[***Garden as though you will live forever.***](http://www.brainyquote.com/quotes/quotes/w/williamken202818.html) ***-*** [William Kent](http://www.brainyquote.com/quotes/authors/w/william_kent.html)

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**OSU Extension**

**Josephine County**

**Master Gardener™**

**Training Handbook\***

**2019**

\**This is a fluid document (subject to change). When prompted, please note any information provided in class about updates.*  SR 1/9/2019

*WELCOME!*

…to the Master Gardener training program. Enjoy yourself. You have made a wonderful choice to become a Master Gardener.

You are on your way to becoming an Oregon State University Master Gardener! Many benefits await you.

* Twelve Thursdays of outstanding classes organized by the OSU Extension Master Gardener Program and the Josephine County Master Gardeners.
* Participation in Master Gardener events and activities.
* Certification as an OSU Extension Master Gardener.

*Sue Hunt, County Leader, Josephine County OSU Extension*

*GREETINGS Class of 2019*

Congratulations on your decision to become a Master Gardener (MG). Participating in the MG Program requires a time commitment, but you will improve your gardening know-how and skills tremendously as you give your time and energy to enhance your community, and you’ll have a blast doing it! The Master Gardener Program is a win-win situation for everyone involved. We’re glad you’re here. 

Today you’re beginning your journey down the Master Gardener path. This booklet has been prepared on your behalf. We hope you will find it useful.

*Sara Runkel, Horticulture Faculty & MG Coordinator*

*Josephine County OSU Extension.*

Relax, have fun, be ready to learn, and let us introduce you to a wonderful program

— *The Master Gardeners.*

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*“A garden to walk in and immensity to dream in--what more could he ask? A few flowers at his feet and above him the stars.”* ― [Victor Hugo](http://www.goodreads.com/author/show/13661.Victor_Hugo), [*Les Misérables*](http://www.goodreads.com/work/quotes/3208463)

*“Gardens are enclosed areas in which plants and arts meet. They form 'cultures' in an uncompromised sense of the word.”*   
 ― [Peter Sloterdijk](http://www.goodreads.com/author/show/25733.Peter_Sloterdijk)

**What is a Master Gardener?**

The OSU Master Gardener™ Program is an Oregon State University Extension Service program that helps Oregon gardeners learn more about the art and science of growing and caring for plants. These trained Master Gardener volunteers extend sustainable gardening information to their communities through educational outreach programs.

Oregon State University Master Gardeners:

* Provide non-biased, science-based gardening information to the public
* Diagnose plant problems and provide sustainable solutions to Oregon gardeners
* Design and present educational programs on subjects of interest to Oregonians
  + Safe pest management practices
  + Yard waste management and composting
  + Water quality protection
  + Gardening with children, youth, seniors and physically challenged gardeners

OSU Master Gardener volunteers expand Oregon State University’s ability to reach and assist the citizens of Oregon. OSU Master Gardener volunteers have achieved a high degree of community credibility in over three decades of service and currently there are approximately 2,900 active Master Gardeners working in Master Gardener programs in 27 of Oregon’s 36 counties.

The Oregon State University (OSU) Extension Service Master Gardener™ volunteer title is to be used only and exclusively when performing volunteer work in an Extension-sponsored or endorsed program or activity. The training and experience gained as a volunteer may be used and listed as qualifications when seeking employment.

**Training to Become a Master Gardener**

**Classroom Program**

The classroom program in Josephine County begins on Thursday, January 17th and finishes Thursday, April 4th. Class runs for twelve Thursdays from 8:30 AM to 4:00 PM, though you should plan to arrive early enough to sign in, get your coffee, and get ready to learn. Each day normally includes a fifteen minute break in both the morning and afternoon, and a 45 minute break for lunch.

Attendance is expected at every class session. Should you unavoidably miss a class, make arrangements with your mentor to get copies of any handouts from the missed classes. ***Missing more than a total of two classes (one full day) may result in non-certification.*** You will need to mark your attendance by placing a check mark by your name every class day at the entry table when you arrive. As discussed during your orientation you may make-up a missed class by attending the MG training program in Jackson County on Wednesdays or making arrangements to take an online module if it is available. Please notify both your mentor and the MG Coordinator if you make-up a class. Knowledgeable speakers are organized to present the latest research-based information on a variety of topics, so you won’t want to miss any classes if you can help it.

In these classes you will discover that the Master Gardener Program has three areas of emphasis:

* Plant problem diagnosis
* Sustainable gardening
* Backyard and community food production

The textbook, *Sustainable Gardening: The Oregon-Washington Master Gardener Handbook*, covers these three areas well. You should read the chapter for the session being presented each week before class. You do not need to bring your notebook to class. Instructors will often give additional supplemental information about the subject being presented. Take notes and be sure to collect and save the handouts you receive.

The classroom portion of the Master Gardener training will conclude with a final review exam. Nearly all of the answers to the questions are in your *Sustainable Gardening* textbook and the handouts you received in class. Don’t worry – it’s an open book test and you’re encouraged to work collaboratively with fellow students on the test. And just to give you some practice, review questions for each chapter will be assigned each week along with the reading.

***The most noteworthy thing about gardeners is that they are always optimistic, always enterprising, and never satisfied. They always look forward to doing something better than they have ever done before.*** Vita Sackwill-West (1892-1962)

**Certification as a Master Gardener™**

To become certified as an Oregon State University Extension Master Gardener™ in Josephine County you must do these things:

1. Attend the 12 week training program.
2. Complete the open book review exam with at least a score of 70%.
3. Volunteer at least 70 hours, including 32 hours in the Plant Clinic (minimum of 24 in the office Plant Clinic) and 38 hours in other approved volunteer activities. Volunteer hours are to be completed between January and the end of October 2019.

Until all the requirements are completed, you are a Master Gardener Trainee. Upon completion of the requirements discussed above you will be officially recognized as a Certified Master Gardener at the annual Graduation/Awards Banquet at the end of October 2019.

**Volunteer Educational Service Hours**

As part of your agreement to become a Master Gardener, you contracted to complete 70 volunteer Education Service Hours. The work you do will be valuable –

* Especially to you as hands-on learning experiences,
* To the public in greater understanding and knowledge about their gardening needs,
* To the Josephine County Master Gardener Association in support of the program, and
* To OSU Extension Service in accomplishing its mission.

**As part of your training, you’re required to complete 32 educational service hours in Plant Clinics, including 24 hours in the Extension Office Plant Clinic.** You have a choice in how you complete the remaining 38 hours or more, but you’re strongly encouraged to work in the greenhouse and perennial propagation programs. Other options include: the Young Master Gardeners Program at the Grants Pass Library, the K-12 school gardens at a variety of public and private schools, The Jr. Master Gardener Program, the Josephine County Fair, and several other public events.

Because the mission of the OSU Extension Master Gardener Program, as well as the National Extension Master Gardener Program, focuses on educating others about sustainable gardening practices, Master Gardener Volunteer Service Hours which support this mission should be given highest priority. Direct and indirect educational hours should constitute at least 50% of a Master Gardener’s volunteer service hours in their initial year and 50% of a Master Gardener's volunteer service hours in their recertification years.

What follows is an explanation of the types of volunteer activities that qualify for direct, indirect, and support service hours. Specific volunteer opportunities available in Josephine County will be explained during class and short summaries are provided in this document.

## Direct Educational Hours:

Master Gardener activities that have the potential to directly increase knowledge, change attitudes or change behaviors in ways that promote sustainable gardening. A Master Gardener must be current on their certification, in order to participate in activities that qualify for direct educational hours.

* Plant Clinic (no matter the venue): plant clinic is the venue through which Master Gardeners receive gardening questions and provide high-quality recommendations to the general public. Typical venues for plant clinic include: the Extension office (walk-in, phone or email), Ask an Expert, farmers markets, Master Gardener events (e.g. plant sales, fairs), other community events.
* Instructor (at a conference, seminar series, Master Gardener training, speaker’s bureau, etc.): includes the time it takes to research, prepare and deliver the presentation.
* Educational Garden Instruction (demonstration gardens, youth garden, school garden, prison garden, garden tour, greenhouse programs): education must be the focus of these activities, and not garden labor without education. Gardens should be used as teaching and demonstration sites, with appropriate signage and supporting materials. Teaching a class in an educational garden, leading a tour, preparing signage or educational displays, or other educational activities may count towards direct service hours.
* Writing an Educational Article: in a Master Gardener newsletter, for a local newsletter, or collaborating with an OSU Extension faculty member to write an Extension publication. Includes the time needed to research and write the article.
* Other approved activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy.

In addition to direct educational hours, there are many activities that facilitate or support the efforts of volunteer educators. These are indirect educational hours. The volunteer is not directly teaching others (via plant clinic recommendations or gardening talks or demonstrations), but is supporting the efforts of others who are serving as direct educators.

## Indirect educational hours:

Master Gardener activities that facilitate or support the efforts of those who are teaching.

* Educational Event Planning (conference, seminar series, MG training).
* Master Gardener Training Class Mentor: assisting with the annual Master Gardener training course.
* Educational Garden Maintenance: Educational gardens require basic upkeep in maintenance, in order to be effectively used in educational outreach. Thus, garden maintenance and upkeep activities qualify for indirect educational volunteer service hours if work in the garden supports an educational project or program, and if garden maintenance and upkeep activities are not the major focus of activity in the garden. If garden maintenance and upkeep becomes the major focus of activity, it is time carefully examine the project, and re-calibrate back to the educational mission and focus of the Master Gardener Program.
* Other Approved Activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy.

## Support Hours:

Master Gardener activities not focused on educational outreach, but whose efforts help to support the mission of the OSU Extension Master Gardener Program.

* Fundraiser (plant sale, book sales, etc.)
* Extension Office Support: filing, database management, photocopies, or other duties related to the Extension office.
* MG Association: including serving as an officer, board member or in an appointed position in a MG chapter or in the Oregon Master Gardener Association.
* Other Approved Activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy.

In order to qualify for MG Service Hours, projects or activities must:

1. adhere to applicable OSU policies and procedures,
2. be approved by the OSU Extension faculty and staff coordinating the Master Gardener Program,
3. be reported to OSU Extension.

**Volunteer Opportunities with the Josephine County Master Gardener Program**

**Plant Clinic – 32 hours minimum (first year)** ***(VRS- hours go under Plant Clinic***)

The Plant Clinic is THE basic function of OSU Master Gardeners. This is the primary place where the knowledge gained during training is used to help community members with their home horticulture problems.

***Plant Clinic Coordinators***

Wilma Christian

541-474-2715

Co-coordinator TBD

Upon completion of your 12 weeks of training you are required to work at least 32 hours in Plant Clinic operations between April and the end of October. You will work with other class participants and veteran Master Gardeners speaking directly to the public either by phone or in person.

We operate plant clinics at the Extension office 9AM to 3PM, Monday through Thursday, the Grants Pass Growers Market on Saturdays (9AM to 1PM) from April through September, and special events such as the Spring Garden Fair, County Fair and others on an opportunity basis. **All Trainees MUST work at least 24 hours in the main Plant Clinic at the Extension Office.** The remaining eight hours may be completed at the main plant clinic or one of the other plant clinic venues mentioned above.

*Remember, the public is counting on us to be at the Plant Clinic during the publicized times;* ***if you can’t make your scheduled work session you are responsible for notifying one of the Plant Clinic Coordinators****, before your scheduled day if possible. Please don’t leave us short-handed as the plant clinic can be really busy.*

**Greenhouse Practicum, Perennial Program, and Demonstration Gardens**

The Greenhouse and Perennial Programs, along with the demonstration garden, are designed to be an important part of your hands-on educational experience.



Your optional participation in these practicum programs will provide you with a thorough grounding in hands-on propagation of new plants from seed and from vegetative propagation methods. Work in the demonstration gardens will give you hands-on experience with maintaining a variety of garden plants, grapes vines, and fruit trees.

This hands-on propagating laboratory will take place in and around the greenhouses behind the classroom building. Most of the greenhouse work takes place between the beginning of class in January and early May, when the plants you grow and care for will be sold at the annual Spring Garden Fair. Work propagating perennials will be from April through October. Once the Spring Garden Fair is over in early May, trainees are welcome to drop by to work with the Perennial folks any Tuesday morning from 9 – 11 am. Work in the demonstration garden will be ongoing. Regularly scheduled Maintenance Mondays occur from 9-11 am and start in February. Trainees can volunteer in both the Perennial Program and demonstration gardens as long as they are not scheduled to work in the greenhouse during those times. It is important that trainees follow through with their scheduled greenhouse commitments.

**The Greenhouse Practicum *(VRS- hours go under Educational Garden-Maintenance)***

The major teaching and work effort takes place in the greenhouses each winter/spring from mid-January through mid-May. You are encouraged to sign up to help one day a week during this period. This ensures the continuity of care that is necessary to grow the plants to marketable size, and to get an overview of the entire planting and growing process.  **You will be committing to a two-hour session on the same day each week with several classmates and experienced Master Gardener mentors, and you will be expected to continue your commitment to working in the greenhouse through early May when the Spring Garden Fair is held.**

***Greenhouse Managers***

John & Pat Etchells- jocomg.treasurer@gmail.com

Terry Ruiter- tlruiter@msn.com

Leslie Miller - [mill045@hotmail.com](mailto:mill045@hotmail.com)

The practicum sessions provide the classic production greenhouse experience. The Mentors will guide you through the process of growing annuals and perennials from seeds. Classes will also cover propagation techniques, planting soil mixes, proper watering techniques, and typical diseases, pests, and problems. You will learn how to plant seeds of various flowering and food plants in a controlled greenhouse environment, carry them through the transplanting and potting up process to a point where they can be “hardened off” and ready to be planted in the world outside the greenhouse environment.   You will also learn about grape pruning and work in the new demonstration gardens.

**2019 Instructional Leads in the Greenhouse**:

Friday - John & Pat Etchells (Co-Leads) (541) 218-7696 [jetchells@gmail.com](mailto:jetchells@gmail.com)

Saturday - Mark Schallheim (541) 479-3652 [schallheim@gmail.com](mailto:schallheim@gmail.com)

Sunday - Leslie Miller (831) 801-3668 [mill045@hotmail.com](mailto:mill045@hotmail.com)

Monday - Steve Schoen (541) 956-9198 [gpgarden@charter.net](mailto:gpgarden@charter.net)

Tuesday - Lori & Peter Pernarelli (Co-Leads) (541) 479-5353 [xpm93546@mac.com](mailto:xpm93546@mac.com)

Wednesday - Jim McManus (541) [956-7666jimjomcm@q.com](mailto:956-7666jimjomcm@q.com)

**Perennial Program *(VRS- hours go under Educational Garden- Maintenance***)

The Master Gardener perennial program provides propagation experience with vegetative propagation throughout the year. The leaders will demonstratevarious methods of propagating perennials*.*

***Perennial Leader***

Wil Scarrow

541-855-1236

willsknife@gmail.com

The Perennial Program seeks to grow plants from snips gathered from “mother” plants, from seeds saved from previous years, from cuttings throughout the year, and from divisions. Instruction will also include planting soil mixes, proper watering techniques, diseases, pests, and problems. **You can participate in the ongoing Perennial Program, which meets every Tuesday morning from 9 to 11 a.m., once you have completed your greenhouse training or during training as long as you are not scheduled to work in the greenhouse on Tuesdays.**

Step into the *garden*,

Lift your face to the sun

and just *Breathe*.

It will help you remember all that is *beautiful* and right in the world.

**Demonstration Gardens, also known as the Idea Gardens**

***(VRS- hours go under Educational Garden- Maintenance***)

***Idea Garden Leader***

Phylis McIntosh

541-476-7703

pjmontheriver@gmail.com

The Idea Gardens are comprised of five demonstration gardens around the OSU Extension Office. These include the Color Garden, the Accessible Garden, the Native and Pollinator Garden, the Krull Garden (demonstrationg small fruits), and the Max Caine Grapes. Regularly scheduled maintenance happens during Maintenenace Mondays from 9-11 am. Maintenance Mondays start in mid- February depending on the weather. Trainees are invited to participate in demonstration garden maintenance after or in addition to your regularly scheduled greenhouse practicum hours.

**Additional Volunteer Opportunities Abound**

There are many other occasions for you to volunteer and meet your 70-service hour commitment. It takes a lot of people volunteering in many different areas to accomplish the mission of the OSU Extension Master Gardener Program and the Josephine County Master Gardener Association. Regardless of your skills and interests, we have a place where we need you and you can continue learning in a stimulating and enjoyable environment.

***The world is hugged by the faithful arms of volunteers.***

Terri Guillemets

**Youth Education Programs**

*Anyone interested in working with you must complete a background check with OSU. Please see Sharon Evans in the front office to start this process.*

**The K-12 School Garden Program *(VRS- hours go under Educational Garden – instructor or maintenance depending on the activity***)

***K-12 Program Leader***

Kristen Paulson

541-441-5999

kristen@kristenpaulson.com

The K-12 program is designed to introduce gardening to young students using a hands-on approach.

School gardens are an excellent opportunity to reinforce classroom instruction while providing an interesting, health activity that promotes team building and a sense of community. Master Gardeners currently coordinate school gardens at Highland, Fruitdale, Allen Dale & Madrona Elementary Schools and at St. Anne’s School.

**The Young Master Gardeners Library Program**

***(VRS- hours go under Instructor if teaching or planning lessons. Set-up, clean-up or other non-instructional activities would go under Educational Event Planning***)

The Young Master Gardener (YMG) program is sponsored by Josephine Community Libraries and OSU Extension Master Gardeners. The purpose is to expand and enrich children’s knowledge about plants, gardening, and biology with planting and hands on activities. Books related to the topic, both fiction and non-fiction, are used to illustrate, explain and entertain.  OSU certified Master Gardeners conduct the reading, learning and planting sessions at both the Grants Pass and Illinois Valley branches.

***YMG Program Leaders***

Sayaka Lean (Grants Pass)

541-450-8065, sayaka427@hotmail.com

Barry Burnsides (Grants Pass)

541-471-4455, dawnvmeb2@aol.com

The 10 year old YMG program currently includes once a month sessions on the second Wednesday at the Grants Pass branch for the following two groups: ages 5 and under and ages 6 and up.

****

**Junior Master Gardeners Program (JMG)**

***(VRS- Instruction and lesson planning hours go under Educational Garden-Instructor. Set-up, clean-up or other non-instructional activities would go under Educational Event Planning)***

In conjunction with 4-H, Master Gardeners will conduct a 10-week pilot project during the winter of 2018 at Highland Elementary school garden/greenhouse to participants in grades 4 through 5. It is a mini-version of the MG program and offers horticultural and environmental science education, and leadership and life skills through fun and creative activities. JMG is supported by a youth handbook and teacher guide.

***4-H program contact***

Sue Hunt

541-476-6613

susan.hunt@oregonstate.edu

**Adult Education Programs**

**Seeds of Spring —March 16, 2019**

***(VRS- volunteer hours go under Educational Event Planning; attending the conference goes under Continuing Education)***

Trainees can plan on attending this annual home gardening conference or even helping to put together the widely-acclaimed gardening educational extravaganza. This year Seeds of Spring will be held on the third Saturday of March at the Rogue Community College Redwood Campus.

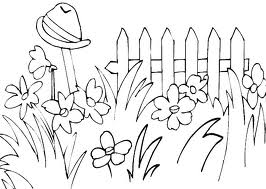
***Seeds of Spring Chair***

Terry Ruiter

541-244-1360

tlruiter@msn.com

The Seeds of Spring Conference features approximately forty gardening-related classes presented by top experts from around the Northwest. Master Gardeners plan the seminar, assist instructors, serve as instructors, and perform other duties as needed.



The Spring Garden Fair–May 4 & 5, 2019 Plant Sales and more!

*(VRS- hours go under Fundraiser*)

***Spring Garden Fair Co-Chairs***

Sybil Longinotti 541-955-7029

[sybillouise1@charter.net](mailto:sybillouise1@charter.net)

Mike Zerwer, 541-955-5076

The Master Gardener Spring Garden Fair is an annual two-day plant sale, fundraiser and educational event held in the auditorium and greenhouse area at the OSU Extension Office in early May. The event is co-sponsored by the Josephine County Master Gardener Association and the OSU Master Gardener Program. It is the main fundraising activity of the Josephine County Master Gardener Association.

The plants propagated and grown in the greenhouse and perennial programs will be sold at this event. You will be able to share your knowledge, answer questions, and give advice about planting and caring for the varieties you have grown. You can assist with anything and everything from setup to the final tear down. Many opportunities are available, all of which are fun, educational, and earn volunteer service hours.

Seed to Supper Program

*(VRS- teaching hours go under Instructor if you are teaching or Educational Event Planning)*

The [Seed to Supper program](http://www.oregonfoodbank.org/Our-Work/Building-Food-Security/Education-Programs/Seed-to-Supper), a partnership between the OSU Extension Service and the Oregon Food Bank, is a free, six-week course that focuses on teaching adults how to grow and enjoy their own vegetables while gardening on a budget. The program began in Josephine County in 2015 and an instructor training workshop is held every year. Master Gardeners are needed to help in a variety of capacities including marketing, instruction, and classroom support. Classes are currently offered in Grants Pass and Cave Junction.

***Seed to Supper Coordinator***

Breezy Schallheim

541-479-3652

[fbreezy@hotmail.com](mailto:fbreezy@hotmail.com)

**Insect Working Group**

***(VRS- volunteer hours go under Other Approved Project; training sessions go under Continuing Education***)

****The Insect Working Group is developing a reference collection for the Plant Clinic to help identify pest species and for educating clients on the benefits of protecting and creating habitat for beneficial insects. Participants spend time in the field observing and collecting specimens followed by indoor time learning how to preserve, prepare, and identify these specimens. If you are really keen on a certain group (grasshoppers, moths, beetles, etc.) you can also become an ‘in house expert’ and earn an Insect Specialist Certificate. If interested talk with Judi to see how you can get involved.

***Insect Working Group***

***Project Coordinator***

Judi Maxwell, PhD Entomologist

701-202-1521

jmaxwell9335@gmail.com

**Oregon Bee Atlas Survey**

***(VRS- volunteer hours go under*** ***Citizen Science***)

***OR Bee Atlas***

***Project Coordinator***

Judi Maxwell, PhD Entomologist

701-202-1521

jmaxwell9335@gmail.com

Bee scientists at OSU and the OR Department of Agriculture estimate there are 500-800 species of bees in Oregon, but there has never been a concerted survey of the state’s bees. Thus, it is very difficult to know whether the health of Oregon bees is improving or declining. The Oregon Bee Atlas represents the first steps towards addressing the gulf in our knowledge about the bees of Oregon. Our regional monitoring team — made up of motivated individuals like you — is helping us in a robust survey effort in southwestern Oregon. We provide training, supplies, and ongoing support. Attendance at the Bee School: Native Bee Taxonomy Course on Jan. 26, 2019 is required to be part of this program. During the workshop you will be trained on how to collect bees, curate them and how to identify bees. This is the first step to becoming a member of the Bee Survey Team in southwestern Oregon.

**Evening and Saturday Community Education Classes**

***(VRS- volunteer hours go under Educational Event Planning or Other Approved Projects; attending the classes goes under Continuing Education***)

Oregon State University and the Master Gardener™ program will present several Evening and Saturday classes for the public during 2019.

***Master Gardener Coordinator/Horticulture Faculty***

Sara Runkel

541-476-6613

sara.runkel@oregonstate.edu

Volunteers are typically needed to help plan and organize the classes, serve as hosts and helpers to assist with setting up the room, register participants at the classes, aid the instructor, and put equipment away at the end of the class. The efforts to organize and support (set-up, take down, registration table) the classes can be applied towards the 70 hours of required volunteer service.

As a Master Gardener trainee you are able to participate in the evening/Saturday classes and can get in at a reduced cost to the classes as long as you wear your MG badge. Attending the classes for the education provided is not considered volunteer service, but counts towards continuing education (required for recertification for certified MGs). Please see the posted schedule for more information and online registration.

[***Gardening is how I relax. It's another form of creating and playing with colors.***](http://www.brainyquote.com/quotes/quotes/o/oscardelar227349.html)

[Oscar de la Renta](http://www.brainyquote.com/quotes/authors/o/oscar_de_la_renta.html)

**Even More Volunteer Opportunities**

We are always looking for photographers to document events, writers for the Josephine County Master Gardeners Association (JoCoMGA) Newsletter and other publications, and speakers to represent the Master Gardener program throughout the community and on the weekly KAJO Radio Garden Talk Show.

Folks with organizational skills, computer skills or who are just willing to pitch in are always in demand for a variety of activities.

Volunteer opportunities will be announced in class and at monthly Board meetings, as well as listed online at the JoCoMGA website and in the monthly newsletter. If you have any ideas about programs or activities that you would like to see implemented, please share your ideas with the JoCoMGA President Pam Zaklan, or Sara Runkel the MG Coordinator.

**Socializing and Hospitality**

***(VRS- no volunteer hours for attending social events, i.e. Chili Cook Off, Christmas Party, etc.; volunteer hours for decorating and setting up for the annual banquet go under Other Approved Projects; volunteer hours for planning social events or providing hospitality during class go under MG Association support.)***

It’s not all work; we have fun, too! Good food and great gardening go together. There are countless social events and we provide hospitality at many other Master Gardener events. The events are always well-attended and great fun. Check out the JoCoMGA monthly newsletter for information and the website for the events calendar: [www.jocomastergardeners.com](http://www.jocomastergardeners.com).

**Reporting Your Volunteer Service Hours Online**

Reporting your hours is important for more than one reason. First, that’s how you get credit towards the required 70 educational service hours. Second, it’s important and valuable data for Oregon State Extension, Josephine County and JoCoMGA in evaluating our impact and effectiveness in the community.

The OSU Master Gardener™ program has an online **volunteer reporting system** (VRS). By using it you’ll be able to enter all your Master Gardener volunteer hours from home on your computer. You can enter your volunteer service hours as you do them or by lumping similar activities at the end of each month. Please refer to the sample Master Gardener Log Sheet for a listing and descriptions of the various volunteer activities, which match those found on the online VRS website.

Also see the information listed in the heading for the various volunteer activities (page 8 through 15) to see where to put your hours in the VRS. The online VRS is easy to use and you can start using it right away to track your hours. There will be a demonstration in class, but you are welcome to go online and get started now if you prefer.

After you get on the Internet, simply go to the **OSU Extension Volunteer Reporting System Home page at:** [**https://mgvrs.extension.oregonstate.edu/**](https://mgvrs.extension.oregonstate.edu/)

From this page, you can enroll in the Volunteer Reporting System as a Master Gardener. Simply click the link on the left hand side of the page that says ‘Enrollment.’ There’s also a link on this page for more detailed information about the volunteer reporting system. Make sure you enroll for Josephine County.

You will then be taken to the Master Gardener Enrollment Page. After you enroll, you will need to login to access the system. Your username is the email address you entered when you enrolled. Record your password here so you won’t forget it: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Once you are logged in, you can begin entering your volunteer time. Most categories are self-explanatory. For example, all work in either the Greenhouse or Perennial Program during your training year should be reported as ‘Educational Garden - Maintenance.’ Time spent working on the Spring Garden Fair should be reported under ‘Fundraiser.’ Talk to your mentor or contact the MG Coordinator with questions or comments.

Q & A about the VRS Reporting System:

*Do you have to use the online system?* No, but it is the preferred method. You can submit your paper copy listing hours directly to the MG Coordinator and they’ll be entered into the system for you. Forms for reporting volunteer time off-line are available in the office and a sample copy is located at the end of this booklet.

*What do I do if I have problems logging onto the online system?* Contact your mentor or MG Steve Schoen ([gpgarden@charter.net](mailto:gpgarden@charter.net) the volunteer computer and technology expert). There is also a “tech support” link on the left side of the VRS home page. If you still have trouble contact the MG Coordinator.

Master Gardener™ Recertification

As a Master Gardener trainee you will become a Certified Veteran Master Gardener in Josephine County once you have completed the 12 weeks of training classes, passed the open book final review exam with a score of 70% or higher, 70 hours of volunteer service (32 in a plant clinic). At the MG Banquet in late October you will receive a certificate and name badge which will grant you status as an official Master Gardener.

After your initial year of training you will need to recertify every year to keep your current standing as a Certified Master Gardener. Recertification involves completing twenty hours are volunteer service **and** ten hours of continuing education during the “MG year.”

In 2016 the OSU Extension MG program adopted a new policy on recertification. Key to the policy is that at least 50% of the 20 required annual volunteer service hours must go to *direct* or *indirect* education efforts. The MG year runs from November 1st through October 31st of the following year. **You need to be recertified to volunteer in any direct service opportunities** including the Plant Clinic and working in any educational capacity, such as a program leader or teacher role, as well as to serve as a mentor in the MG training program or greenhouse. Several JoCoMGA officer positions require recertification as well.

Volunteer Paperwork

Master Gardener trainees and Master Gardener volunteers must complete and file required paperwork before they start or continue their volunteer service.

#### **Required Forms**

Currently, the following forms are required of all Oregon State University Extension Master Gardener Volunteers:

* **Position Description Form**: This form describes the job of a MG Extension volunteer, as well as position requirements and supervision.  If either of the two boxes under 'optional assigned duties' are checked, then the Criminal History Check form must also be filled out and submitted by the potential Master Gardener trainee.
* **Conditions of Volunteer Service Form**: All volunteers must complete this form to be a registered university volunteer.  Doing so not only recognizes the volunteer as an official agent, it allows the university to extend coverage for tort liability (civil liability for injuries or damages to person or property of others) subject to the following general conditions:
  + You are working on an OSU task assigned by an authorized OSU supervisor;
  + You limit your actions to the duties assigned (defined in the assigned duties section below); and
  + You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.
* **MG Code of Conduct Form**: Describes the expectations of MG Extension trainees and volunteers.

The Conditions of Volunteer Service form must be completed and filed by active volunteers on an annual basis. The Position Description must be completed and filed by volunteers, any time there is a change in their position description (i.e. their Master Gardener duties now include working with youth, when their previous position description did not have this as an assigned duty). The Code of Conduct must be completed and filed by volunteers anytime there is a change to the Code of Conduct.

**All required forms must be completed and on file, before a Master Gardener trainee or certified Master Gardener can start or continue their volunteer service.**

#### **Conditional Forms**

Currently, the following forms are conditionally required, depending upon whether the one or both boxes of the ‘Optional assigned’ duties (works with you, or drives on behalf of OSU) are checked on the Position Description form.

* **Criminal History Check Disclosure Notice and Release Authorization**: This form is mandatory for all Master Gardener trainees and volunteers who work with youth as part of their Extension duties.  The form must be resubmitted once every two years, to maintain a volunteer's eligibility to work with youth on behalf of OSU, as part of their volunteer duties.  Master Gardeners who do not work with youth on behalf of OSU do not have to fill out this form.
* **Motor Vehicle History Check**: Master Gardener trainees and volunteers who drive a motor vehicle on behalf of OSU are required to submit a copy of their driving history to the OSU office of Risk Management. For more information on the criminal history and motor vehicle checks, visit the OSU Office of Human Resources FAQ page on these topics.

#### **‘As Needed’ Forms**

The following forms should be used on an ‘as needed’ basis with Master Gardener volunteers.

* **Photo Opt Out Release**:  MGs should complete this form ONLY if they do NOT wish for OSU to record their participation and appearance on any recorded medium.  This release form must accompany the Conditions of Volunteer Service Form (for MG volunteers) or the Acknowledgement of Risk and Waiver of Liability Form (for the public). This form is posted on the OSU Risk Website: <http://risk.oregonstate.edu/forms>
* **Report of Accident/Illness**: An online ‘Public Incident Report’ should be submitted anytime an accident occurs at an OSU Extension event or site. Volunteers, when working in their capacity as an OSU Extension volunteers, are considered agents of the University. If a volunteer is hurt when working for Extension, the volunteer's Extension supervisor should complete the form, and submit to OSU Human Resources. If a visitor to an Extension event or program is hurt, the OSU employee notified of the accident should complete the form. **Please notify Sara Runkel, the MG Coordinator, as soon as possible if an accident occurs during a MG program activity.**

[***The love of gardening is a seed once sown that never dies.***](http://www.brainyquote.com/quotes/quotes/g/gertrudeje310275.html) [Gertrude Jekyll](http://www.brainyquote.com/quotes/authors/g/gertrude_jekyll.html)

**Josephine County Master Gardener™ Association:**

***a Chapter of the Oregon Master Gardener Association***

The Oregon Master Gardener Association (OMGA) was established to enhance and supplement the Oregon State University Home Horticulture Program. At the county level, the Josephine County Master Gardener Association (JoCoMGA), a chapter of OMGA, has the same primary purpose. When you paid for this class, you received a one year complementary membership to both organizations.

At the state level, one of the primary activities of OMGA is to organize an annual Mini-College – four days of advanced urban horticulture classes where participants can rub elbows with gardeners from around the state- during the summer. More information will be included in the JoCo MGA newsletter during the spring.



Here in Josephine County, JoCoMGA is active in support of every aspect of home and community horticulture offered through the OSU Extension Program and none of it could happen without the dedicated support of the Association and its volunteer members. JoCoMGA volunteers conduct fundraising activities to help support a variety of MG activities – and a whole lot more.

In addition to the activities described earlier, here are a few more examples of things Master Gardeners do:

• Teach gardening basics: from seed to harvest

• Offer year-round educational lectures and how-to demonstrations

• Present Continuing Education classes for Master Gardeners

• Provide scholarships in horticultural professions for local students

• Host a variety of community educational programs in horticulture

Be sure to peruse and bookmark the JoCoMGA website to keep abreast of upcoming events, access the MG calendar, discover volunteer opportunities, link to the VRS, etc.: [www.jocomastergardeners.com](http://www.jocomastergardeners.com). It is a wonderful resource for all Master Gardeners.

**What does JoCoMGA offer for you?**

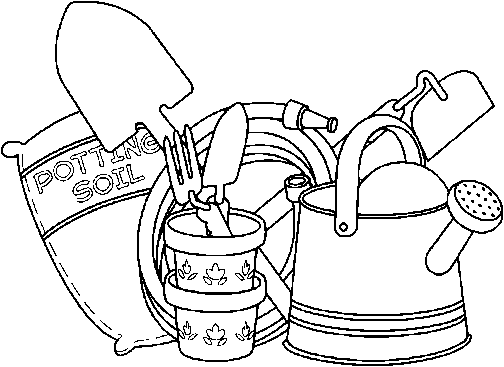
• The opportunity for continued learning by involvement in any or all of the activities of the Association. In cooperation with OSU we have ongoing programs in many areas of gardening in which you might be interested, or would like to share or gain specialized knowledge. If you can’t find an area you’re interested in, we will help you start one.

• The opportunity to use your skills in non-horticulture or administrative areas to support the educational mission of OSU and the JoCoMGA. We need talented and experienced people in a wide range of areas, from website design, to plant databases, to photography, seed propagation, and even construction. If you have a skill, we probably need it.

• The camaraderie of fellow gardeners. The Master Gardener Association is a group of talented individuals who have experience in specialized areas: Some have studied heirloom seeds, some love annuals, some are herb gardeners, and some may be well versed in native Oregon plants. Gardeners usually love to share plants, and the JoCoMGA members are no exception. Many members share seeds, plants, and cuttings with each other as well as gardening stories.

**JoCoMGA Membership – the basics**

Your membership in the JoCoMGA Association and a subscription to the monthly newsletter are included in your enrollment in the Master Gardener Class of 2019. Membership for subsequent years requires dues ($20 in 2018) to be paid annually. The Association year is Jan. 1st through Dec. 31st.

The JoCoMGA Board meets the first Tuesday most months at 9:30 am in the Extension Auditorium. Everyone is welcome. Each meeting includes opportunities to socialize with other Master Gardeners. Please attend! It’s a great time and place to meet Master Gardeners and to pursue your particular gardening interests. **You also earn Volunteer Service Hours for attending the monthly meetings. *(VRS- hours go under MG Association)***

**Important 2019 Contact Information**

**(also see the JoCoMGA Directory & monthly newsletters)**

**Josephine County OSU Extension Office: phone 541-476-6613**

OSU Extension Faculty and Staff

Sara Runkel, Horticulture Faculty/Master Gardener Coordinator: sara.runkel@oregonstate.edu

TBD, Office Specialist:

Sharon Evans, Office Assistant: [sharon.evans@oregonstate.edu](mailto:sharon.evans@oregonstate.edu)

Sue Hunt, 4-H Program Leader and County Leader: [susan.hunt@oregonstate.edu](mailto:susan.hunt@oregonstate.edu)

Master Gardeners

Pam Zaklan, President of Josephine County Master Gardener Association (JoCoMGA): 541-226-2165, [peekay45@charter.net](mailto:peekay45@charter.net)

John Etchells, JoCoMGA Treasurer: 541-218-7696, jocomg.treasurer@gmail.com

Joan Foley, Mentor Coordinator: 541-471-2103, [joanfoleygp@hotmail.com](mailto:joanfoleygp@hotmail.com)

Wilma Christian, Plant Clinic Coordinator: 541-474-2715, [josephineMG@oregonstate.edu](mailto:josephineMG@oregonstate.edu)

Diane Lewis, Growers Market Plant Clinic Coordinator: 760-895-7198, diane@lewismailbox.com

Greenhouse Managers (see list on page 9); Greenhouse Leaders (see daily list on page 10)

Wil Scarrow, Perennial Program Leader: 541-855-1236, willsknife@gmail.com

Kristen Paulson, K-12 School Gardens Program Leader: 541-441-5999, kristen@kristenpaulson.com

Sayaka Lean & Barry Burnsides (Grants Pass) Young Master Gardeners Library Program Leaders:

541-450-8065, [sayaka427@hotmail.com](mailto:sayaka427@hotmail.com) (Sayaka)

541-471-4455, [dawnvmed2@aol.com](mailto:dawnvmed2@aol.com) (Barry)

Breezy Schallheim, (Grants Pass area) Seed to Supper Program Leader:

541-479-3652, [fbreezy@hotmail.com](mailto:fbreezy@hotmail.com) (Breezy)

Judi Maxwell, PhD, Insect Working Group Coordinator and OR Bee Atlas Coordinator for Josephine County: 701-202-1521, jmaxwell9335@gmail.com

**Important Websites**

**OSU Extension Josephine County Master Gardener Program:** <https://extension.oregonstate.edu/mg/josephine>

**Recording Volunteer Hours Online:** <https://mgvrs.extension.oregonstate.edu/>

**OSU Extension Catalog:** https://catalog.extension.oregonstate.edu/

**OSU Extension Josephine County:** <https://extension.oregonstate.edu/josephine>

**Josephine County Master Gardener Association website:**  [www.jocomastergardeners.com](http://www.jocomastergardeners.com)

**JoCoMGA Facebook:** [https://www.facebook.com/jocomastergardeners/](https://exmail.oregonstate.edu/owa/redir.aspx?C=MZLsSS2YAJTh1LPkrFj8MERvpNPfwqmcQhF4i5VtTsvQc7Yj2ATUCA..&URL=https%3a%2f%2fwww.facebook.com%2fjocomastergardeners%2f)

**OR MG Program Facebook:** <https://www.facebook.com/OSUMG>