



Criteria for Jackson County Master Gardener™ Project Selection



Before a project is presented to Master Gardeners as a ‘Volunteer Opportunity’, it needs to be planned in accordance with MG Program guidelines and the following criteria must be met. In an effort to streamline communications surrounding project requirements, how project volunteer hours are considered (OSU MG Program Activity* or Partner Activity**), and how volunteers are recruited, **please use the following information, checklist and questionnaire before the opportunity is submitted to the Jackson County MG Program coordinator for approval. All projects need to enhance and support the Jackson County MG Program.**

***OSU MG PROGRAM ACTIVITY:** *Describes MGs volunteering on behalf of OSU Extension at these pre-approved Jackson County MG Program activities only:* Plant Clinics (in-office or remote) and MG program remote tabling clinics at farmers’ markets, garden shows, fairs, etc.; Ask an Expert; and Speaker’s Bureau, community or school garden educator. *These are Jackson County Master Gardener Program’s primary outreach service activities.*

****PARTNER ACTIVITY:** *Describes all other educational or support activities by OMGA Chapters or other partners that are pre-approved by the Jackson County MG program staff that support or enhance the Jackson County Master Gardener program.*

In order for this project to be considered as an OSU Master Gardener Program volunteer activity, it must:

(Please check the box if the following is true)

Involve Master Gardener(s) directly educating other MGs and/or the public using research-based information from OSU or other university, government, or otherwise science-based entities. Projects relying on signage as the only educational delivery system must be reviewed by the MG Program Coordinator.

Have research-based resources *on site* to refer to if participants are asking questions (PNW, handouts, sustainable gardening handbook....). MG Plant Clinic phone number & email handouts need to be provided in response to questions that cannot be answered on site.

Comply with the mission statement of the OSU Master Gardener Program:

“Cultivating resilient and healthy communities throughout Oregon through sustainable horticulture education and gardening projects that are rooted in science and that are supported by OSU Extension volunteers.”

Be promoted as an event/activity sponsored by *the Jackson County Master Gardener™ Association in collaboration with OSU Extension Service*. Events/activities promoted solely as a Chapter (no reference to OSU Extension in title) will not be considered for volunteer hours.

If purpose of event/activity is to fundraise, it will be promoted as follows: *Jackson County Master Gardener™ Association in support of OSU Extension Service*. See below for logo guidelines.

Any advertising/announcement or literature/brochures must be pre-approved by the program and include OSU Extension Service Logo and Master Gardener logo, which must be clearly visible and in a prominent location, and be pre-approved by the program office. Contact program office for guidelines.

Provide the Jackson County Master Gardener training information and phone clinic fliers at venue (if appropriate).

Provide a report after the event is over to the Jackson County MG Program Coordinator providing the name of event, date(s), MG contact, names of MGs working, and number of people who attended.

Master Gardener(s) need to:

Be a *current* OSU Master Gardener or Intern. That is, they are listed as active with MG Program office and have met Program requirements of training, recertification, and submission of volunteer hours for the previous year. Being a chapter member only does not fulfill this requirement.

MUST wear an official MG badge. Other partnerships may be displayed at separate locations, but it needs to be clear that the presenter is acting on behalf of OSU at the event. OMGA Chapter-specific badges or 'hang-tags' are often confusing to attendees and are discouraged.

Refrain from expressing personal opinions, political, or religious views. Master Gardeners present or volunteering at this event must understand that they are representing Oregon State University, OSU Extension Service and the Master Gardener Program™ views exclusively.

Master Gardener activity coordinator needs to:

After project approval, notify the Program office **at least two weeks** before the event and make arrangements to pick up and return a resource box. This box will include MG class recruitment information and office phone numbers.

Agree that approval must be given from the Program Office in writing before the event or project is advertised, promoted, or recruited for as an OSU Program 'accepted' project. Chapter 'specific' projects or events without this approval will not qualify as an MG Program volunteer opportunity.

Keep records of event (or project) contact person(s), number of people attending (or impacted), and names of volunteers participating. **After the event, the project coordinator must submit the information form to the program office by Oct. 31.**

Submit a new **Activity Renewal Application** for each year of the event.

Keep this form for your records.

If all the above criteria are met, please complete and submit the **Proposed Activity Application** form with a detailed description of the project to the MG Program coordinator (currently Erika Szonntag at erika.szonntag@oregonstate.edu).

Please Note: Since the MG Program's main outreach programs are the phone and remote clinics, they remain the priority for staffing volunteers.

Even if all criteria are met for a project proposal, the project might not get approval due to current resources.