- 1.4.2 **Corvallis Sustainability Council** Representative's primary function is to act as an information conduit between BCMGA and the Corvallis Sustainability Council (CSC). The representative will attend CSC meetings and monitor CSC messages and publications and provide information back to the BCMGA about CSC activities that are determined to be of interest to the BCMGA board and the general membership.
- 1.4.3 **Demonstration Garden** Committee meets every Wednesday morning (9:00 a.m.) during the growing season to organize and maintain a demonstration vegetable and fruit garden at the Benton County Fairgrounds. Because of its location, the garden is open to observation by the general public any time the fairground is open. MGs provide educational information and support events, including staffing the garden during the county fair to answer questions from the public.
- 1.4.4 **Desk Committee** is made up of 3 subcommittees (computer, library & mentor). These subcommittees work together to provide cohesive and coordinated protocols for MGs who work at the desk and interact with the public.
- 1.4.5.1 **Computer** Committee meets as needed to support and document MG desk computers and associated hardware and software.
- 1.4.5.2 **Library Committee** meets as needed to review, recommend, purchase and catalog needed reference material for the MG desk and training.
- 1.4.5.3 **Mentor Coordination** Committee meets as needed to provide mentors for new MG trainees. They answer questions and teach the trainees desk procedures for the extension MG Help Desk.
- 1.4.5 **Fairgrounds Entrance Gardens** Committee members design and maintain the garden beds at the south entrance to the Benton County Fairgrounds, adjoining the Demonstration Garden. The gardens

demonstrate sustainable garden practices and provide information about home landscape issues such as water conservation, deer-resistant plantings, pollinator support, and maintenance concerns. The gardens also provide an attractive, welcoming entrance to the fairgrounds.

- 1.4.6 ***Gearing Up For Gardening*** Committee provides a free educational series on gardening topics to the public. There are eight weekly noontime talks, January through February, presented at the Corvallis Benton County Public Library. The Committee members select lecture topics, arrange for speakers, facilitate the program, and provide meeting room set-up and take-down. When possible, the program is videotaped for inclusion in the library holdings.
- 1.4.7 ***Insights Into Gardening*** Committee is responsible for all aspects of the Benton County Master Gardener one-day event that will occur annually on the first Saturday of the first full week in February. This committee selects topics to be presented as well as the speakers who are invited to make the presentations. Sub-committees are responsible for publicity, speaker contacts, registration, volunteer tasking, exhibitors, logistics, and the raffle that funds the Marie Madison Horticulture Scholarship. This committee is the source of much of the funds that are utilized by the other committees and activities of the association.
- 1.4.8 **Mini College** Committee is chaired by the president elect. This committee determines which, if any, of our committees or association projects should be nominated for inclusion in to the Search for Excellence program of Mini College and presents the recommendation to the board for approval. In addition, this committee procures the required number of items requested by OMGA for the Silent Auction and provides any other required informational items. It also sets up the drawing for scholarships to Mini College to be given to association members.
- 1.4.9 **One-Day Youth Events** Committee provides Master Gardener-led activities for short-term youth events sponsored by other organizations. These events may include Get Outdoors Day, Kids' Day for Conservation, and others. The committee coordinates participation with the sponsoring organization.
- 1.4.10 **Plant Problem Scenario** Committee creates plant problem scenarios common to Western Oregon that is used for guided instruction during training. Trainees will learn the methods used to diagnose plant problems that they are likely to encounter when interacting with the public.
- 1.4.11 **Plant Sale** Committee meets as needed to organize the BCMGA Plant Sale held the first Saturday of May at the Benton County Fairgrounds. Throughout the year the committee coordinates efforts to propagate a wide variety of edible and landscape plants through various means and prepare them for sale

to the public. This activity is also an important educational opportunity for participating MGs to learn about propagation strategies, plant identification, and plant culture techniques. This is the larger of BCMGA's two main fundraising activities and involves many Master Gardeners at all stages, including participation of nearly all Master Gardeners for the sale itself.

- 1.4.12 **Scholarship** Committee is in charge of the Marie Madison Horticulture Scholarship, which promotes the scientific study of horticulture and is open to horticulture majors at Oregon State University or Linn-Benton Community College. The committee shall meet as needed to notify and provide the necessary documents to the eligible candidates and determine the recipient(s) of the scholarship.

The committee shall consist of 3 active association members each serving 2 years. Selection of members will be on an odd/even year rotation. Committee members shall be appointed by the president. One member shall be appointed in even years and two members shall be appointed in odd years.

- 1.4.13 **Scholarship** Committee is in charge of the Marie Madison Horticulture Scholarship, which promotes the scientific study of horticulture and is open to horticulture majors at Oregon State University or Linn-Benton Community College. The committee shall meet as needed to notify and provide the necessary documents to the eligible candidates and determine the recipient(s) of the scholarship.

The committee shall consist of 3 active association members each serving 2 years. Selection of members will be on an odd/even year rotation. Committee members shall be appointed by the president. One member shall be appointed in even years and two members shall be appointed in odd years.

- 1.4.14 **Adams School Garden** Adams Garden is a vibrant school garden coordinated by Master Gardener Volunteers in collaboration with the Adams School Garden Club Teacher and staff. Each spring and fall up to 30 youth in grades 2-5 participate in the after school garden club. Master Gardener volunteers work with students to prepare beds, plant, weed, and harvest the produce. We also incorporate cooking into the project so the students can learn to enjoy eating fruits and vegetables grown in the garden. Parents are also invited to help out. The MGs along with the school garden teacher coordinator maintain the garden throughout the summer along with parents and kids that want to join the project and glean the produce produced.

- 1.4.15 **Greenhouse Facility Committee** Committee works closely with Plant Sale Committee to maintain the greenhouse and surrounding grounds, including weeding and pruning. Their responsibilities include developing and managing the irrigation system, scheduling greenhouse availability

among propagation teams, ordering supplies and coordinating with Philomath High School.

1.5 Membership Services Committees [Last revised 8/5/19]

1.5.1 **Hospitality Committee** coordinates various social events throughout the year, provides the beverage service at meetings, and solicits refreshments for these meetings from the membership. Every two years (odd years), this committee assists with the awards/graduation meeting in November.

1.5.2 **Outreach Committee** works in partnership with other BCMGA committees to inform the public of programs and events using a wide variety of media and displays. They also provide information to potential new Master Gardener candidates.

1.6 *ad hoc* Committees [Last reviewed 8/5/19]

1.6.1 **Nominating Committee:** A nominating committee consisting of one board member and two association members is appointed by the current president in order to propose a slate of nominees for the board of directors.

1.6.2 Other committees may be appointed by the president as needed.

## 2. Finance [Revised 1/6/2020]

### 2.1 Purpose Statement:

Effective internal controls are the foundation of a financially sound organization. One of the primary duties of directors is fiduciary oversight. A consistently applied system of internal controls helps the board of directors:

- safeguard the associations assets,
- ensure the financial viability of the association,
- fulfill the associations mission and purposes in an effective and efficient manner,
- produce reliable financial records,
- be accountable to our volunteers and community,
- comply with laws, regulations, and filing requirements.

Effective internal controls also reduce the possibility of significant errors and irregularities and assists in their timely detection if they do occur.

2.2 The Fiscal Year: The fiscal year is from January 1 to December 31.

### 2.3 Dues

2.3.1 Policy: The board sets the dues annually.

#### 2.3.2 Procedures:

2.3.2.1 Dues are due by December 31 for the upcoming year.

2.3.2.2 A late fee will be assessed for dues received after December 31. The fee shall be determined by the board.

2.3.2.3 Dues must be received by December 31 for members to be included in the annual directory.

2.3.2.4 A portion of annual dues, as specified by current Oregon Master Gardener Association (OMGA) policy, will go towards OMGA Membership.

### 2.4 Budget

2.4.1 Policy: The budget shall reflect the goals, priorities, and activities of the association.

#### 2.4.2 Procedures:

##### 2.4.2.1

- A finance committee shall be formed in October and shall consist of the Treasurer, Past President, and President Elect. Others may be appointed by the President, as needed.
- The finance committee shall meet in November to discuss the projected expenditures that have been submitted by board members and each committee.

- The finance committee shall formulate a proposed budget for the coming year and present it to the board at the December Board meeting.

#### 2.4.2.2 Budget Approval

- At its December meeting, the board shall deliberate and may amend the proposed budget.
- The board shall approve a budget for the coming year at the December meeting.

2.4.2.3 Each committee shall submit to the Treasurer its projected expenditures by Oct 30.

### 2.5 Fundraisers

2.5.1 Policy: Fundraisers shall reflect the goals and purposes of the association.

2.5.2 Procedures:

2.5.2.1 All fundraisers, including the acquisition of grants, must be approved by the Board and may not be initiated by committees without the approval of the board.

2.5.2.2 All proceeds from fundraisers are considered part of the association's general operational funds unless a grant, award, or donation is restricted.

### 2.6 Tax Exemption

2.6.1 Policy: BCMGA is a tax-exempt organization under section 501(c)(3) of the IRS tax code for charitable organization. As such, the association is required to adhere to the rules and regulations established under this tax code.

2.6.2 Procedures:

2.6.2.1 EIN number: The BCMGA tax-exempt Employer ID Number (EIN) is 30-0064379.

2.6.2.2 The treasurer prepares an annual association financial report following a format provided by the OMGA treasurer and submits it within 31 days of the end of the calendar year.

### 2.7 Financial Oversight

2.7.1 Reimbursement/Payment of Claims [Revised 4/1/19]

2.7.1.1 Policy:

- The treasurer is authorized to pay all claims against the association that are identified and included in the adopted budget or that are included in specific allocations approved by the board.
- A claim or expenditure not included in the budget or that

exceeds the approved budget item shall require the approval of the board as an allocation prior to its expenditure and payment.

- The treasurer may refer any claim to the board for its action.
- The treasurer is authorized, without a disbursement voucher, to pay invoices as long as they are either provided for in a specific allocation or in the adopted budget.

#### 2.7.1.2 Procedures:

- To endorse claims, the committee chairperson or claimant shall submit a reimbursement/disbursement voucher to the treasurer with receipts or invoices attached.
- Receipts or invoices are required unless an exception is provided below. A disbursement is a claim from a third party and made through an invoice. A reimbursement is a claim made by a BCMGA member for expenditures incurred on behalf of the association.
- For claims less than \$25 that have no associated receipt (such as home printing and copying), validation may be authorized with a signed reimbursement/disbursement voucher and expenditure enumeration.
- A signature on a voucher can be an e-mail message to the treasurer that authorizes the payment. Such an e-mail signature is to be sent by the committee chairperson or other person authorized to sign the voucher.
- All reimbursement/payment requests shall be submitted within 120 days of the expense/purchase. After 120 days, expenses are considered a donation unless the board approves payment.
- Claims submitted after December 15 will be paid in the following fiscal year and be expensed to the appropriate budget category in the year in which the payment is made.

2.7.2 Cash Accounting: For fundraisers where cash collected is expected to be in excess of \$200.00, the treasurer shall ensure that on the day of the event all cash will be counted by two BCMGA members and that a form or forms that have all relevant entries is signed and dated by the two members counting the cash that was collected that day. Cashiers for such events are expected to count and verify cash (seed money) into the boxes before the event and to count any cash removed from the boxes (two members must count and verify amounts on supplied forms). All cash is to be counted at the end of the event and reconciled with all cash transactions for any given cash box.

2.7.3 Reconciliation of Bank Statement: It shall be the duty of the past president

to reconcile the monthly bank statement with the treasurer's report.

2.7.4 Financial Review: A person or committee, independent of the board of directors, shall be appointed by the president of the board of directors to review the treasurer's books within two (2) months of the end of each year and shall report their findings in writing to the board of directors at the board meeting after the review is completed.

2.7.5 Authorized Signers on BCMGA Financial Accounts: Authorized signers on the BCMGA checking account shall be the treasurer, co-treasurer, president, and president elect. Authorized signers on other financial instruments shall be the treasurer, co-treasurer, and the president.

## 2.8 Special Allocation (SA) Funds

### 2.8.1 Policy

2.8.1.1 In keeping with BCMGA's exclusive purpose (see *Articles of Association*, Article I -- Name and Purpose, Section 2), the association shall retain sufficient funds for twelve months of operating expenses approved by the board for the financial security of BCMGA. Capital improvement projects, contingency reserves, and other allocations outside of normal operating expenses of the association may also be approved by the board.

2.8.1.2 Funds in excess of those identified in 2.7.1.1 may be distributed as a Special Allocation for specific one-time projects that are in accord with the purposes established in the *Articles of Association*.

2.8.1.3 All funding proposals shall be submitted by active BCMGA members. The treasurer will be responsible for submitting funding proposals for the OSU Foundation "Statewide Master Gardener Program Fund" and OMGA.

2.8.1.4 A final project report shall be submitted to the BCMGA Board. Failure to provide a final report may disqualify the applicant for future funding.

2.8.1.5 Funding for Special Allocation projects will not obligate BCMGA to future financial commitment.

### 2.8.2 Criteria for Special Allocations

2.8.2.1 All internal BCMGA Special Allocations requests must conform to the purposes and mission of the association.

2.8.2.2 Requests from organizations/foundations outside of BCMGA being considered for SA must have a 501(c)(3) non-profit designation. The project for which the applicant is seeking funds must support the purposes and mission of BCMGA.

2.8.2.3 All projects shall be one-time projects, not on-going operating costs.

2.8.3 Procedure

2.8.3.1 Requests must be submitted using the appropriate Special Allocation form (see Appendix B).

2.8.3.2 Priorities for awarding SA funds: All projects that meet the above criteria and are deemed worthy of funding shall be prioritized as follows.

- 1<sup>st</sup> BCMGA projects shall be given first priority.
- 2<sup>nd</sup> Non-profit 501(c)(3) organizations within Benton Co. that maintain a mutually supportive partnership with BCMGA
- 3<sup>rd</sup> Non-profit 501(c)(3) organizations within Benton Co.
- 4<sup>th</sup> Non-profit 501(c)(3) organizations outside of Benton Co.

2.8.3.3 Timeline

- The president will appoint the ad-hoc SA committee before May 1<sup>st</sup>.
- The solicitation for projects and criteria will be published to committees and the BCMGA membership during the month of June. Funding requests must be received by June 30<sup>th</sup>.
- Requests received after June 30<sup>th</sup> may be considered if funding is available.
- Project selection will occur within 30 days after membership notification.
- The SA committee will make its report available to the board 5 days before the meeting at which the board is asked to take action on the recommendations.

2.8.3.4 Committee composition

- Three or five members.
- No person serving on the SA committee may submit a request for funding.
- No person serving on the SA committee may be the chair of a committee requesting funds. A person may be a member of a committee requesting funds.
- The president will solicit interest for serving on the SA Committee from board members and general membership and present his/her proposed SA Committee to the Board for approval.
- Committee members may request information appropriate to fulfilling their role on this committee. The president is responsible for committee support.

#### 2.8.3.5 Committee Responsibilities

- The Committee chair will check that all the applications are complete, including budgets and IRS Determination Letters for 501(c)(3) status.
- The Committee members will review all of the applications and may request additional information from the applicants where needed.
- The Committee members will review the applications without prejudice and make recommendations based on the Criteria for Special Allocations listed above.
- The Committee will present the following information in their report to the Board: name of project, brief description of project, amount requested, name of the requestor, priority number according to SA policy criteria, funding recommendation of the SA Committee, and reasons behind acceptance, denial or any recommended changes to the original request.

2.8.3.6 Approval Process: The Board will vote on the recommendations. The board may choose to vote on the report in its entirety or may choose to vote on each proposal individually, making alterations as the Board deems appropriate.

#### 2.8.3.7 Distribution of Funds

- BCMGA committees receiving funding may spend the funds in the current year or funds may be carried over to the following year in order to complete the project.
- Other organizations receiving funding will be issued a check no later than December 31<sup>st</sup> of the current year. Checks will not be made to personal accounts.

### 2.9 Travel Reimbursement Policy

2.9.1 Preamble: The purposes of this policy are to allow for reimbursement of travel expenses so that elected officials, or their designee, may complete Association business that involves required out of area travel, and so that committees can better attract invited speakers from out of the area. This policy is not intended to reimburse volunteers who are engaged in routine association activities.

All reimbursements will be considered annually based on the costs involved and the availability of Association funds.

#### 2.9.2 Policy

##### 2.9.2.1 Mini-College:

- President, President-Elect & OMGA Rep may be reimbursed up to \$200 for expenses related to Mini College attendance.

This may include registration, lodging, banquet, breakfast, and mileage at the OMGA rate.

- Scholarship Recipients shall be reimbursed for 1- or 2-day registration and 2 lunches at \$10 per day for lunch if lunch is not included in the registration fee. Recipients may elect to attend only 1 day. The Board shall determine the number of scholarships to be offered
- BCMGA recipients of the Benton County MG of the Year, Benton County Behind the Scenes, and the SFE Award may be reimbursed up to \$150 for expenses related to Mini College attendance.
- Nominees for OMGA MG of the Year and OMGA Behind the Scenes may be reimbursed for expenses related to attendance at Mini College, including the awards banquet with 1 optional guest.

2.9.2.2 OMGA Representation at OMGA quarterly business meetings shall be reimbursed mileage at the current OMGA rate plus food and lodging of \$100 per day for trips that are over 2 hours driving time one way.

2.9.2.3 Invited Speakers will be entitled to reimbursement of mileage at the current federal business rate for educational events such as Insights into Gardening, Gearing Up for Gardening and regular Association meetings.

2.9.3 Procedure:

2.9.3.1 Budgeting for travel reimbursement is the responsibility of the appropriate Board position or Committee Chair.

2.9. Proposed travel reimbursement costs must be included in approved budgets.

2.9.3.3 After the annual budget has been approved, the Committee Chair must submit any requests to the Board. Approval must occur prior to incurring the expense.

2.9.3.4 In all cases, the recipient bears the responsibility of any tax consequences.

2.9.3.5 The Treasurer is responsible for confirming that the reimbursement rates are up-to-date.

2.10 Continuing Education Scholarships

2.10.1 Any current continuing BCMGA member (not an associate) must submit an application to the board for reimbursement of tuition for an upcoming class, seminar, or workshop that provides further gardening training. The scholarship is limited to no more than \$100. (For the application, see Appendix C in BCMGA Policies & Procedures.)

2.10.2 ***The board must approve the class and tuition before the member attends the function if tuition is to be reimbursed.***

2.10.3 Tuition is the only expense that is considered for reimbursement. All other expenses (for example, transportation, lodging, and food) are paid for by the member and are not reimbursed by BCMGA.

2.10.4

To receive reimbursement, the member must submit the standard BCMGA reimbursement form to the treasurer once the board has approved the scholarship. Proof of attendance must be submitted to the board once the event has ended. The member will have 6 months from the date of the educational event to complete one of the following to share what they have learned.

- Write an article for the newsletter, website, blog, or other appropriate communication outlet
- Present a talk at an association meeting
- Present a talk at the *Gearing Up for Gardening* series or *Insights into Gardening* (if approved to do so by the committee for each)

In the event that the member was unable to attend the event, the member shall remit back to BCMGA any funds that were provided to the member to attend the event.

2.10.5 The board may elect to go into executive session to discuss the merits of awarding a scholarship.

### 3. **Communications** [Last revised: 12/09/19]

3.1 Purpose Statement: Communication is essential to accomplish the mission and objectives of the association. Regular and reliable information helps promote association activities to the public and encourages volunteer involvement, ongoing education, and a sense of community for our members.

#### 3.2 Directory Policy

3.2.1 Information contained in the directory is to be used ONLY for Master Gardener activities and business. It may not be used as a mailing list for other purposes.

- The annual directory is printed and distributed to members as early as possible in the new year. If both counties agree, Benton and Linn County directories will be combined into one document.
- The directory includes the names, addresses, phone number, email address, membership status, and trainee year unless a member requests that certain information not be included.
- Other association and extension information is included.

#### 3.3 BCMGA Website and Social Media Policy

3.3.1 BCMGA maintains a website and social media presence that contains information pertinent to both the public and its membership.

3.3.1.1 Public Information: The website and social media accounts provide links to information about the association, its upcoming events and fundraisers, and gardening education information. The website and social media accounts also provide links to information about the Master Gardener Program and opportunities to become a Benton County Master Gardener, a member of BCMGA, and Associate Member of the BCMGA. The website and social media accounts may provide links to non-BCMGA organizations, as follows.

- Links to other county Master Gardener Association or OMGA events may be included, e.g. educational seminars or fundraisers.
- Links to other Benton County Extension Service events, e.g. Small Farms Program conference or Home Food Preservation training.
- Links to community gardening-related events that further the mission of the association may be included, e.g. Corvallis Evening Garden Club or the Corvallis Sustainability Coalition.

3.3.1.2 Member Information: This part of the website is for the exclusive use of association members and contains information intended for members only. This part of the website is password protected and members may not use this information for any reason other than to conduct the activities and business of the association. Information in this part of the website is also not to be shared publicly by members.

3.3.2 The website and social media presence is maintained by the BCMGA webmaster and designated contributors.

### 3.3.3 Guidelines for non-BCMGA Submissions

3.3.3.1 Submissions will be posted as written and attributed to the contributor. The person submitting an item is responsible for the accuracy of the information provided.

## 3.4 Weekly E-mail Policy

3.4.1 Distribution: A weekly Informational e-mail will be sent to association members and posted or linked on the BCMGA Website Blog. The e-mails will alternate between the Extension Office (eNews) and the BCMGA board (Bi-Weekly Update) For those members without Internet access, eNews can be read online on the MG computer at the Extension Office.

3.4.2 Purpose: This e-mail provides information, updates, volunteer opportunities, continuing education opportunities, and reminders regarding upcoming events related to BCMGA activities, the OSU Extension Master Gardener Program, and other relevant gardening announcements.

### 3.4.3 Submissions for BCMGA Event/Activities

- Send submissions to the MG program assistant and BCMGA President, or if available, use online submission form.
- Submissions must be received by Friday of the previous week.
- Submissions will be printed as written and attributed to the contributor.
- Submissions should include a brief description, contact information, location, date(s) and time. News items should be proofread. The person submitting the item is responsible for the accuracy of the information provided.

### 3.4.4 Guidelines for non-BCMGA submissions

3.4.4.1 Requests from OMGA and other County MG organizations to publicize events or training seminars may be published.

3.4.4.2 Gardening-related events that are not eligible for Master Gardener volunteer hours or continuing education credit may be listed as a courtesy to partner organizations.

3.4.4.3 Postings from local garden centers about seminars on gardening topics may be published at the discretion of the Community Horticulture Faculty.

3.4.4.4 Garden Festival/Plant Sale events that may be of interest to BCMGA members may be posted.

3.4.4.5 Information posted must be non-political and non-religious.

3.4.4.6 Sales advertisements will not be accepted.

3.4.4.7 Items not specifically addressed above will be referred to the Community Horticulture Faculty who will consider them based on the spirit of the above guidelines and relevant OSU Extension policies.

## 4. Hours Reporting and Certification/Recertification [Last reviewed: 8/8/22]

- 4.1 Purpose Statement: Annual hours reporting is critical to ensure the continuation of funding and support for the MG program. All hours are important whether members recertify or not. The reputation of Master Gardeners is dependent on providing scientific, research-based information to the home gardener. Continuing education is an integral part of the MG experience. Each member is urged to recertify annually, maintain records of their volunteer service, and report their hours in a timely manner.
- 4.2 Hours Reporting:
- 4.2.1 BCMGA members are expected to submit their volunteer hours through the online Volunteer Reporting Service (<http://extension.oregonstate.edu/mg/vrs/>) or submit them to the Master Gardener program assistant.
- 4.2.2 Hours must be reported annually by October 31.
- 4.3 Recertification
- 4.3.1 Master Gardener certification is good for one year. OSU Extension Master Gardeners must recertify annually to maintain the certified Master Gardener title. Certified Master Gardeners are qualified to participate in public outreach such as the desk, plant clinics, and presentations (both formal and informal). Refer to the current year “Volunteering Guide, OSU Extension, Master Gardener Programs of Linn and Benton Counties” (<https://blogs.oregonstate.edu/activebentonlinnmg/>) A link to this document can also be found on the BCMGA website under Members Resources.
- 4.3.2 Criteria for Recertification
- 4.3.2.1 Public Outreach
- Contribute the minimum amount of direct/indirect educational outreach hours as specified yearly by the Statewide Master Gardener Program Coordinator.
- 4.3.2.2 Continuing Education
- Complete the minimum amount of continuing educational hours as specified yearly by the Statewide Master Gardener Program Coordinator.
- 4.3.2.3 Required OSU Extension Volunteer Forms
- Complete the required paperwork by Oct. 31 of each year and return to the Extension Office. Current forms can be obtained from Extension.
  - Refer to the *Volunteer Resource Guide* for more information.
- 4.4 Certification of trainees and Recertification of experienced Master Gardeners.
- 4.4.1 New trainees: New trainees, once they have completed the training and coursework requirements, and completed the required volunteer payback hours, are certified MGs for both the year of training and the following year. They are certified to work on the desk, at plant clinics, and other public outreach events. Once trainees demonstrate satisfactory skills in diagnostics, research, and

customer service to a mentor or faculty/staff, they may begin working alone before completing all the required payback hours.

#### 4.4.2 Non-certified Master Gardeners

4.4.2.1 Under the supervision of a Certified Master Gardener, any non-certified MG may work at the desk, plant clinics, and other public outreach events in order to earn hours toward recertification, if they have first completed required OSU Extension Volunteer Forms.

4.4.2.2 A non-certified Master Gardener may apply to the extension staff for certified status at any time during the year once they have completed the minimum amount of direct/indirect educational outreach hours, continuing education hours and completed forms as specified yearly by the Statewide Master Gardener Program Coordinator.

4.5 Transfers: Master Gardener transfers are certified at the discretion of the Extension Agent.

## 5. Awards and Recognition [Last reviewed: 8/8/22]

5.1 Purpose Statement: Volunteers are the most valuable resource of this association.

It is through the time and efforts of our members that the mission and purposes of BCMGA are realized, and volunteers shall be recognized for their work.

### 5.2 Awards and Recognition

5.2.1 Master Gardener of the Year & Behind the Scenes: The board of directors selects the recipient of this award annually. Association members are requested to suggest nominees.

5.2.2 Lifetime Members: The board of directors select members who have significantly contributed to BCMGA programs and activities, have accumulated and recorded a minimum of 1,000 volunteer hours by the time of nomination, or otherwise meet criteria established by the Board. This is the highest honor that the association can bestow on a member. Once selected, the member is awarded membership for life into the association.

5.2.3 Service Bar Program: The service bar program honors and recognizes association members who have contributed many hours to the program. Bars (to be attached to the MG badge) are awarded for 100, 250, 500, 750, and 1000 to 3000 at 250-hour increments. Bars are also given for service to the board. Members generally wear no more than one hour bar and one service bar at once.

5.2.4 Kudos: Committee chairs, board members, and association members are encouraged to thank and honor association volunteers for their work by submitting their names to the President for inclusion in a future weekly e-mail update.

5.2.5 Certificates of Appreciation: The association, on occasion, awards certificates of appreciation to members of the community for their service to the Master Gardener Program.

5.2.6 Search for Excellence: The award is given at the annual OMGA Mini College. Programs and events can be nominated by BCMGA and submitted for

judging by OMGA. This award recognizes innovative ways to educate the public in home horticulture.

## 6. Membership Criteria [Last revised: 3/14/22]

6.1 Purpose Statement: The title of Master Gardener is earned through education and volunteer service in the Master Gardener program. The association works hand-in-hand with the Community Horticulture Agent to safeguard the integrity and high standards required as both OSU volunteers and BCMGA members.

6.2 Membership Classifications & Requirements:

6.2.1 Active: Active membership in the association is limited to those persons who have successfully completed the Master Gardener training program, have successfully completed the required payback hours, have paid the annual dues, and remain in good standing in Benton County Master Gardener Association. (Good standing is defined as being in compliance with the policies and procedures of the association.)

6.2.2 Associate: There shall be two classifications of associate member. Associate members have no voting rights and may not hold office.

6.2.2.1 Trainee: Complimentary membership in BCMGA and OMGA is provided to trainees during their first training year. After the first year, trainees shall pay the annual dues to be a member of the association. A person is considered a trainee until they have completed the training program, passed the final examination, and completed the required volunteer payback hours.

6.2.2.2 Support: Interested community members who are not Master Gardeners but wish to support and further the objectives and mission of the program/association may apply for associate membership. These members may not present themselves to the community as trained Master Gardeners. All associate-support members shall pay dues and must be 18 years of age or older. This membership category is not open to trained Master Gardeners.

6.2.3 Honorary: The Community Horticulture Agent and Master Gardener Program Assistant are extended honorary membership and are exempt from dues. Honorary members may not vote or hold office.

6.2.4 Lifetime: The BCMGA Board may award Lifetime membership to members who have significantly contributed to the program and activities of BCMGA, have 1000 hours or more, and meet other criteria established by the board. Lifetime members are exempt from paying dues. BCMGA shall pay dues to OMGA on their behalf unless the member no longer resides in Oregon.

6.3 Transfers: Transfers from other MG programs are eligible for active

membership upon certification by the extension agent and payment of dues.

- 6.4 Background Checks: Master Gardeners, active and trainee, may be required to undergo background checks when dealing with finances, hazardous chemicals, and vulnerable populations (as defined in Policy 9.1).

## 7. Volunteer Conduct Standards [Reviewed: 3/4/19]

- 7.1 Purpose Statement: Master Gardener volunteers are considered unpaid employees of OSU and are expected to adhere to the same high standards of professional conduct required of academic personnel. Every member has the right to work in an environment free from harassment.
- 7.2 Professional Conduct:
  - 7.2.1 Scientific information: Members shall only give scientific, research based information to the public.
  - 7.2.2 Members are expected to conduct themselves in a courteous, ethical, and respectful manner whenever they are representing themselves as a Master Gardener.
- 7.3 General Harassment
  - 7.3.1 Policy
    - 7.3.1.1 The association will not tolerate harassment based on race, color, religion, sex, sexual orientation, national origin, marital status, disability and disabled Veteran or Vietnam era veteran status.
    - 7.3.1.2 General Harassment includes unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward a staff member or volunteer because of his/her status in relationship to a class defined above when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.
  - 7.3.2 Procedure
    - 7.3.2.1 If a member feels harassment has occurred, the incident should be reported immediately to the Extension Agent and to the president of the board of directors or president elect of the board of directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the vice president of the board of directors of the board.
- 7.4 Sexual Harassment
  - 7.4.1 Policy
    - 7.4.1.1 The association does not tolerate sexual harassment.
    - 7.4.1.2 Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and when such conduct creates an intimidating, hostile, or offensive environment.
  - 7.4.2 Procedure
    - 7.4.2.1 If a member feels sexual harassment has occurred, the incident should be reported immediately to the Extension Agent and to the president of the board of directors or president elect of the board of directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the vice president of the board of directors.

## 8. Disciplinary Action [Revised: 4/1/19]

- 8.1 Purpose Statement: In order to protect the reputation and integrity of Master Gardeners and to reduce the risk of liability to the association, it may become necessary to take disciplinary action if a member violates the policies of the association and/or OSU policies.
- 8.2 Policy
- 8.2.1 Members who violate OSU Volunteer Policies shall be reported to the Community Horticulture Agent. Members who violate OSU Volunteer Policies and who are suspended/terminated by the extension agent will automatically be suspended/terminated from the association.
- 8.2.2 Members who violate BCMGA Policies may have their membership suspended or terminated.
- 8.3 Procedures
- 8.3.1 Once an incident has been reported as a possible violation of BCMGA policy:
- The association will conduct a prompt, discreet, and objective review or investigation using an *ad hoc* committee of three.
  - This committee will report their findings to the board.
  - The board will decide on the course of action.
- 8.3.2 All disciplinary actions will be dealt with in executive session. (Refer to *Robert's Rules of Order*, Meeting and Session: Executive Session, for procedures on conducting an Executive Session.)
- 8.3.3 The board will decide if violations of policies result in a warning, removal from a committee/activity, suspension, or termination of membership in the association.

## 9. Vulnerable Populations Safety Policy [Last reviewed: 9/5/19]

9.1 Purpose Statement: The goal of these policies is to create and maintain a safe environment for children and vulnerable adults, which will be referred to as vulnerable populations. Vulnerable adults are defined as adults suffering from mental or physical disabilities. The following policies are also to protect the volunteers who are working with these groups and maintain compliance with Oregon Revised Statute ORS 419B.

### 9.2 Policy

9.2.1 All members working with vulnerable populations will be required to undergo and clear a background history check through Oregon State University before they can begin their volunteer service with vulnerable populations.

9.2.2 Members working with youth through the school district must also submit and clear any additional background checks required.

9.2.3 Members are expected to have another adult present when working with vulnerable populations.

9.2.4 Members will not, under any circumstances, discipline a vulnerable person by use of physical punishment or by failing to provide the necessities of care, such as food, water, or shelter.

9.2.5 Members should be alert to the physical and emotional state of all vulnerable populations each time they participate in a program. Signs of injury or suspected abuse should be reported to supervisory personnel at the site of the activity.

9.2.6 Members will encourage parents or other responsible adults to visit Master Gardener activities at any time.

9.2.7 Members will work with vulnerable populations in reasonably open places where others are welcome to enter (NOT behind closed doors). Be aware that while spending time alone with a vulnerable person can be positive and helpful, it can also be a reason for concern for everyone involved.

9.2.8 Members should use the following guidelines related to hugging and touching youth: hugs are okay if they are appropriate and if both people are comfortable with them. Take clues from body language of the child or simply ask, "Is it okay for me to hug you?" Additional considerations include:

9.2.8.1 It is very important to be aware of personal boundaries and to respect them.

- 9.2.8.2 Touching should be in response to the need of the vulnerable person and not the need of the Master Gardener.
- 9.2.8.3 Touching should avoid breasts, buttocks, and groin.
- 9.2.8.4 Touching should be open and not secretive.
- 9.2.8.5 Touching or other physical contact should be governed by the age and developmental stage of the vulnerable person.
- 9.2.8.6 Members need to be aware that topics and conversations that may be okay with an adult audience may NOT be appropriate with a youth audience or vulnerable adults. Inappropriate jokes and conversations need to be avoided.
  
- 9.2.9 Members may not allow vulnerable populations to use power tools during a Master Gardener activity
  
- 9.2.10 Members must provide instruction for the proper use of hand tools by vulnerable populations to avoid injury to the user and others.
  
- 9.2.11 Pesticides and herbicides are never to be used by vulnerable populations at a Master Gardener activity
  
- 9.2.12 The use of fertilizers by vulnerable populations must be closely supervised and done in accordance with product directions.
  
- 9.2.13 In the event that a situation arises not specifically covered by this policy, Master Gardeners are expected to use common sense and maintain a safe environment for vulnerable populations.

References:

- 4-H 0258L “For the Well-being of Youth and Adults”  
<http://extension.oregonstate.edu/catalog/4h/4-h0258l.pdf>

**10. Health and Safety** [Reviewed: 2/4/19]

10.1 Purpose: Many MG activities require manual labor and/or strenuous activity in challenging terrain and conditions. Safety shall be the primary concern at all MG activities and events.

10.2 Policy

10.2.1 Activities: Each member is responsible for evaluating their own physical capabilities and will participate only in those activities that are suitable for them.

10.2.2 Tools:

10.2.2.1 Members will ensure that tools used at MG events are in good working condition.

10.2.2.2 Tools will be used appropriately.

10.2.2.3 Appropriate safety gear will be worn.

10.2.3 OSU Pesticide Policy: Members shall comply with the OSU Pesticide Policy (see Appendix B).

10.2.4 Vehicle Use: Member vehicles used as part of a Master Gardener event must be in good working order. The driver shall have a valid driver's license, an acceptable driving profile, and be properly insured as provided for under Oregon State law. Drivers are responsible for obeying all traffic laws. All citations issued to the driver shall be the sole responsibility of the driver.

10.2.5 Accident Reporting: Master Gardeners who are involved in an accident or sustain an injury at a sanctioned Master Gardener activity/event must immediately contact the OSU Extension Agent responsible for the Master Gardener program.

## 11. Reports of Wrongdoing (Whistleblower Policy) [Last reviewed: 1/6/20]

- 11.1 Purpose Statement: The association seeks to conduct all of its activities in a responsible, legal, and ethical manner and to ensure that its assets are protected and used for its mission and purposes. As a chapter of the Oregon Master Gardener Association, this association has adopted the OMGA *Whistleblower Policy*, which has been amended to conform to the governance structure of BCMGA.
- 11.2 Policy
- 11.2.1 Responsibility of officers/members: All officers and members of this association must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws, regulations and policies.
- 11.2.2 Encouragement of reporting: The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects for which the association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's board of directors, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- 11.2.3 Protection from Retaliation: The association prohibits retaliation by or on behalf of the association against any member of the BC Master Gardener Association for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- 11.2.4 Where to report: Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the president of the board of directors or president elect of the board of directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the vice president of the board of directors. The association will conduct a prompt, discreet, and objective review or investigation. Members must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

## 12. Computer Use and Internet Policy [Reviewed 9/3/19]

- 12.1 Purpose Statement: The BCMGA computer resources (desktop computer, laptops, and tablets) are part of the OSU computer network and are considered a workstations within that system. Therefore, we must comply with the Acceptable Use of University Computing Resources Policy (<http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources>). Care must be taken to minimize the risk of exposure to viruses, comply with licensing laws, and avoid all criminal activity. The computing resources are tools that are used to accomplish the mission and purposes of the association and should only be used for this purpose.
- 12.2 Policy
- 12.2.1 E-mail and the Internet are to be used for Master Gardener purposes only.
- 12.2.2 Computing resources are for the exclusive use of trained Master Gardeners.
- 12.2.3 E-mail and Internet messages and materials are the property of OSU and users should not expect privacy. OSU and/or BCMGA reserves the right to access all E-mail and Internet messages sent or received by any user without permission of the user.
- 12.2.4 Personal use of the E-mail and Internet system for commercial, game playing, illegal activity, or gambling is prohibited.
- 12.2.5 E-mail and Internet may not be used for religious or political causes.
- 12.2.6 E-mail and Internet may not be used to download or transmit material that is offensive, obscene, vulgar, or threatening; material that deals with sexual implications; or any transmission that may be considered objectionable by the recipient.
- 12.2.7 No software or programs may be downloaded onto the computer without the permission of the Computer Committee Chair.
- 12.2.8 Any user who becomes aware of violations of this policy shall report such violations to the Community Horticulture Extension Agent and to the president of the board of directors or president elect of the board of directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the vice president of the board of directors.

### 13. Reference Collection Development Policy [Last Revised: 09/02/19]

- 13.1 Purpose Statement: The Benton County Master Gardener Library supports the Oregon-Washington Master Gardener Handbook *Sustainable Gardening*, EM8742, and provides Master Gardeners with access to current and appropriate information resources.
- 13.2 Selection Policy
  - 13.2.1 Responsibility of Selection: The Library Committee invites purchase recommendations from all Master Gardeners. Final decisions are made by the library committee chair with input from the OSU Community Horticulture Extension Faculty.
  - 13.2.2 Library resources shall support and be consistent with the general educational goals of the MG Handbook *Sustainable Gardening* with an emphasis on PNW practices.
  - 13.2.3 The validity, currency, timeliness of permanence, and appropriateness of material shall be considered in selecting resources. The reputation and significance of the author and publisher shall also be taken into account in the process.
  - 13.2.4 Library resources shall be appropriate for the variety of reading levels and learning styles of the Master Gardeners.
  - 13.2.5 A variety of print and online formats shall be encouraged to support the variety of learning styles.
- 13.3 Gift Policy: All gifts shall be judged with the same criteria as purchased materials and accepted or rejected accordingly. Unless arrangements are made with the Library Committee, gifts not added to the collection are made available to Master Gardeners during a monthly meeting or donated to a local charity.
- 13.4 Weeding Policy: The MG Library Committee re-evaluated the collection periodically to maintain a collection that is current, appropriate and useful. Traditional guidelines of condition, duplication, accuracy or currency of content are important; however, content related to the MG Handbook, curriculum and primary source material may cause an item to be retained despite violating the traditional guidelines. The final decision concerning the removal or replacement of resources rest with the Library Committee and the OSU Horticulturist. Discarded print materials are made available to Master Gardeners or donated to a local charity.

## **APPENDIX A**

### **APPENDIX A**

#### **Board of Directors Job Descriptions**

[Last revised: 2019]

- President
- President Elect
- Past President
- Vice President
- Treasurer
- Secretary
- Membership Secretary
- BCMGA Representative (and Alternate) to OMGA
- Member at Large
- Communications Liaison
- Parliamentarian
- Community Horticulture Faculty, *ex officio*



## **BCMGA President Job Description**

### **The President's Duties**

- **Meetings**
  - Presides at meetings of the board of directors in accordance with the Articles of Association and the Constitution and Bylaws.
  - May vote whenever his/her vote will affect the result (break a tie, cause a tie, cause or block the attainment of a two-thirds vote).
  - Presides at meetings of the membership or designates this duty.
  - Works with the board to complete the associations' goals for the year.
  - Act as ex-officio member of all committees.
- **Oversight**
  - Guides the board to ensure that all activities are in the best interest of the organization.
  - Ensure that board and committee actions are in line with the mission and purposes of the organization.
- **Fiduciary Oversight**
  - In cooperation with the treasurer, monitor funds and leads the board through any adjustments to the budget to ensure that adequate funds are available to support committee activities.
  - Ensure use of funds is in accordance with association bylaws and policies.
  - Ensure that the fiscal performance of the association is in compliance with federal and state regulations.
  - Is a signatory on BCMGA financial accounts.
- **Communication**
  - Inform chairs of board actions that may have an effect on their committees.
  - Ensure that committees keep the board informed on their actions.
  - Consult with and keep the Benton County Community Horticulture Agent informed of board and Association activities.
  - Ensure that activities occur at the times set in the BCMGA calendar.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Appointments**
  - Designate board members to act as liaisons to each committee.
  - Appoint standing committee chairs.
  - Appoint all members of the Marie Madison Horticulture Scholarship Committee.
  - Appoint all members of *ad hoc* committees.
  - Appoint two association members to the nominating committee.
- **Training**
  - Provide training to all board members to understand the responsibilities of their positions to the organization.
  - Provides for training of new board members and assists new members as they assume their duties.
- **Mentoring**
  - Provide any necessary mentoring to the incoming president to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.

## **BCMGA President Elect Job Description**

### **The President Elect's Duties**

- **Executive**
  - Learn the duties of the president as outlined in the president's and president elect's procedure book (from *Robert's Rules of Order*)
  - Learn the procedures of the organization.
  - Attends board meetings and is a voting member of the board.
  - Attends membership meetings.
  - Assume the office of president if the current president is unable to fulfill his/her term of office.
  - Preside at board meetings in the absence of the president.
  - Chair the nominating committee in order to determine a slate of nominees for board of directors in the subsequent year.
    - Reviews trainee interest survey for possible nominees.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
  
- **Awards and Recognition**
  - Initiate, coordinate, and submit the application for a BCMGA program(s) to OMGA as a candidate for the Marje Luce Search for Excellence Award, if a BCMGA program meets SFE criteria.
  
- **Mini College**
  - Chairs BCMGA contribution committee and solicits/purchases items for silent auction and door prizes if requested by OMGA.
  - Is responsible for providing the chapter display or chapter information as requested.
  - Is responsible for other chapter-related activities.
  
- **Fiduciary**
  - Is a signatory on the BCMGA checking account.
  - Serve on the Finance Committee to construct the following year's budget.
  - Coordinate and compile the annual Asset Inventory utilizing members at large and the committee that uses the item to identify items of value, the location of the item, and the replacement value. This information shall be forwarded to the treasurer
  
- **Mentoring**
  - Provide any necessary mentoring to the incoming president elect to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.

## **Past President Job Description**

### **The Past President's Duties**

- **Executive**
  - Attend board meetings and is a voting member of the board.
  - Lead and facilitate board meetings in the absence of the president and president elect.
  - Be responsible for the oversight of policy review.
  - Report periodically to the board on the progress of policy review.
  - Review the governing documents annually in conjunction with the secretary.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
  
- **Fiduciary**
  - Reconcile the monthly bank statement with the monthly treasurer's report.
  - Serve on the Finance Committee to construct the following year's budget.
  - Actively participate in association fund raising activities.
  
- **Mentoring**
  - Advise the president.
  - Assist new board members, as requested by the president.
  - Provide historical perspective on past board actions, if needed.
  - Maintain the procedure book for this position.

## **Vice President: Programs Job Description**

Note: A resource notebook provides samples of communications with speakers, media resources, newspaper notices, contract information, resources, and other guidance program activities. In addition, include other Master Gardeners to assist with preparations, including At Large Board Members.

### **The Vice President's Duties**

- **Executive**
  - Attends board meetings and is a voting member of the board.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Membership Meetings**
  - Responsible for providing the program at the association meetings for: February, March, April, May, October, January of the following year.
    - Arrange for meeting space, usually the Sunset Room of the Extension building. Contact the Extension support staff to reserve the space and projector/laptop or other required media.
    - Arrange for a speaker or plan an activity for each meeting.
    - Confirm with speaker about title and media needs.
    - Work with the president to incorporate any Association business that must be included in the meeting agenda.
    - Coordinate with the Outreach Committee and program assistant to publicize association meetings.
    - Purchase or solicit donated door prizes and speaker's gift or arrange for mileage reimbursement.
    - Open the facility for each meeting or coordinate with hospitality
  - Write thank you notes to speakers, tour hosts, and any organization or business donating goods or products for meetings.
- **Fiduciary**
  - Prepare and submit a budget for expenses for meetings and events.
  - Prepare and submit reimbursement forms with receipts to the treasurer.
- **Summer Activities**
  - Work with the Master Gardener program assistant to organize activities such as tours, hikes, or other gatherings for members.
- **September Picnic**
  - Organize the BCMGA potluck picnic (resources in notebook).
    - Reserve a location to hold the event. Coordinate with hospitality to provide beverages.
- **November Awards & Graduation**
  - Assist the Master Gardener program assistant as needed with this event.
- **December Greens Party**
  - Organize the December Greens Party (resources in notebook).
    - Reserve a facility for this event.
    - Organize the collection and delivery of greens to the event site.
    - Buy specialty items (holiday ribbons and other craft materials) for color and interest
- **Communication**
  - Notify the membership through the weekly email about all events listed above.
- **Mentoring**
  - Provide any necessary mentoring to the incoming vice president to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.

## **Treasurer Job Description**

### **The Treasurer's Duties**

- **Executive**
  - Attend board meetings and is a voting member of the board.
  - Provide a written and oral report at monthly board meetings. The report shall include cash flow, balances, and budget.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Records**
  - Keep the organization's financial books.
  - Maintain and monitor bank accounts.
  - Assemble full financial records that include: a) transaction records--income and disbursement, b) bank statements, c) monthly reports, d) year-end report, e) board minutes that contain special allocations.
  - Submit full financial records for yearly financial review.
  - Store full financial records for three (3) years.
  - Destroy full financial reports after three (3) years.
  - Ensure that year-end financial reports are in the organization's permanent records.
  - Store ancillary financial records such as monthly reports, check registers, and bank statements for seven (7) years.
  - Destroy financial records (bank statements, check registers, monthly reports after seven (7) years of storage.
- **Budget**
  - Solicit annual committee and board budget requests before Oct. 30.
  - Meet with Finance Committee in November to develop proposed annual budget.
  - Present budget at the December board meeting for board approval.
  - Establish and manage an annual budget for Treasurer's activities.
- **Banking**
  - Write checks – keep check records and records of deposits.
  - Provide monthly treasurer's report to past president who will reconcile the monthly bank statement with the report.
  - Is a signatory on BCMGA financial accounts.
- **Dues**
  - Collect dues from members
  - Keep dues records for both BCMGA and OMGA
  - Keep data base of active members and share with Membership Secretary and other board members as needed.
- **IRS Reporting**
  - File form 990 (N, EZ, or Full) with the IRS as necessary or report finances to higher-level organization (OMGA) for inclusion in 990 filing.
- **Insurance**
  - Inform board annually about status of insurance policy(ies) and insurance needs.
  - Pay premium.
- **Fundraiser Events**
  - Provide, from accounts, seed money for fundraisers.
  - Provide reserve cash boxes for fundraisers.
- **Mentoring**
  - Provide any necessary mentoring to the incoming treasurer to ensure that the successor is knowledgeable about the duties and responsibilities of the position.

- Maintain the procedure book for this position.

## **Secretary Job Description**

### **The Secretary's Duties**

- **Executive**
  - Attend board meetings and is a voting member of the board.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Documents**
  - Ensure that accurate documentation exists to meet legal requirements and adheres to the record retention policies of OMGA.
  - Maintain and manage the records of the board.
  - Review annually the governing documents of the association.
  - Review Policies and Procedures as required by the Policy Review Schedule.
- **Documentation**
  - Take the minutes of board meetings.
    - Distribute board minutes to the board for their review shortly after the meeting.
    - Publish board minutes in the weekly email after being approved by the board at the next meeting
  - Take the minutes of general membership meetings.
    - Distribute general membership minutes to the members in the weekly email shortly after the meeting.
- **Correspondence**
  - Handle the correspondence of the association at the direction of the president.
  - Mail weekly email to member(s) who lack a computer, have requested it, and have paid the required fee for this service.
- **Notification**
  - Notice, to the general membership and board, any changes to date or time of the regularly scheduled board meetings.
  - Notice, to the general membership and board, any special board meetings that occur outside of the regular schedule.
- **Procedures / Rules of Order**
  - Be familiar with the Articles of Association, Constitution & Bylaws, and the Policies and Procedures of the organization and ensure that they are being followed at board meetings.
- **Fiduciary**
  - Establish and manage an annual budget for secretary's activities.

- **Mentoring**

- Provide any necessary mentoring to the incoming secretary to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
- Maintain the procedure book for this position.

## **Membership Secretary Job Description**

### **The Membership Secretary's Duties**

#### **The Membership Secretary's Duties**

- **Executive**
  - Attend board meetings and is a voting member of the board.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Awards and Recognition**
  - Solicit and present nominations for *Lifetime Membership* to the board at the November board meeting.
  - Solicit and present nominations for both *Benton County Master Gardener of the Year* and *State Master Gardener of the Year* and *Benton County Behind the Scenes* and *State Behind the Scenes* to be voted on at the April board meeting.
  - Submit information regarding the recipients of the above ~~three-yearly~~ awards to the Extension Office on the OSU campus (Master Gardener Program State Coordinator).
  - Work with the Master Gardener Program Assistant to initiate and facilitate awards and recognition of membership for the November awards and graduation ceremony, including:
    - Certificates of Recertification
    - 100 Hours (or more) service bars
    - Service bars for special honors or offices held
    - 20-, 30-, and 40-year veterans for OMGA recognition
  - Order and maintain the necessary supply of service bars.
  - Be sure every member receives a new, yearly membership card and directory.
- **Data Management**
  - Maintain an accurate, annual record of dues paying members, their training year, and contact information.
  - Maintain an accurate record of membership cumulative hours for the purpose of awarding hours service bars.
  - Maintain and update annually the archival record of membership for the purpose of determining years of service to the association.
- **Communication**
  - Report the activities of this position to the board.
  - Compile membership interest survey information and communicate this to the board and relevant committee chairs.
  - Contact members who have not paid their dues.
  - Submit appropriate information to the weekly email.
- **Engagement and Retention**
  - Work with Outreach Committee to retain and encourage active membership in veterans and trainees alike.
  - Coordinate auxiliary membership programs, such as Associate Member, by tracking membership, encouraging participation, and monitoring compliance with standards.
  - Work with the treasurer to monitor membership trends such as veterans who have become inactive and the percentage of trainees who remain active in association, reporting to the board as trends become apparent.
- **Fiduciary**
  - Establish and manage an annual budget for Membership to be used for awards or activities.
- **Mentoring**
  - Provide any necessary mentoring to the incoming membership secretary.
  - Maintain the procedure book for this position.



## **BCMGA Representative and Alternate to OMGA Job Description**

### **The OMGA Representative's and Alternate's Duties**

- **Executive**
  - Attend BCMGA board meetings and is a voting member of the board.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Representation**
  - Attend OMGA board of directors meetings.
  - Represent BCMGA at OMGA meetings by understanding the issues, participating in discussions and voting on issues.
  - Report relevant BCMGA information to OMGA.
  - Report relevant OMGA information to BCMGA board and membership.
- **Documentation**
  - In cooperation with the BCMGA president/board, identify topics and activities to be reported to OMGA.
  - Submit a written report on BCMGA activities at each OMGA quarterly meeting. Identify topics that may require an oral report. The oral and written reports shall follow OMGA guidelines.
  - Send a copy of the written report to the OMGA secretary and the BCMGA president/board.
- **Financial Responsibilities**
  - Submit a budget to BCMGA for anticipated expenses for representation of BCMGA to OMGA based on the location of quarterly meetings and BCMGA budgetary guidelines.
  - Submit reimbursement forms with receipts for expenses related to BCMGA representation to the BCMGA treasurer.
  - Prepare and submit the "Send a Friend" scholarship funding request to OMGA for Mini-College.
- **Mentoring**
  - Provide any necessary mentoring to the incoming OMGA representative and alternate to ensure that they are knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.
- **Alternate's Duties**
  - In the absence of the BCMGA representative to OMGA, the chapter's alternate representative to OMGA shall fulfill the duties.
  - Attend BCMGA board meetings and is a voting member of the board.

## **Member at Large Job Description**

**This position may be held by an individual for up to two consecutive terms, if so nominated and elected by the membership.**

### **The Member at Large Duties**

- **Executive**
  - Attend board meetings and is a voting member of the board.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Be familiar with how the board works
  - Participate fully in the business of the board
  - Know the responsibilities of a non-profit board member.
  - Be flexible and available to take on assignments from the board.
  - Work with president elect to complete the asset inventory.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
  
- **Representation**
  - Be aware of and represent the varied interests of the BCMGA membership.
  
- **Mini College**
  - Assist the president elect with the purchase or collection of donations towards Mini College.
  - Assist the president elect with chapter-related Mini College activities.
  
- **Mentoring**
  - Provide any necessary mentoring to the incoming member at large to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.

## **Communication Liaison Job Description**

### **The Communication Liaison's Duties**

- **Executive**
  - Attend BCMGA board meetings and is a voting member of the board.
  - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
  - Support the decisions of the board and the president.
  - Work with the board and president to complete the association's goals for the year.
  - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
  
- **Communication**
  - Serve as an active member of the Outreach Committee by attending meetings to assure information flow between the committee, BCMGA board, association membership, and the public.
  - Collect, organize and provide information to the Master Gardener program assistant for formatting and distribution to Extension publications.
  - In January, work with program assistant to set article submission deadlines published in the Master Gardener Directory.
  - Place deadline notices in weekly email.
  - Encourage submission of articles from BCMGA members and committees.
  - Provide articles for the OMGA *Gardener's Pen*.
  
- **Mentoring**
  - Provide any necessary mentoring to the incoming communications liaison to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
  - Maintain the procedure book for this position.

## **BCMGA Parliamentarian Job Description**

### **The Parliamentarian's Duties**

- **Executive**
  - Attend board meetings.
  - Advise the president, other officers, committees, and members on parliamentary procedure.
  - Consult with the president about upcoming meetings regarding parliamentary matters.
  - Assist the past president in conducting reviews of governing documents.
  - Assist the secretary in maintaining governing documents.
  - Maintain an advisory role only, as the responsibility of ruling on parliamentary procedures remains with the president.
  
- **Impartiality**
  - It is the duty of the parliamentarian to maintain impartiality when giving advice on parliamentary matters.
  - Should a parliamentarian also serve as an elected and voting member of the board, the position of parliamentarian shall not restrict that member from fully participating in board deliberations and in casting a vote.
  
- **Appointment**
  - The parliamentarian is appointed by the president and serves in a non-voting capacity.
  - The appointment of a parliamentarian is at the discretion of the president.
  
- **Mentoring**
  - Provide mentoring to an incoming parliamentarian about the duties and responsibilities of the position.
  - Assist new board members, as requested by the president.
  - Provide historical perspective on past board actions, if needed.
  - Maintain the procedure book for this position.

## **Community Horticulture Faculty**

- **Executive**
  - The Community Horticulture Agent attends board meeting as an *ex officio*, non-voting member of the board.
  - The Agent acts in an advisory capacity to the board.
  
- **Communication**
  - The Agent shall keep the board informed about relevant matters regarding the Master Gardener Program, the Extension Office, and Oregon State University that may affect BCMGA.
  
- **OSU Volunteer Standards**
  - It is the responsibility of the Agent to monitor and assess the conduct of Master Gardener volunteers according to the policies for volunteers established by Oregon State University.
  - It is the responsibility of the Agent to discipline any Master Gardener who is in breach of these policies, which may include removal of the volunteer from the program.
  
- **BCMGA Association Standards**
  - It is the responsibility of the Agent to assure that the association and its activities are adhering to the principles and standards of the Master Gardener Program.
  
- **Certification**
  - The Agent shall establish the certification criteria for Benton County Master Gardeners.
  - The Agent shall establish the criteria for the successful completion of the training program.
  
- **Awards and Recognition**
  - The Agent shall assist BCMGA to complete requirements necessary to advance Benton County candidates for OMGA awards.
  - The Agent shall recognize trainees and veterans with appropriate awards at the annual Benton/Linn Awards Dinner.

## **APPENDIX B**

### **SPECIAL ALLOCATIONS APPLICATION FORMS**

[Last reviewed: 2/2023]

- BCMGA Projects
- Non-BCMGA 501(c)(3) Organizations



## BCMGA Special Allocations Request Form Internal Project (BCMGA Committees)

Revised 2023

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### Criteria

1. The project must conform to one or more of the following **purposes of BCMGA**:
    - a. To enhance and supplement the Oregon State University Master Gardener Program in conjunction with the Benton County Extension Service.
    - b. To promote the public interest in gardening and home horticulture through education.
    - c. To provide, in accordance with the standards established by OSU (Extension Service), assistance and information to the community and assistance to the OSU Extension Service such as office consultation, teaching horticulture, making speeches to groups, assisting with 4-H and other youth activities, helping with senior citizen programs, etc.
    - d. To engage in fundraising projects throughout the year to obtain resources to further the objectives of the Association and of the OSU Extension Service.
    - e. To engage in activities that will further the objectives of the Association and of the OSU Extension Service.
    - f. To work with other organizations to enhance and promote gardening in the community.
  2. Funds requested must be for a one-time project or expense and not part of the annual operations of the committee.
  3. Funds are awarded in the current year and may be carried over to the following year.
  4. Information about the completion of the project should be included in the committee's annual report. The completion of an association project should be reported to the board by the member who requested funds.
  5. The deadline for submission of the application is set by the BCMGA board. The application should be directed to the chairperson of the Special Allocations committee.
- 

1. Date of Request:

2. Name of Requestor:

Phone:

Email:

3. Requested for:    Committee \_\_\_\_\_    Board \_\_\_\_\_    Individual \_\_\_\_\_ (check one)

Committee Name:

4. Amount Requested:

5. Description of Project: Please describe in detail. Explain why this project is needed and how it supports one of the BCMGA purposes as described above. Attach additional information if necessary.

6. Detailed budget (what will be purchased, proposed vendor, estimated costs for each item, etc.):

7. Proposed Completion Date:

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for committee use



**BCMGA Special Allocation Request Form**  
**External Project or Contribution**  
**(non-BCMGA activity)**  
Revised 2023

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**Criteria**

1. **Funds are available to 501(c)(3) organizations only. A copy of the organization's IRS Determination Letter for 501(c)(3) status is required to be submitted with this application.**
2. BCMGA projects have priority for special allocation funds. Allocations to other non-profit organizations are made when funds are available.
3. The project must conform to the one or more of the **purposes of BCMGA**:
  - a. To enhance and supplement the Oregon State University Master Gardener Program in conjunction with the Benton County Extension Service.
  - b. To promote the public interest in gardening and home horticulture through education.
  - c. To provide, in accordance with the standards established by OSU (Extension Service), assistance and information to the community and assistance to the OSU Extension Service such as office consultation, teaching horticulture, making speeches to groups, assisting with 4-H and other youth activities, helping with senior citizen programs, etc.
  - d. To engage in fundraising projects throughout the year to obtain resources to further the objectives of the Association and of the OSU Extension Service.
  - e. To engage in activities that will further the objectives of the Association and of the OSU Extension Service.
  - f. To work with other organizations to enhance and promote gardening in the community.
4. Proof of completion of the project (brief written statement or pictures) must be submitted to BCMGA. Failure to provide proof of completion will disqualify the organization from future funding. The report should be sent to the address in #7 below.
5. Allocations to non-profit organizations are restricted donations. No further financial obligations are attached to BCMGA.
6. Deadline for receipt of this application is set by the BCMGA board.
7. Applications should be emailed to the Special Allocations Committee Chairperson or mailed to:

BCMGA Special Allocations Committee  
5060 SW Philomath Blvd. #197  
Corvallis, OR 97333-3239
8. Checks will be disbursed no later than December 31<sup>st</sup> of the current year. Checks can only be made to the tax-exempt organization.

- 
1. Date of Request:

2. Name of Master Gardener submitting this application:

Phone:

Email:

3. Name of organization:

4. Organization mailing address:

5. Tax Exempt Status ID Number (EIN):

6. Organization contact person:

Phone:

Email:

7. Amount Requested:

1. How does this project support the purposes and goals of BCMGA as described above?

2. This request is for:      A contribution\_\_\_\_\_      A project\_\_\_\_\_

**If funds are requested for a project, please answer Questions 3 through 7 below.**

3. Please describe in detail the proposed project. Attach additional information, if needed.

4. Provide a detailed budget: what items will be purchased, proposed vendor, estimated costs for each item, etc. Attach additional information, if needed.

5. What is the proposed completion date?

6. How will ongoing maintenance be provided, if relevant?

7. What documentation will be provided to ensure that the project was completed?

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for committee use

*APPENDIX C*

**Application for BCMGA Education Scholarship.**



## Application for BCMGA Education Scholarship

Name \_\_\_\_\_

Education Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Registration Cost \_\_\_\_\_

Briefly describe the event, your interest, and what you hope to learn.

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Scholarship recipients must write an article or present a talk as a condition of the scholarship. How would you complete this requirement?

\_\_\_\_\_ Write an article for the newsletter, website, blog, or other BCMGA outlet

\_\_\_\_\_ Present a talk at an association meeting

\_\_\_\_\_ Present a talk at *Gearing up for Gardening* or *Insights into Gardening*  
(with approval of organizing committee)

**Please read Section 2.10 “Continuing Education Scholarships” in BCMGA Policies & Procedures and fully understand the terms and conditions before you sign this application.**

By signing this application, you are agreeing to attend the above event, provide proof of attendance, and commit to share what you learned through one of the listed options. If you cannot attend the event, any received scholarship money shall be remitted back to BCMGA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date