

UNIVERSITY OF
MARYLAND
EXTENSION

MASTER
GARDENER 

UME Baltimore City Master Gardener Volunteer Guidebook

2019 Edition put together by Erin Mellenthin

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University of Maryland Extension-Baltimore City



Your University of Maryland Extension (UME) Office in Baltimore City provides useful, up-to-date information and educational programs for individuals, families, the neighborhoods of the city, and the Baltimore community. Programs include the Master Gardener Program, 4-H, Nutrition Education, Financial Literacy, and Urban Agriculture.

UME Baltimore City is jointly funded by the University of Maryland, the U.S. Department of Agriculture, and the City of Baltimore. Extension offices are located in all 23 Maryland counties, as well as Baltimore City, and they are all administered through the College of Agriculture and Natural Resources, College Park campus.

As a unit of the University of Maryland Extension System, Extension Educators have access to a breadth of information and data. There is an Extension office in virtually all 3,500 US counties and US territories. Each is managed through their state's land grant institution or university, as mandated by the Smith-Lever Act.

The University of Maryland Extension Baltimore City

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Baltimore, MD 21215

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UME MG State Policies and Guidelines

University of Maryland Extension
Master Gardener Program
Home and Garden Information Center
12005 Homewood Road
Ellicott City, Maryland 21042
410-531-5556 |
extension.umd.edu/mg

What is the UME Master Gardener Program?



University of Maryland Extension has conducted the Master Gardener Program in Maryland continuously since 1978. The program’s mission is to train volunteer educators to extend the services, programs, and expertise of the College of Agriculture and Natural resources to the general public. Master Gardeners are volunteer representatives of the University of Maryland. The mission is to “support the University of Maryland Extension mission by educating residents about safe, effective, and sustainable horticultural practices that build healthy gardens, landscapes, and communities.”

Master Gardeners play an important role in organizing and administering the program at the county/city level. In most cases a formal organizational structure with working committees is created and regular meetings are held to conduct business and plan volunteer activities. Newsletters, websites, listservs, and social media are used to link members.

Master Gardeners are supported and supervised by an Extension staff professional in their home county/city and have access to Extension office space, administrative support, displays, audio-visual equipment, reference books, and printed materials. Most local decisions regarding Master Gardener operations and activities are made jointly by Master Gardener volunteers and paid UME staff. However, paid staff is ultimately responsible for the program’s operation.

The policies and guidelines set forth represent minimum standards. Individual county and city programs may set more stringent standards. County/City coordinators consult with the State Coordinator when issues or questions arise over the interpretation of

policies and guidelines. They have discretion to use their judgment to make decisions that best support and advance the local program.

The Home and Garden Information Center

The HGIC faculty develops teaching materials, including the Master Gardener Handbook, and conducts basic and advanced training along with other campus and field faculty. The State Coordinator for the Master Gardener Program is housed at HGIC and provides the individual county/city programs with guidance, updates, and materials and supplies. The State Coordinator and the Advanced Training Coordinator produce annual reports based on data recorded by volunteers and work with Extension staff and volunteers to develop training programs, policies, and new initiatives.

Becoming a Master Gardener

Master Gardener Trainee

An individual who is screened, interviewed, and accepted into the training program. The minimum age is 18. A fee is charged to cover the costs of the Master Gardener Handbook, publications, refreshments and other necessary supplies and materials and, in part, to support the state MG program. (Trainees can volunteer once they receive volunteer policy training and all of their required volunteer forms are completed and on file in the local UME office.)

Master Gardener Intern

An individual who completes the basic training program (attends at least 75% of the classes), passes the final exam (75% or better), receives volunteer policy training, and has all of their required volunteer forms, completed and on file, in the Extension office. Interns who need to temporarily leave the program should contact the Coordinator in writing stating when they are leaving and when they plan to return. Interns who are inactive for a period of 3 years or less may become certified if they meet the following conditions within a year:

1. Pay a nominal fee (left to the discretion of the Coordinator).
2. Attend 50% of the basic training classes or take 20 hours of advanced or continuing education.
3. Complete 40 volunteer hours.
4. Take and pass the final exam (with a passing score of at least 75%).
5. Sign a new UME Volunteer Appointment Agreement.
6. Purchase a current MG Handbook if they don't have one.

Interns who are inactive for more than 3 years and wish to return are treated as new trainees.

Certified Master Gardener

An intern who has completed the initial 40 hours of volunteer service within 12 months of starting UME Master Gardener Basic Training. All volunteer service hours must be for approved volunteer projects and activities in accordance with UME MG Policies and Guidelines. Master Gardeners receive a signed certificate and name badge upon successful completion of the training and 40 hour volunteer requirement.

Active Master Gardener

To remain an active, certified Master Gardener one must:

1. Provide at least 20 hours of certified volunteer service each calendar year.
2. Complete at least 10 hours of continuing education (not including travel time) through classes, webinars, seminars and other educational activities offered by UME, plant societies, botanical gardens and arboreta, colleges, nature centers, etc. Subject matter presentations made at Master Gardener membership meetings are also valid.
3. Record volunteer and continuing education hours.
4. Have a current, signed "Volunteer Appointment Agreement" form on file at the Extension office.
5. Depending on your county/city, there may be additional requirements for maintaining active status.

(Note: The MG program does not have a dues requirement. Financial contributions by MGs are voluntary and are not a condition for maintaining active status.)

Master Gardener Emeritus

A MG who can no longer be active but wishes to stay connected to the program (attend social events and meetings, receive communications). Upon mutual agreement, the local MG Coordinator may grant this status (and an MG Emeritus Certificate) to a volunteer who makes the request.

MG emeriti cannot serve in any capacity as UME volunteers.

Hiatus

A certified MG who wishes to become inactive due to personal circumstances. This status can last to 3 years. The MG makes a written request to the local MG Coordinator. If approved, a letter confirming the "on hiatus" status is placed in the volunteer's file.

Volunteers who have been inactive for 3 years or less may change their status to "active" by volunteering at least 20 hours per year and completing at least 10 hours of advanced training (see above). They also must sign a UME Volunteer Appointment Agreement.

Separated

A MG who no longer wishes to be part of the program or is dismissed from the program.

Returning

A separated MG who voluntarily left the program or a MG on hiatus or inactive for more than 3 years may return if the following conditions are met within one year:

1. Pay a nominal fee (left to the discretion of the Coordinator).
2. Attend 50% of the basic training classes or take 20 hours of advanced or continuing education.
3. Complete 20 volunteer hours.
4. Take and pass the final exam (with a passing score of at least 75%).
5. Sign a UME Volunteer Appointment Agreement.
6. Purchase a current MG Handbook if they don't have one.

Transfers

Guidelines for Master Gardeners transferring from out of state:

- Must present proof of prior MG training and certification.
- Must purchase a Maryland MG Handbook.
- Will be assigned a mentor and meet with MG Coordinator to determine training needs.
- Take final exam as a take home test and score at least 75%.
- Complete volunteer policy training and all necessary forms.
- A small fee may be charged at the discretion of their MG Coordinator.

Guidelines for Master Gardeners transferring between Maryland county/city programs:

- Will be assigned a mentor and will meet with their MG Coordinator to determine training needs.
- Transfer and update paperwork.

Benefits to Volunteer

UME has a vested interest in developing a corps of enthusiastic, knowledgeable and dedicated Master Gardener volunteers. Volunteers gain the following benefits from participation:

- Opportunity to attend basic and advanced training programs covering all aspects of environmental horticulture.
- Learn new skills and hone old ones.
- Meet and work with other people interested in horticulture.
- Gain personal satisfaction from "helping people to help themselves."
- Declare allowable, non-reimbursed, out-of-pocket expenses for income tax purposes.
- Protection, through the Maryland Tort Claims Act, from lawsuits while performing volunteer duties in accordance with position description.

4. All educational materials purchased with program funds or developed for training or projects, or use by Master Gardeners (e.g. slides, photography, PowerPoint Presentations, tools, insect and herbarium mounts, and books) are the property of UME.

Taken from the State MG Program Guidelines Content Prepared By:
Jon Traunfeld - State Master Gardener Coordinator (2018)

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June 01, 2018

UME Baltimore City MG Program

Getting Started: Volunteering 101

Whether you are a new MG Intern, a returning Master Gardener, or a Master Gardener transfer to Baltimore City, there are a couple of things you need to do first to be successful in volunteering with the UME Baltimore City Master Gardener Program.

- 1) You will need to gain access to our Volunteer Management System (VMS). This is the online platform that you will use to log your volunteer and education hours each year. Remember MG Interns log 40 hrs of volunteer time, and Certified Active MGs log 20 hrs of volunteer time plus 10 hours of continuing education. The following section will tell you how to gain access to the system.
- 2) You will need to gain access to signupgenius.com. It is not obligatory that you create a Sign Up Genius account, but we recommend that you do. Having an account makes it easier to find volunteer opportunities as a BCMG. The instructions on how to do this will follow after the VMS access instructions.
- 3) Read this document. It is comprehensive and will answer a lot of the questions you may have about how to introduce a new Project Proposal, how to volunteer as a MG with other organizations, how to gain access to Educational Materials, what your Responsibilities are as a UME MG Volunteer, How to use the Master Gardener Title and more.
- 4) Do not forget you can always ask your mentor, or the Master Gardener Coordinator for help if you cannot find an answer to your question here.
- 5) Please remember that due to the nature of our funding, all volunteer work should be within Baltimore City limits. Exceptions to this include working in Timonium at the UME Master Gardener Learning Garden, which Baltimore City MGs help plan and upkeep, and volunteering at the State Fair, a statewide volunteer event.

Accessing the Volunteer Management System (VMS)

The VMS, launched January of 2019, serves multiple functions. First and foremost, it is the platform where volunteers log their volunteer and continuing education hours. New to many Master Gardeners, it also allows MGs and Interns to access a directory of Baltimore City MGs and MG Intern Volunteers. This means you can look up another volunteer and their contact info from the VMS. You can also upload a picture of yourself which is helpful! And finally, the VMS helps the administrators of the MG Program both locally and statewide, access information about our projects, and use that data to help us remain funded!

The first time sign on to the system will be a little different than every other time you will log on.

Please read and follow the directions for first time log-on here:

<https://myemail.constantcontact.com/UME-Master-Gardener-Program---Learn-About-Our-New-Volunteer-Management-System--VMS-.html?soid=1127069117597&aid=RPN6sNwNgw8>

After you've signed on for the first time, please update all the information in the system and set a new password that you will remember. Double check and enter:

- Cell #
- Mailing Address
- Email address
- Upload a photo
- Etc.

There are a bunch of tutorial videos that show you how to log data and information and navigate through the system. There is also a "Help" form should you need to fill that out and ask the system administrator for special help.

This State MG Page also will help you find answers about how to log information, which Activity Codes to use, and how to report demographic information (if you are the one in charge of doing so for any given event):

<https://extension.umd.edu/mg/program-management/tracking-volunteer-hours>

After you've followed the special instructions for the first-time log-in, use this link to access the normal sign in page, which you'll regularly use: <https://vms.umd.edu/>

We recommend you enter your hours on a monthly basis and not wait until the deadline in early December. This helps us with our quarterly reporting of numbers as well as helps you not scramble as the last minute!

Sign Up Genius Access

Using the same username and password as your VMS account (if you want), sign up for Sign Up Genius. (SUG) <https://www.signupgenius.com/index.cfm?go=w.Welcome>

Again you do not absolutely have to make a SUG account, but it will be helpful!

Here are some SUG best practices:

- 1) **Always include your cell number** in the comments when you sign up for an event. This allows the event organizer to get ahold of you quickly and easily.

- 2) **If you sign up, show up.** If you have to cancel, contact the event organizer or the Master Gardener Coordinator as soon as you know. Then after letting the organizer know, please take your name off of the SUG so someone else has a chance to sign up.
- 3) **Sharing is caring.** It's very tempting to sign up for 5 slots when you see an opportunity come out that you really are excited about. Best practice is to sign up for no more than 3 slots, give it some time, and if there are still slots open a week later, sign up for a few more after others have had a chance to sign up too!

Finding UME Master Gardener Volunteer Opportunities

There are a few places you can look to find current or upcoming volunteer opportunities, continuing education events, forms to propose new UME BCMG Projects, and other information.

AGNR UME Baltimore City Master Gardener Groups Page: this is our “Internal Page for MGs Only” and has a calendar of volunteer and education opportunities, and helpful tips and documents, including the UME BCMG Project Proposal Form.

Link to AGNR Groups BCMG Main Page:

<https://agnrgroups.umd.edu/bcitymastergardeners>

Link to AGNR Groups BCMG Calendar:

<https://agnrgroups.umd.edu/calendar-list-volunteer-education-opportunities>

Link to AGNR Groups BCMG Helpful Documents Page with a downloadable Project Proposal Form: <https://agnrgroups.umd.edu/helpful-tips-documents>

Sign Up Genius (SUG): Online platform to sign up for volunteer events. If you've created a SUG account (recommended), you will be able to pull up a calendar of all Baltimore City Master Gardener Volunteer opportunities that are active.

UME Baltimore City Master Gardener Website: this is our Public page, but has a link to the AGNR Groups page.

<https://extension.umd.edu/baltimore-city/master-gardeners/internal-links-mgs>

UME Baltimore City Clippings and Email Listserv: All SUGs get sent out via email, and then logged on the AGNR Groups Volunteer and Education Calendar. We also send out a monthly newsletter called Clippings.

Home Garden Information Center (HGIC) and State MG Listservs: Get the latest info on Statewide MG meetings (attend for volunteer or continuing education hours), and

HGIC alerts on emerging Invasive Species, Statewide Extension events, and general horticulture news!

Responsibilities of Volunteers

- Follow the guidelines and procedures set forth by UME.
- Be considerate, respect others' competencies and work as a member of a team with all professional and volunteer staff.
- Accept assignments of your choice that you feel comfortable with and that are compatible with your interests and skills.
- For volunteer activities, fulfill your commitment or notify your mentor, volunteer activity leader, or Extension professional early enough that a substitute can be found.
- Assist UME professionals in soliciting and collecting survey and evaluation data to measure program impact.
- Attend regularly scheduled meetings and actively participate whenever possible.
- Provide feedback and suggestions to your mentor and Extension professional to increase program effectiveness.
- Help new volunteers feel accepted.
- Take on leadership roles.

In addition to the above responsibilities volunteers are asked to track their hours and demographic contacts in the following ways:

- Keep an accurate record of your volunteer service hours and continuing education hours and record them online using the Volunteer Management System (VMS) on a regular basis. Hours must be submitted and approved by the annual deadlines set by both the state office and your MG Coordinator. Link to VMS log-in: https://vms.umd.edu/vms/sec_Login/ and Link to UME State MG Page with info and tutorials on the new VMS System: <https://extension.umd.edu/mg/program-management/tracking-volunteer-hours>

- University of Maryland employees and volunteers are required by federal and state law and institutional policy to ensure that all programs and services are available to all people. Therefore, it is very important that you complete your volunteer log forms on a regular basis, including gender, race, and ethnicity information for clientele with whom you have contact. Participant contact data is to be collected in a discrete manner. In activities with large attendance, make the best estimate you can. Identify participants as "Unknown" when you are in doubt as to race or ethnicity. When more than one Master Gardener is involved in an event, please take care that all contacts are accounted for, and that the contact numbers are not duplicated by individual Master Gardeners.
 - In Baltimore City we ask the Day of Coordinator, MG Event Organizer, or the Committee Chair be responsible for collecting this information from the Volunteers present. The Day of Coordinator/Event Organizer/Committee Chair is then responsible for actually entering this information into the VMS.

- As an individual MG, you should be keeping track of demographics and getting them to the correct volunteer who will ultimately enter the stats into the system. This helps us avoid duplication. When in doubt, please ask!

Responsibilities of Extension

- Provide you with the necessary training (a minimum of 40 hours) and materials to carry out your assignments.
- Familiarize you with UME programs and University of Maryland policies and procedures and help you become an integral part of the UME team.
- Provide adequate orientation, training, and supervision for the assignments you accept.
- Offer opportunity to advance to positions with increased responsibilities and higher levels of management/skill.
- Keep you informed about program activities and events through state and county newsletters and websites.
- Provide you with feedback to help improve your job performance.
- Recognize your contribution to University of Maryland Extension.

What Constitutes a Master Gardener Activity?

Maryland Master Gardeners are involved in a wide range of activities such as Ask a MG plant clinics, teaching classes, and demonstration gardens.

In Baltimore City there are around 60 volunteer opportunities each year that will be sent out via our email list. You sign up for those events using Sign Up Genius. If you are volunteering with a Baltimore City Master Gardener Committee, or signed up for an event from a SUG, then you know that already qualifies as a MG Activity. If you have another project in mind, read on.

One of the great things about being a Master Gardener volunteer, is that you have the ability to create your own volunteer opportunities. The following broad guidelines can be used to determine the suitability of a particular activity or project:

1. Consistent with the Master Gardener mission.
2. Submitted UME Baltimore City Project Proposal Form
 - a. UME BCMG PP Form found here:
<https://agnrgroups.umd.edu/submit-mg-project>
3. Accessible and open to the public.
4. Provides the general public with accurate and useful information regarding horticulture and integrated pest management.
5. Educational and does not result in financial gain for the Master Gardener.

6. Conducted by the Master Gardener as a representative of the University of Maryland.

Education is the mission and principal goal of the Master Gardener program.

Garden maintenance activities should be kept to a minimum. Site visits to the private properties of individual clients are strongly discouraged unless they are part of an approved activity, like the Bay-Wise Landscaping program.

Discuss your ideas for appropriate activities with other Master Gardeners and Extension professionals.

All volunteer hours should be entered online. This includes planning meetings and events, committee and administrative work, and time spent preparing for activities. Volunteer service includes travel time for volunteer activities and MG meetings, but does not include continuing education (class room hours or travel time).

All MG activities/projects must be approved by an Extension professional

The State Coordinator may be consulted where questions or issues arise over a proposed activity.

(See above for “How to Submit a new Volunteer Opportunity or Project”)

Guidelines for Working with the Public

1. Identify yourself as a UME Master Gardener Volunteer or UME Master Gardener Intern when participating in events sanctioned by the University of Maryland. Always wear your name badge. Remember that the public has respect for you and confidence in your abilities because of your association with the University of Maryland. They expect impartial, objective information. Your job is to help clients make informed decisions.
2. Do not attempt to answer questions outside of the home horticulture area (e.g. food preservation, nutrition, commercial production). Be prepared to refer clients to appropriate resources, UME professionals or other agencies and organizations.
3. If you're unsure of the answer to a client question you can take down the pertinent information, research the question, talk to other Master Gardeners or Extension professionals, and then call the client back with an answer, or refer the client to the appropriate Extension professional.
4. Do not endorse brand name products, recommend a particular company or criticize the work of a lawn care, pest management or other horticulture-related company. Do not become involved in disputes between individuals (e.g. “my neighbor sprayed my rose bushes with something”) or between an individual and a company (e.g. “do you think I should sue my lawn care service”?)

5. Many volunteers make a big difference in people's lives when working in the therapeutic horticulture arena. Volunteers should always work under the supervision of a health care professional and closely adhere to the facility's institutional policies and guidelines.
6. Accepting invitations to conduct plant clinics, workshops, information booths, etc. at private businesses: On occasion, retail nurseries, greenhouses, and garden centers have asked MGs to make presentations, conduct plant clinics, distribute fact sheets, etc. for special events, fairs and festivals conducted by the individual business. In some cases, businesses have given honoraria to the MG programs for these services. This type of activity is permitted as long as the following criteria are met:
 - a. Limited to a single event, or well defined series of special events.
 - b. Does not overwhelm MG volunteer resources or reduce effectiveness of other MG activities.
 - c. Will further the educational goals of the MG program and the College of Agriculture and Natural Resources.
 - d. Made available to other similar businesses to avoid the appearance of partiality.
 - e. The MG presence is advertised and promoted prior to the event.
 - f. Does not enrich or aggrandize individual MGs.
 - g. The identity and affiliation of the MGs is clear and unmistakable. MGs are given a separate designated area to educate customers to help maintain our reputation for impartiality and objectivity.

Using the Master Gardener Title and Personal Conduct

1. Only Active, certified Master Gardeners can use the title "Maryland Master Gardener" which carries a State of Maryland Service Mark (SM). The terms University of Maryland Master Gardener and Maryland Master Gardener are to be used only and exclusively in conjunction with activities associated with the University of Maryland Extension Master Gardener Program.
2. You will identify yourself as a Master Gardener and wear the Master Gardener badge only when engaged in unpaid public service in an approved University of Maryland Extension sponsored program and/or any UME Master Gardener approved program in or out of the State of Maryland.
3. A Master Gardener cannot lend her name and title to promote or advertise a private business (e.g. wearing a Master Gardener name tag while working for a business as a paid employee). An implied association with or endorsement of a commercial product or business is improper and grounds for dismissal from the program.
4. You cannot use the title of the University of Maryland Extension Master Gardener for financial gain in a business you own, operate or associate with. You cannot keep money or gifts you receive as a donation, payment, or gratuity for services performed as a Master Gardener for financial gain. Such monies and gifts should be turned in to the County/City MG Coordinator.

5. While serving as a UME Master Gardener Volunteer you will use and disseminate only UME recommendations and information or science-based information from other land-grant universities. Practices that are not science-based should not be mentioned.
6. You can use the title University of Maryland Extension Master Gardener on a resume or job application to signify that you have received, and continue to receive, training from UME.
7. You can display your Master Gardener Certificate at your place of business or in your office to signify that you have received training in horticulture from UME.

Educational Materials

1. Ask for permission and give proper credit to information sources used in articles for Master Gardener newsletters, print media, presentations and websites.
2. Classroom outlines, articles for media, MG newsletters, web content, and other materials developed by volunteers must be reviewed and approved by an Extension professional prior to distribution or release.
3. Only distribute approved, updated Extension fact sheets.
4. All educational materials purchased with program funds or developed for training or projects, or use by Master Gardeners (e.g. slides, photography, PowerPoint Presentations, tools, insect and herbarium mounts, and books) are the property of UME.

Tip: You can check out a laptop and projector for presentation by contacting the UME MG Coordinator!

Frequently we have potting soil and seeds for demonstrations! Contact UME MG Coordinator.

Pesticides and Pest Control Recommendations

1. It is the client's responsibility to use pesticides safely and legally. ALWAYS insist that clients READ and FOLLOW pesticide label directions and remind them that it is a federal offense to use any pesticide in contradiction to the label information. The label is the law.
2. When clients have questions about specific materials refer them to the manufacturers' telephone number or the National Pesticide Information Center (<http://npic.orst.edu/>; 1-800-858-7378). Do not speak for pesticide companies.
3. It is important to be up-to-date on the labeling information for commonly used pesticides and knowledgeable about non-chemical pest control methods.
4. UME Master Gardeners may not apply any pesticides (e.g., glyphosate, insecticidal soap) on public land (including demonstration gardens). Pesticides can only be applied on public land by individuals with current Pesticide Applicator

Certification issued by the Maryland Dept. of Agriculture, or a trained individual working under the Certified Applicators' supervision.

Volunteering as a Master Gardener with Other Agencies and Organizations

Educational efforts are often enhanced through cooperative programs with other groups. Based on the other information given in this Volunteer Guidelines document, when partnering with other groups, please make sure that you are appropriately identifying yourself as a UME Baltimore City Master Gardener, or Master Gardener Intern and adhering to the UME Master Gardener Mission of education.

Many times our BCMG Committees have standing relationships with other City Organizations, so it's good to reach out to a UME BCMG Committee first before trying to reinvent the wheel. Find our current committee chairs and Board of Advisors here: <https://agngrgroups.umd.edu/board-committees>

There are so many wonderful greening and gardening organizations in Baltimore City who also are in need of volunteers. As an individual citizen you can and should volunteer wherever your heart desires. When trying to decide if one volunteer activity might also count as Master Gardener Hours, our general rule of thumb is "no double dipping hours".

This means that if you are volunteering with another organization in the City where you are not identifying as a Master Gardener and not providing that educational element per our mission, than you probably cannot count that event towards your Master Gardener volunteer hours. Just wearing your Master Gardener Badge and t-shirt, doesn't make it a Master Gardener event.

It is absolutely possible to partner with organizations and groups to provide technical support/advise, teach classes, or lead workshops as a UME Master Gardener. These would count as MG Hours! We can even help advertise and market those opportunities on our Facebook page and newsletters. Make sure to fill out a Project Proposal form for any new projects (see "What Constitutes a Master Gardener Activity?")

A special note on volunteering in a community garden

There are many Master Gardener volunteers who are already a part of a community garden. This is a gentle reminder that while weeding your community garden does not count towards the 20 hour yearly MG requirement, there is a way to make time spent in the garden more Master Gardener ready.

- Try organizing regular times that you will be in the garden. Print off a "Master Gardener Consultation" sign (or ask the UME MG Coordinator to

print and laminate one for you!), and promote on NextDoor, and Facebook that you will be regularly hosting these “MG Hours”.

- If no one comes, that’s fine! You should still count those hours, and double check that your marketing efforts are successfully reaching the community.
- You can always weed while you are waiting!

There are a few organizations where Master Gardeners can regularly volunteer and know that these volunteer hours can count as MG Hours. These are usually more formalized partnerships that have been recognized by a UME Staff or Faculty.

Blue Water Baltimore’s Herring Run Nursery: There are 2 roles you can volunteer here as a UME Master Gardener, by identifying yourself as such, wearing your t-shirt and/or badge, and of course providing good educational information and technical advice. Those 2 roles are as the Greeter and the Plant Expert roles. You can find out how to sign up for those volunteer spots on the Blue Water Baltimore’s volunteer calendar. They probably will not be posted until spring when the Nursery is open and selling plants. Unfortunately the Workdays do not count as MG Hours.

Cylburn Arboretum’s Demonstration Gardens: Baltimore City Recreation & Parks and the Cylburn Arboretum Association have graciously worked with the UME Baltimore City Master Gardener Program, offering a nominal home and space for the Master Gardeners to hold activities, including our annual Master Gardener Basic Training. Working in the Cylburn Demonstration Gardens gives Master Gardeners the opportunity to strengthen that relationship by supporting the Arboretum which is primarily maintained by volunteers. Volunteer hours are recorded not only for maintaining Master Gardener certification requirements, but also by the Cylburn Arboretum Association.

When volunteering directly in the UME BCMG Demo Garden at Cylburn (the DIG), or in the rain garden, those hours count directly as MG volunteer hours. When volunteering with Cylburn in other areas of the Arboretum, use your best judgement when entering hours. We value our relationship with Cylburn Arboretum and the Cylburn Arboretum Association. Please remember to wear your name badge and engage visitors while volunteering here.

Rawlings Conservatory: BCMGs also volunteer at the Rawlings Blake Conservatory. Similarly to Cylburn this relationship spans many years and Master Gardeners are allowed to volunteer here and record some of those hours towards they MG Hours. In volunteering here, it is important that we make sure to engage passersby, wear your badge and consciously do outreach while volunteering. Please make your best judgements when putting these hours into the MG Hours recording system. If you spent 5 hours weeding and not engaging with anyone, it might be best not to list this activity. If you spent 5 hours weeding, and engaged with 15 different visitors about the work you’re doing and why it’s important, that should definitely be recorded. Our UME MG Program mission is education.

IF there are requests or proposals for formal partnerships or agreements must be submitted to a UME faculty member.

Reimbursement Policies UME Baltimore City Master Gardener Program: “Are there funds available?”

The answer is “maybe.”

Thanks for understanding that as a Train the Trainer Program the UME BCMG Program has very limited funds! The funds we do have are structured under an Annual Budget that funnels money to UME Baltimore City Master Gardener Projects in part through our UME BCMG Board of Advisers (BoA) which is made up of elected officers, committee chairs, and the UME Master Gardener Coordinator. This means if you have an idea for a project, propose it early and get involved!!! The committees have new and ongoing projects each year and we encourage new MGs and Interns to get involved with these established groups. <https://agnrgroups.umd.edu/board-committees>

Come join us at a BoA meeting every 2nd Wednesday of the month from 7-9pm at the UME Baltimore City Extension office. This counts as volunteer hours! Please RSVP to the UME MG Coordinator or BoA President before showing up in case of a cancellation. All are welcome!

The only way to potentially qualify for any sort of reimbursement for project materials is to work with a Committee of the UME BCMG Program Board of Advisers.

Any project that you would want to purchase materials for and get reimbursed, would have to be pre-approved by a Committee Chair. We do not purchase in kind goods. All purchases would have to be for demonstration or educational purposes. Committees have very small budgets, but if your proposed project fits within their scope of work they may be able to help you buy seeds or potting soil, etc. This is not a guarantee, but is a possible way to get access to things. If a committee cannot help you, always feel free to reach out to the UME MG Coordinator for more clarification.

You should be able to fulfill the Mission of the MG Program without spending any money out of pocket. We already have a lot of demo supplies, just reach out and ask!

Tip: Join a Committee!

A Word on Grants

As Master Gardeners we should be aware of opportunities in the City that allow community gardens, or organizations to apply for grants. The UME BCMG Community Gardens Committee is working on a document that has all the Baltimore City and Regional Grants listed with links, and application deadlines. Please send more opportunities to that committee to augment the list, and then give it out to your partners!

As an individual Master Gardener, you can make plans to support an organization after they've received a grant by teaching classes, or providing technical assistance, it is appropriate for them to state that "____," a UME Baltimore City Master Gardener will provide "____"x" MG Assistance or Education____". However, we cannot hold the grant funds. If there is a larger project you wish to seek out, please talk to the UME BCMG Coordinator and the volunteer leadership of the BoA.

However, Master Gardener volunteers should never be the grant writer or applicant unless they are working on a grant application with a UME employee. Contact the UME Master Gardener Coordinator with any questions.

Created by Elizabeth Bukowski & Jon Traunfeld 2018, heavily Modified for Baltimore City by Erin Mellenthin 2019.
UME Programs are Equal Access and Equal Opportunity.

University of Maryland Extension Baltimore City Master Gardener Program Policies & Guidelines – Effective Jan. 1, 2018

ARTICLE ONE –

Section 1. The Baltimore City Master Gardener (BCMG) Program follows the guidelines and policies outlined in the Maryland Master Gardener Program Policies and Guidelines as prepared by Jon Traunfeld, State Master Gardener Coordinator. The office of the University of Maryland Extension (UME) Baltimore City Master Gardener Program is located at 6615 Reisterstown Road, Suite 201, Baltimore, Maryland 21215. This is the UME Baltimore City office. UME may effect a change of the principal office as required.

ARTICLE TWO – PURPOSES

Section 1. The Master Gardener program is a state-wide program of the University of Maryland Extension. The Master Gardener Program extends the services, programs, and expertise of UME to the general public in the Baltimore City area. Specifically, Master Gardeners will educate residents about safe, effective, and sustainable horticultural practices that build healthy gardens, landscapes, and communities as explained in the Maryland Master Gardener Program Policies and Guidelines.

Section 2. The volunteer leadership of the UME Baltimore City Master Gardener Program will work together with the UME Baltimore City Master Gardener Coordinator (MGC) and/or designated UME agent to carry out the mission of the Master Gardener Program in Baltimore City.

ARTICLE THREE – Baltimore City Master Gardener Program

Section 1. UME BCMG Program recognizes Active Master Gardeners as those who have completed the Master Gardener training and 40 hours of volunteer service to UME in the intern year and, passing a Master Gardener exam with a score of 75% or better following initial training. In accordance with the State Policies & Guidelines, only Certified Active Master Gardeners, Hiatus, and Emeritus Master Gardeners can participate in activities of the UME BCMG Program. To maintain Active volunteer status with the Program, BCMGs need to annually complete and log 20 hours of volunteer service and 10 hours of continuing education. (Refer to the

UME State Master Gardener publication "The Maryland Master Gardener Program Policies and Guidelines" for all State level protocols and guidelines.)

Section 2. Annual suggested contributions may be solicited and collected from BCMGs for the purpose of supporting volunteer activities.

The Master Gardener program does not have a dues requirement. Financial contributions by MG volunteers are voluntary and are not a condition for maintaining active status.

ARTICLE FOUR – BOARD OF ADVISORS

Section 1. The Board of Advisors (BoA) is comprised of the members of the Executive Committee, committee chairs, and the immediate past President. To be in one of those positions of leadership, one must be an Active Master Gardener as defined by the State Policies & Guidelines. The BoA assists in the organization and direction of volunteer activities of the UME Baltimore City Master Gardener Program in consultation with the Master Gardener Coordinator (MGC) or other appointed UME Employee.

Section 2. The BoA shall act only when it is properly convened after due notice to all the volunteer leadership and MGC has been made. Except as otherwise provided in these policies and guidelines, a quorum being present, a simple majority vote will constitute action of the BoA.

Section 3. The Executive Committee shall consist of the elected officers.

Section 4. The elected officers shall be:

- * President
- * Vice-President
- * Treasurer
- * Secretary

Section 5. Officers shall serve for 1 year from January through December. Officers may not serve for more than 3 consecutive terms in the same position. Routinely, the Executive Committee and the Baltimore City MGC meet quarterly and may also convene and act between meetings when an immediate decision becomes necessary.

Section 6. The duties of the Executive Committee officers shall be as follows:

* President — The President shall preside at all BoA and Executive Committee meetings and shall serve as Chair of the Executive Committee. The President shall be a member ex-officio

of all committees. In the event of a vacancy of any officers, the President with concurrence of the BoA shall fill those vacancies.

* Vice-President — It shall be the duty of the Vice-President to exercise powers of the President in his or her absence or as assigned by the President. In the event that the President is unable to fulfill his/her duties, the Vice-President shall become President. The Vice-President shall plan programs for the UME Baltimore City MG (BCMG) Meetings and other duties as assigned by the President. The Vice-President shall establish and chair the Nominating Committee.

- Each September, the Nominating Committee shall propose a slate of officers to be considered for election and communicate the slate to BCMGs. The election of officers shall take place at the October BCMG meeting. 15 Baltimore City Master Gardeners shall constitute a quorum at the October meeting. The nominating committee shall be responsible for generating a list of candidates for committee chairs and present this to the Executive Committee.

* Treasurer — The Treasurer shall be responsible for maintaining records of all financial transactions of the committees overseen by the BoA, including all income and disbursements, and for presenting an annual budget to the BoA for approval. The treasurer shall submit a monthly budget report to the BoA.

* Secretary — The Secretary shall keep the minutes of the monthly BoA meetings and upload these to the appropriate file sharing platform determined by the BoA and the MGC. He/she shall have custody of the minutes, present a copy to the President for distribution to BoA and MGC within a reasonable time following each meeting, and make the minutes available upon request. The Secretary shall handle all correspondence assigned by the President or Vice-President.

Section 7. The BoA consists of the members of the Executive Committee, Chairs/co-chairs/representatives (see Art. 5, sec. 2), and these following key positions:

- ^ Liaison –falls under the Communications Committee
- ^ Volunteer Hours Recorder- falls under Volunteer Support & Retention Committee
- ^ Volunteer Opportunities Coordinator- falls under the Communications Committee

Section 8. The Board of Advisors shall meet monthly to review committee activities, to take needed actions, and to consider recommendations for future program initiatives. At least 10 members of the BoA must be present to constitute a quorum. Each BoA member shall have one vote and decisions of the BoA shall be by vote of the majority of those present. BoA meetings are open to all Baltimore City Master Gardeners.

Section 9. All requests for reimbursement must be approved by the President. Disbursements are executed by the UME office.

Section 10. The officers of the organization will serve one-year terms to begin after the BoA Retreat in the January following their election. All out-going and in-coming officers will attend the BoA Retreat and are eligible to vote at said retreat.

ARTICLE FIVE – COMMITTEES

Section 1. A Chairperson or Co-chairpersons (Co-chairs) of each committee shall be appointed by the Executive Committee to serve concurrently with the term of the President. Chairs and/or co-chairs or a designated committee representative will attend each BoA meeting.

Each committee chairperson will:

- Call and coordinate meetings of their respective committees as needed;
- Submit an annual report to the President of the activities of their respective committees at the end of the year;
- Provide monthly reports on committee activities to the BoA;
- Submit approved projects and volunteer opportunities to the Volunteer Opportunities Coordinator and other committee announcements to the Communications Committee; and
- Submit new projects and Volunteer Opportunities to the Baltimore City MGC or appropriate UME Employee for Approval prior to carrying out a new project. Use the Baltimore City MG Project Proposal Form.

Section 2. The standing committees of the UME BCMG BoA are as follows:

- ^ Communications
- ^ Community Gardens
- ^ School and Youth Gardens
- ^ Demonstration Gardens
- ^ Volunteer Support & Retention
- ^ Grow It- Eat It
- ^ Plant Clinics
- ^ Special Events
- ^ Bay-Wise
- ^ POLIN (Pollinator Initiative)
- ^ Nominating

Section 3. Additional committees shall be established as necessary and dissolved at the discretion of the President with the approval of the BoA.

ARTICLE SIX – BCMG MEETINGS AND COMMUNICATIONS

Section 1. Regular meetings of Baltimore City Master Gardeners will be held for the purpose of updating volunteers on Master Gardener activities and for exchange of information in support of UME BCMG’s mission. Meetings may be open to the public as determined by the BoA.

Section 2. BCMG meetings may include a guest speaker to provide Master Gardeners with continuing education at the discretion of the Vice President.

Section 3. There shall be a minimum of six BCMG meetings each calendar year. Additional meetings will be at the discretion of the BoA.

Section 4. Regular communications to UME BCMGs will be provided in the form of periodic newsletters and additional electronic notifications as needed. Additional communications may be added in the form of social media. Master Gardeners

must notify the Communications Committee and Volunteer Hours Recorder of any home address or email address changes.

Section 5. The BoA shall convene an Annual Retreat in January of each year to receive reports on the activities of the past year and discuss the agenda for the coming year. Newly elected officers shall assume their positions at the conclusion of this meeting.

ARTICLE SEVEN – AMENDMENTS

Section 1. Changes to UME Baltimore City Master Gardener Policies & Guidelines may be proposed by any BCMG and must be reviewed and approved by the BoA and MGC before being presented in writing or electronically to all Master Gardener Volunteers, at least 30 days prior to the next BCMG meeting where the changes will be voted on. Two thirds majority of at least 15 Baltimore City Master Gardeners present is required for passage of an amendment(s).

Section 2. All assets of the UME Baltimore City Master Gardener Program shall become the property of UME in the event of dissolution of the local MG Program,

These Policies & Guidelines were revised and amended on July 10th, 2017 and were approved by the State MG Coordinator as well as the Baltimore City MG Volunteers.

UME Baltimore City Master Gardener Board of Advisers

All of this was covered in the preceding UME Baltimore City Policies and Guideline, but here is the digested version.

WHAT IS THE BoA?

The UME Baltimore City Master Gardener Board of Advisers, aka the BoA, is a group of Master Gardeners and Master Gardener Interns that have volunteered to take on the roles of Leaders in the Program.

The BoA acts a lot like a steering committee. Meeting with the UME Master Gardener Coordinator once a month, they discuss relevant topics to the UME Baltimore City Master Gardeners. Everything from filling open leadership positions, to taking on new, big events, to diversity and inclusion, this group identifies and develops actions to address important issues.

WHO AND WHEN?

The BoA is made up of four elected, executive officers, Committee Chairs, and a few

other positions such as the Volunteer Hours Recorder, the Volunteer Opportunities Coordinator (the SUG Wizards), and a Community Liaison. Meetings are the 2nd Wednesday of each month, from 7pm to 9pm, usually at the UME Baltimore City Office.

Every Master Gardener and Intern is welcome to attend these meetings. The minutes of these meetings will be posted on the Baltimore City Master Gardener AGNR Groups Site.

WHAT IS AN EXECUTIVE OFFICER?

The President, Vice President, the Secretary, and the Treasurer are elected positions. They meet quarterly with the UME Baltimore City Master Gardener Coordinator to discuss items that have been identified in the larger BoA meetings.

WAIT, SO WHAT IS THE EAB?

Great question. The EAB stands for the Extension Advisory Board. This is a group of Board Members that meet and oversee the functions of the UME Baltimore City office. The Baltimore City Extension Director fills this Board. They are important as the EAB is our 501c3 holding group for the UME Baltimore City Organization. The Treasurer of the EAB signs off on all our checks from 4-H, to FSNE, to the Baltimore City Master Gardener Program.

So yes, we are a 501c3, it is through the UME Baltimore City Office and the EAB. Not to be confused with the BoA.

UME BoA Gmail Contacts plus UME Office Phone

University of Maryland Extension Baltimore City Phone #: 410-856-1850

President of the Board: baltcitymg.boardpresident@gmail.com

Vice President of the Board: baltcitymg.boardvicepresident@gmail.com

Secretary of the Board: baltcitymg.boardsecretary@gmail.com

Treasurer of the Board: baltcitymg.boardtreasurer@gmail.com

Ask a MG/Plant Clinic: baltcitymg.askmastergardener@gmail.com

Bay-Wise: baltcitymg.baywiseprogram@gmail.com

POLIN: baltcitymg.pollinators@gmail.com

Charm City Farm and Garden Annual event email: charmcityfarmandgarden@gmail.com

Communications: BcityMgCommunications@gmail.com

Community Gardens: Bmg.Community.Gardens@gmail.com

Community Liaison: baltcitymg.communitycom@gmail.com

Demonstration Gardens: baltcitymg.demogardens@gmail.com

Grow It Eat It: baltcitymg.GIEI@gmail.com

Volunteer Support and Retention: baltcitymg.mentoring@gmail.com

Schools and Youth Gardens (no committee in 2019): baltcitymg.schoolandyouth@gmail.com

Special Events: baltcitymg.specialevents@gmail.com

Volunteer Opportunities Coordinator: baltcitymg.volunteeropps@gmail.com

Volunteer Hours Recorder: BaltCityMGVolunteerHours@gmail.com

UNIVERSITY OF
MARYLAND
EXTENSION

MASTER
GARDENER 

Committee Descriptions

Committee Chairs are all asked to sign a Position Appointment Agreement that outlines the responsibilities of each Committee. The agreement term is 1-year.

Ask A Master Gardener Plant Clinics

PURPOSE

During Ask a Master Gardener Plant Clinics, UME Master Gardeners assist the public by answering plant, lawn care, landscape, and pest problems. The plant clinics are typically held at local libraries and farmers markets.

In Baltimore City the Ask a Master Gardener Plant Clinics take place at farmers markets and other events around Baltimore City. They act as both an outreach conduit to the public, and an opportunity to answer questions and educate the public about a wide range of gardening topics. We provide a variety of educational handouts and/or materials as well as resource books for people to browse through.

COMMITTEE MEMBERS

Chair or Co-Chairs attend the BoA meetings and find Market Coordinators for the Farmers' Markets we attend each year. One Market Coordinator per month during the Farmers Market Season between April and September. Chairs and Coordinators rely on Active Master Gardeners and Master Gardener Interns to fill weekly volunteer spots for each plant clinic at chosen farmers markets.

DUTIES OF COMMITTEE CHAIR AND CO-CHAIR

- Attend monthly Baltimore City Master Gardener BoA meetings and submit a monthly report about committee activities
- Submit Annual Report and attend BCMG BoA Annual Retreat
- Decide in which farmers markets to participate and how often
- Find monthly market coordinators
- Keep track of the location of the table and handout boxes
- Hold kick-off meeting before the market season begins
- Stock the boxes for the various markets with an initial supply of handouts
- Act as backup for the monthly coordinators

DUTIES OF MONTHLY COORDINATORS

- Create an e-mail SignUp Genius request form and send it to the SUG Coordinators to be posted two weeks before first market date
- Make sure each market day has at least one Master Gardener volunteer; ideal staffing is two Master Gardeners and two Master Gardener Interns
- Keep the handouts in order and plentiful from market date to market date
- Arrange for the table, tablecloths, and box of handouts to get to each market

VOLUNTEER OPPORTUNITIES for Committee Members

- Monthly Coordinator for farmers market (see above)
- Fill weekly volunteer spots at “Ask A Master Gardener” Plant Clinics at Farmers Markets and educate the public about a variety of gardening topics

DUTIES OF WEEKLY VOLUNTEERS AT MARKETS

- Set up table and put out handouts
- Talk to people who visit the table, answer any questions they have and share gardening and Master Gardener information
- Keep area clean and breakdown (put away handouts and table, make sure both end up where they belong)

NOTE

The “Ask a Master Gardener” Plant Clinics are a great opportunity to reach the people we hope to serve. Master Gardeners are there to give advice, but if we don’t know the answer just remember, “I’m not sure, but I will find out and get back to you.” Then get the client’s contact information, and follow up. Either look it up online from a trusted source, in a reference book or refer people to “Ask an Expert” at the UME Home and Garden Information Center (HGIC). Routinely, we hold plant clinics on Saturday mornings in April, June and September at the Waverly Farmers Market and Sunday mornings in May, July and August at the farmers market under the JFX. Other markets are scheduled as capacity allows.

Bay-Wise

A Sub-Program of the Master Gardener Program



PURPOSE

UME Master Gardeners educate homeowners and certify their gardens to encourage environmental stewardship through the University of Maryland Extension Bay-Wise Program. It is comprised of a set of practices that improve the quality of water and support wildlife and the environment.

These practices include:

- controlling stormwater runoff,
- using integrated pest management,
- encouraging use of native plants and ecological lawn maintenance.

A Bay-Wise committee member consults with homeowners right in their garden to give them a customized plan to reduce their environmental impact. Using the Bay-Wise

“Yardstick,” a resident who earns 36 inches or more may be certified as Bay-Wise and will receive a sign to put in their garden.

MEMBERS

All committee members must have completed the Bay-Wise Advanced Training Course.

DUTIES OF THE CHAIR AND CO-CHAIR

- Attend monthly BoA Meetings and submit a Monthly report.
- Submit Annual Report and attend BCMG BoA Annual Retreat
- Order and pick up Bay-Wise signs from and provide a bi-annual report of the committee’s Bay-Wise activities to the UME Residential Landscape Management Area Educator (Wanda MacLachlan) at the University of Maryland Extension Home and Garden Information Center (12005 Homewood Rd., Ellicott City, MD 21042
- Organize an annual Bay-Wise kick-off meeting for committee members in early Spring
- Teach the Introduction to Bay-Wise class to each Master Gardener Intern Class, when applicable, and inform them of opportunities to fulfill their two Bay-Wise volunteer hours
- Encourage Interns to have a Bay-Wise consultation in their garden
- Seek out potential gardens in Baltimore City for Bay-Wise Certification through contacts with garden clubs, community gardens, neighborhood associations, etc.
- Assign Bay-Wise committee members to fulfill requests for consultations
- Arrange outreach including Plant Clinics, special events, speaking engagements, demonstrations and activities such as “Who Polluted the Bay”
- Coordinate the organization and execution of the Bay-Wise & Beautiful Garden Tour if applicable
- Coordinate with the UME Residential Landscape Management Area Educator for Bay-Wise Advanced Training Course if applicable
- Arrange annual educational field trip, if applicable

DUTIES OF BAY-WISE COMMITTEE MEMBERS

- Attend the annual Bay-Wise kick-off meeting
- Seek out potential gardens in Baltimore City for Bay-Wise Certification
- Get their gardens certified to earn demonstration signage
- Support Chair and Co-chair with requested duties as possible
- Attend annual educational field trip

VOLUNTEER OPPORTUNITIES

- Participate in Bay-Wise consultations as requested
- Provide outreach including Plant Clinics, special events, speaking engagements, demonstrations and activities such as “Who Polluted the Bay”

- Docent during the Bay-Wise tour

EDUCATION OPPORTUNITIES

- Bay-Wise Advanced Training

Communications

PURPOSE

To ensure timely and regular distribution of information pertinent to the UME Baltimore City Master Gardeners and Public. This committee is always getting out the latest information and reminders, they should plan on working closely and checking in with the UME Master Gardener Coordinator as well as with the Committee Chairs for updates, news, etc.

The committee should make sure to follow all proper procedures related to proper branding, logos, UMD affirmative action statements, accurate content, and correctly represent all parties involved. Ensure information is properly approved and distributed through the proper channels in a professional and concise manner. When in doubt ask the Master Gardener Coordinator for advice on this.

Promote the mission, vision, and strategic plans of University of Maryland Extension Baltimore City and UME Baltimore City Master Gardeners to Baltimore City residents, organizations and government.

COMMITTEE ORGANIZATION

Chair(s) – Could be one chair, or co-chairs

Team Leaders: agree to take responsibility for one or two specific communication needs in the follow areas

- **Internal Newsletter “Clippings” Team- Team Leader(s)**
- **Public Newsletter Team- Team Leader(s)**
- **Social Media Team- Team Leader(s)**
- **SUGs/ Google Calendar Wizard Team- Team Leader(s)**

DUTIES OF CHAIR(S)

- Attend monthly BoA Meetings and submit a monthly report detailing work of the Teams
- Maintain list of tasks for the Committee
- Support the Team Leaders as needed
- Maintain communication channels & updates

- Submit Annual Report and attend BCMG BoA Annual Retreat
- Organize the repository of media on the bcitymgcommunications@gmail.com com Google Drive
- Answer emails sent to the bcitymgcommunications@gmail.com email.
- Help make Annual Directory of Master Gardeners to be printed (if needed)
- Develop templates for Team Roles/Projects

DUTIES OF TEAM LEADERS

Internal Newsletter “Clippings” Team- Team Leader(s)

Responsible for putting together the Monthly UME BCMG Clippings that goes out to all UME BCMGs. Clippings contains upcoming events, highlights certain project and volunteers, notifies BCMGs of upcoming continuing education, and also is another way of passing down information from the State MG Program to the volunteers of our local MG Program.

This Team Leader will have great communication with the other Committees Chairs and the UME MG Coordinator in the office.

Public Newsletter Team- Team Leader(s)

This is brand new as of 2019! New emails of the public are collected at our outreach events and added to our Mailchimp Listserv that will send out this quarterly e-publication. This showcases and markets our BCMG events (like Plant Clinics, workshops, and talks), and shares our partners information.

Social Media Team- Team Leader(s)

Facebook mostly, but we do have a really inactive Instagram account! We need someone who can organize a team of other MGs to make regular posts to each Social Media platform at least 2 times a week. These post can highlight our events, or they can be shared content from the HGIC page or other extension pages. They can also be questions, we could try giving out prizes, there are endless possibilities! We need creativity and a team! All team members must complete the online E-extension MG Social Media Training.

- There’s a Facebook that is a national page for Extension MGs and coordinators to talk about social media:
<https://www.facebook.com/groups/371199296300994>
- The Training: <https://sites.google.com/a/extension.org/social-media-resources/welcome>
- Marketing through making Facebook Events and Eventbrite will also be key

SUGs/Google Calendar Wizard Team- Team Leader(s)

The Google Calendar Wizard helps put continuing education and SUG “vol opps” on our Gmail Calendar. This is accessed through the Communications Committee Gmail address, and then embedded on the AGNR Groups Page.

<https://agnrgroups.umd.edu/calendar-list-volunteer-education-opportunities>

The SUG Wizard, aka Volunteer Opportunities Coordinator, posts all Approved Volunteer Activities that need extra volunteer help on Sign Up Genius.

VOLUNTEER OPPORTUNITIES

Inquire about open Team Leader Positions with the Chair! There are opportunities to write articles, take photos at events, and more!

Community Gardens Committee

PURPOSE

The mission of the Community Garden Committee is to address requests for assistance from Baltimore City community gardens.

MEMBERS

Chair and Co-Chair, interested Baltimore City Master Gardeners and volunteers as needed

DUTIES OF CHAIR AND CO-CHAIR

- Attend monthly Board of Advisor meetings
- Submit monthly report on committee activities
- Submit annual report and attend Baltimore City Master Gardener Board of Advisors Annual Retreat
- Call and coordinate meetings of the Community Garden Committee as needed;
- Submit new projects and Volunteer Opportunities to the Baltimore City Master Gardener Coordinator or appropriate UME employee for approval prior to carrying out a new project using the Baltimore City Master Gardener Project Proposal Form.
- Submit approved projects and volunteer opportunities to the Volunteer Opportunities Coordinator and other committee announcements to the Communications Committee
- Conduct site assessments for potential community gardens or arrange for qualified members to conduct the site assessments
- Assist with site layout and other forms of technical assistance for community gardens
- Provide resource information on items such as HGIC, (Home and Garden Information Center) plant giveaways, Adopt-a-Lot program, City water policy, and local suppliers of soil, compost, mulch, seeds and plants

- Teach classes and workshops at community gardens and other forums as requested
- Visit community gardens as follow-up to previous contact, document garden status and offer assistance where needed
- Oversee or appoint committee members to assist with the Charm City Farm and Garden Judging and annual Charm City Farm and Garden Supper
- Oversee special community garden efforts, such as working at therapeutic garden sites

DUTIES OF MEMBERS

- Help with the annual Charm City Farm and Garden Judging of community gardens (in late Summer) culminating in awards for Best Vegetable Garden, Best Ornamental Garden, and Best New Garden etc.
- Help with technical assistance to community gardens
- Help to teach workshops and classes
- Recognize the above winners at the Charm City Farm and Garden Supper

VOLUNTEER OPPORTUNITIES

- Oversee judging for above events
- Assist with set-up, serving and clean-up at the annual Charm City Farm and Garden Supper

Demonstration Gardens

PURPOSE

The Demonstration Gardens Committee is currently responsible for the care and maintenance of four demonstration gardens: the Rain Garden, Vegetable Garden and All-America Selections (AAS) Garden at Cylburn Arboretum, and the UME Master Gardener Learning Garden at the Maryland State Fairgrounds in Timonium, Maryland.

The committee works in tandem with UME Baltimore City Master Gardener volunteers in the Greenhouse at Cylburn and in coordination with Baltimore City Staff to plan and grow the plants for the gardens. Activities of the committee begin in February and last continually throughout the growing season.

The committee serves multiple purposes. In addition to providing visual examples of ornamental and vegetable gardens, the demonstration gardens give UME Baltimore City Master Gardeners and Interns hands-on experience.

MEMBERS

Chair and Co-Chair, ideal number of members is 10-15

DUTIES OF CHAIR(S)

- Attend monthly BoA meetings and submit a monthly written report about committee activities
- Submit annual report and attend UME BCMG BoA Annual Retreat
- Oversee the planning and organization of garden work days. Members of the committee work as a team to share the supervision of volunteers on those days
- As the demonstration gardens are located in formal public settings, it is essential that the care and tending of the gardens focus on aesthetic appeal as well as the educational purpose of the gardens
- Plan and oversee, in partnership with the Seed Starting Sub-Committee (see below), the growing of the plants needed for these gardens and for plants for sale at Cylburn Market Day
- Communicate with Cylburn about Greenhouse use for plants grown for these gardens
- Oversee the planting, weeding, harvesting and tending of these plants in the above mentioned gardens
- Recruit and schedule volunteers to help maintain these gardens
- Communicate with Master Gardener Coordinator about potential Intern Project in the DIG

VOLUNTEER OPPORTUNITIES

- Assist with Seed Starting Sub-Committee below, to grow plants from seed for all listed gardens and Cylburn Market Day sales
- Assist in the planning and installation of the gardens
- Maintain the gardens using sustainable garden practices
- Act as garden docents to visitors
- Bring the gardens to a close at the end of the season

NOTE

Work days at Cylburn are normally Wednesday late afternoons until dusk with special work days planned for Saturday mornings as needed. With notice and planning, volunteers who are unable to attend scheduled work days can arrange to work in the garden at their convenience. Work days at the Timonium Fairgrounds are planned to assure the garden is not only at peak during the Maryland State Fair in August, but provides ongoing interest throughout the summer. Interested UME Baltimore City Master Gardeners should contact the Demonstration Gardens Chairperson for information about how

SUB-COMMITTEE OF DEMONSTRATION GARDENS

Seed Starting

PURPOSE

To grow plants from seed for the above gardens and events as well as new projects from the Committees. Requests must be made in early January.

Works in tandem with the Demonstration Gardens committee to plan the gardens and to plant seeds in the Cylburn Greenhouse. This committee is responsible for plants while they are in the Cylburn Greenhouse. The Demonstration Gardens committee is responsible for all the plants once they have been moved out of the Cylburn Greenhouse.

MEMBERS

One Greenhouse Coordinator, at least two Interns and at least five Master Gardeners at one time, currently on Thursdays and Saturdays

DUTIES OF GREENHOUSE COORDINATOR

- Responsible for obtaining seeds, pots and soil
- Coordinates the schedule for planting and volunteers needed for specific days
- Communicates via weekly email and SUGs

VOLUNTEER OPPORTUNITIES

Annually, after each new Master Gardener Intern Class has had their Plant Propagation Class, they will be informed about opportunities in the Cylburn Greenhouse. Interested Master Gardeners should contact the Demonstration Gardens Chairperson for information about how to volunteer for these activities.

Normal duties include:

- Prepare the soil for initial planting
- Sow the seeds
- Pot up the seedlings

Grow it Eat It- GIEI



PURPOSE

The Grow It Eat It (GIEI) Program is a sub-program of the UME Master Gardener program that was launched in 2009 to teach Marylanders how to grow food in home, community, and school gardens. Since then, Master Gardeners (MGs) have taught

hundreds of classes, developed demonstration gardens, and helped thousands of individuals and groups start their own food gardens.

The specific vision of the GIEI program is 1 million Marylanders producing their own affordable, healthy food. The mission is to help people improve human and ecological health by growing their own food and using sustainable gardening practices.

The Home and Garden Information Center (HGIC) supports GIEI by creating web content and videos, managing social media platforms, and answering questions through the [Ask an Expert](#) service. Local Master Gardener GIEI Committee members can check out a very helpful resource page here for presentations, hand-outs, and info on the “Vegetable of the Year”:

<http://extension.umd.edu/mg/volunteer-resources/grow-it-eat-it-teaching-resources>

This committee should produce an annual calendar of outreach, educational and special events to be shared with the BCMG BoA, UME MG program statewide, community partners, program participants and the public. By organizing a regular series of events with a partner such as the Enoch Pratt Free Library System, this committee would be able to give classes city-wide and engage lot os committee members in giving presentations.

Since substantial portions of Baltimore have been identified as “food deserts”, this committee will strategically work to target underserved communities with diverse ethnic backgrounds, including but not limited to under-served populations, low-income families, seniors and young people.

MEMBERS

Chair and Co-Chair, plus any number of interested MGs or Interns that are interested in getting trained to create or give GIEI Presentations around the City.

DUTIES OF CHAIRS:

- Attend monthly BoA meetings and submit a monthly report about committee activities
- Submit annual report and UME BCMG BoA Annual Retreat
- Attend GIEI state-wide meetings put on by the UME MG State Program
- Recruit Master Gardener Interns for the committee
- Provide hands-on GIEI education for any number of localities upon request or set up well in advance (preferred), such as schools, libraries, nature centers and community festivals, etc
- Keep MG BoA and UME BCMG Coordinator informed of GIEI calendar of events through monthly reports and as needed on-going
- Train new members to give GIEI Presentations on topic of interest

DUTIES OF MEMBERS

- Attend GIEI Committee Kick-Off meeting and other meetings
- Staff GIEI calendar events as per the volunteer requests of the Chair
- Help develop new presentations and bring new partnership opportunities to the Chair and UME BCMG Coordinator
- Refer additional partners and locations for GIEI educational materials placements, to Chair
- Assist Chair with other requests as needed

VOLUNTEER OPPORTUNITIES

- Teach and help coordinate GIEI calendar events
- Create new GIEI Presentations (to be approved by the committee chairs and MG Coordinator)
- Participate in GIEI Committee Kick-Off meeting in February

Pollinator Initiative (POLIN)



POLLINATORS

A MASTER GARDENER PROGRAM

PURPOSE

Volunteers for this committee will educate the public in best garden practices that will help threatened pollinators increase in number and thrive. POLIN has helped design and implement pollinator gardens all over the City. They maintain a pollinator demonstration garden at Sherwood Gardens and have start placing education signs at all of the gardens they have helped establish.

This committee provides technical support to already established and new pollinator gardens, gives talked on a wide variety of pollinator related topics, and leads workdays to teach communities how to maintain their new gardens.

MEMBERS

A chair and co-chair

DUTIES OF CHAIR AND CO-CHAIR

- Attend monthly BoA Meetings and submit monthly report on committee activities
- Submit Annual Report and attend Baltimore City Master Gardener Annual Retreat
- Organize and host a Pollinator Initiative Kick-off meeting for members in March
- Teach a class on pollinators when scheduling allows at the UME Baltimore City Master Gardener Basic Training

- Take advantage of special opportunities, such as projects with University of Maryland, Dept. of Entomology faculty and graduate students.
- Provide pollinator information to the “Ask A Master Gardener” Plant Clinics at chosen farmers markets
- Respond to speaker requests, for events like “lunch and learn” as well as for events during Earth Week
- Work with Special Events Coordinator to provide volunteers and/or materials for special events like the Maryland State Fair, Eco-Fest, Earth Week events, and Blue Water Baltimore’s Herring Run Nursery Pollinator Tours
- Attend UME Master Gardener State Meetings on Pollinators as available
- Provide a session, as needed, about pollinators during the Bay-Wise Advanced
- Technical support

VOLUNTEER OPPORTUNITIES

- Participate in the Pollinator Education Tours at Herring Run Nursery
- Maintain Demo Garden at Sherwood Gardens
- Staff Pollinator focused “Ask a Master Gardener” Plant Clinics at selected farmers markets
- Learn to give Pollinator talks (these have already been created by the committee)
- Create new Pollinator talks and get them approved by the Committee and a UME faculty or staff person
- Support Chair and Co-Chair with requested duties as possible
- Technical support to communities installing or maintaining pollinator gardens

EDUCATION OPPORTUNITIES

- Advanced training
- Potential training to become a citizen scientist

Special Events

PURPOSE

The Special Events committee is responsible for coordinating some of the UME BCMG internal events as well as public one offs and special events by providing educational material from the University of Maryland Extension to the general public at these events.

Annual events are Volunteer Recognition & Reunion Dinner (March or April), Leakin Park Herb Fest, Market Day (May), Flower Mart (May), Hamilton Street Festival (July), Check in and help if needed with the Charm City Farm and Garden Supper (August)

MEMBERS

Chair/Co-Chair. There could be other opportunities for volunteers to help seek out new opportunities to set up tables in new communities and locations.

DUTIES OF CHAIR(S)

- Attend monthly BoA Meetings and submit monthly report committee activity
- Submit an annual report and attend the BCMG BoA Annual Retreat
- Work with the organizers of the special event to confirm dates, location, supplies needed, and the number of volunteers needed
- Determine the hourly schedule of volunteers and, if necessary, publish a SignUp Genius (SUG) to fill the volunteer spots
- For public events, determine the topic for the event and provide display boards and appropriate handouts
- Copy HGIC fact sheets at the UME Baltimore City office
- If needed pick up or have mailed HGIC printed literature (MG and GIEI brochures and HGIC business cards) and giveaways (seed packets) from the HGIC office in Howard County. This can be coordinated with the UME BC office/MG Coordinator.
- Designate someone to be the day of coordinator to set up before and clean up after the event
- Coordinate the volunteer schedule for private MG events (Recognition Dinner, etc.) where large numbers of volunteers are needed

VOLUNTEER OPPORTUNITIES

- Advertised in SUG announcement

NOTE

As we start to do new specific events on a regular basis, they will be added to the Special Events Calendar.

Volunteer Support and Retention

This committee was formed in late 2017 to provide general support to existing UME Baltimore City Master Gardener (BCMG) volunteers and to assist in the onboarding of the intern class via the mentorship program. The goals of this committee are to integrate the interns into the Baltimore City MG program (BCMG), increase the overall volunteer retention rate, continuously improve the master gardener volunteer experience, and assist with leadership development.

The committee chair works closely with the UME BCMG Coordinator (MGC) and other

members of the board of advisors. Position responsibilities involve regular written and oral communication with MG volunteers and interns.

CHAIR(S)

- Attend monthly BoA meetings and submit monthly report about committee activities
- Submit an annual report and attend the BCMG BoA Annual Retreat
- Recruit MG mentors
- Serve as an MG mentor
- Match MG mentors and interns and provide them contact information
- Explain the mentorship program to interns during an early training class session; inform mentors of mentoring guidelines and inform mentees of the type of support mentors will provide
- Periodically remind mentors to connect with mentees
- Participate in annual recognition dinner by compiling and distributing year of service recognition pins to MGs
- Work with MGC to develop annual donation letter and other letters to the MG's
- Seek ongoing feedback from both interns and mentors regarding their interests and overall satisfaction with the program. Work with the MGC to respond to the feedback received.
- Identify ongoing needs or concerns of volunteers
- Help promote community within the BCMG Program
- Foster relationships with members of multiple training classes to help reach MGs who have had reduced contact with the BCMG Program
- Direct MGs to trainings on useful non-gardening topics such as leadership development, public speaking, creating a power point, project development, community organizing, etc.
- Conduct exit interviews (in conjunction with the MGC) with volunteers who choose to leave the program. Identify reasons we can address vs. reasons we can't (i.e. moving away) and bring these findings to the attention of the board.
- Work with Vice President to identify MG volunteers and interns for future leadership positions

BoA official POSITION but not a Committee

Community Liaison

PURPOSE

The Community Liaison will help disseminate UME BCMG events to other organizations across Baltimore, and bring the BoA updates on what is happening around the City of Baltimore.

Special BoA Position with a vote

DUTIES

- Attend monthly UME BCMG BoA meetings and submit monthly report
- Submit Annual Report and attend BCMG BoA Annual Retreat
- Help maintain a list of like organizations and businesses, and gardening related events
- Share information/events calendars with partners
- Work with Communications and Marketing Committee to promote UME Baltimore City Master Gardener events/class/workshops
- Attend Communications Committee Meetings as needed

VOLUNTEER OPPORTUNITIES

- Share information with the UME Baltimore City Master Gardener BoA through the Liaison on potential partnerships or collaborations, both organizations and events

Executive Officer—Executive Committee

BoA PRESIDENT

PURPOSE

The President of the UME Baltimore City Master Gardener Board of Advisors (BoA) serves as the elected leader of the UME Baltimore City Master Gardener BoA.

DUTIES OF OFFICER

Duties include but are not limited to:

- Preside at all BoA and Executive Committee meetings and shall serve as Chair of the Executive Committee
- The President shall be a member ex-officio of all committees. In the event of a vacancy of any officers, the President with concurrence of the BoA shall fill those vacancies.
- Setting a yearly agenda for the organization and initiating activities to accomplish that agenda starting with the Annual BoA Retreat
- Develops the agenda for meetings of the BoA
- In conjunction with the UME Master Gardener Coordinator, Present to the BoA, for discussion and action, issues of policy which affect the operation of the UME Baltimore City Master Gardener Program.
- Works closely with the UME Baltimore City MG Coordinator to identify new issues to address
- The President also works with the UME MG Coordinator to build relationships between external organizations and the Master Gardener program.
- The President assists Committees of the BoA in implementing their program for the year when needed.
- Attends Quarterly Executive Committee Meetings with the UME MG Coordinator

BoA Vice-President

PURPOSE

To assist the President and in his/her absence perform the duties of the President. The Vice-President organizes the UME BCMG meetings and Speaker Series, and establishes and chairs the Nominating Committee.

DUTIES OF OFFICER

- Attends all monthly BCMG BoA Meetings and the Annual BCMG BoA Retreat, and gives a Vice President's report at each.
- Plans a minimum of six UME BCMG meetings, which feature speakers that provide opportunities for Master Gardener continuing education hours and also are open to the public. These meetings are routinely held the third Tuesday of the month in April, May, June, September, October and November. The VP schedules the speakers and sets the agenda for the Baltimore City Master Gardener portion of the meeting which may include workshops, plant swaps or training sessions.
- The VP also plans the social events for members. These include but are not limited to the Squash Soiree routinely held in July and the Cookie Swap/Holiday Party held in December.
- The Vice President also assists the UME Master Gardener Coordinator, and President as needed with the Intern Class, the BoA meeting agendas, the Annual Recognition Dinner agenda and other executive functions as needed. The Vice-President may be required to perform the functions of the President when that person is not available and in the event that the President is unable to fulfill his/her duties, the Vice-President shall become President.
- Attends Quarterly Executive Committee Meetings with the UME MG Coordinator
- Establishes and chairs the Nominating Committee whose purpose is to propose a slate of the elected officers of the Executive Committee considered for election and communicate it to all Baltimore City Master Gardeners in September. The election of officers takes place at the October membership meeting.

VOLUNTEER OPPORTUNITIES

The Vice-President often relies on other BCMGs and Interns to help serve on the nominating committee, assist with planning, organizing or hosting member meetings and activities.

Secretary

PURPOSE

The Secretary is the official recorder of all UME Baltimore City Master Gardener Board of Advisors meetings. They will take the minutes at all UME BCMG BoA Meetings, Executive Committee Meetings, Annual BCMG BoA Retreat and other events that need to be recorded at the request of the BoA.

DUTIES OF OFFICER

The Secretary shall keep the minutes of the six BCMG meetings and the monthly BoA meetings. They shall have custody of the minutes, present a copy to the BoA and UME BCMG Coordinator within a reasonable time following each meeting and make the minutes available to other BCMGs upon request. The Secretary shall handle all correspondence assigned by the President or Vice President.

One of the first agenda items at monthly BoA meetings is to vote on the approval of the minutes. They are then archived.

The Secretary also takes minutes for the BCMG BoA Retreat.

The Secretary will also take minutes at any other meeting or event that is called by the Executive Committee or BoA that needs to be recorded.

NOTE

It is the Secretary's responsibility to find a suitable stand-in if he/she is unable to attend a board meeting or other meeting that requires them to take minutes.

VOLUNTEER OPPORTUNITIES

Another Master Gardener or Intern could gain volunteer hours by standing in for the Secretary if needed.

Treasurer

PURPOSE

The Treasurer shall be responsible developing and monitoring an annual budget for the BoA and all the UME BCMG Committees. This shall be done in conjunction with the UME BCMG Coordinator.

DUTIES

- Attends monthly Association board meetings and reports the current account balance and recent income and expenditures.

- Submits annual financial report/budget to the board for approval and attends the Annual Board Planning Meeting. The financial report shall list transactions by category/committee (donations, Market Day expenses, Recognition Dinner expenses, postage costs, printing costs, Bay-Wise costs, etc.) and shall include the amount spent or raised by category/committee.
- Requests an accounting report from the University of Maryland Extension office (QuickBooks) monthly to keep budget accurate and up to date. Works with UME BCMG Coordinator to do this.

PROCEDURES

All expenses for the UME Baltimore City Master Gardener Program come out of the UME BCMG Program account held by the EAB.

Regular income sources include a 70% share of the funds from each year's UME BCMG Basic Training class, donations, Market Day sales, Compost sales, and the Bay-Wise and Beautiful Tour.

Purchases requiring reimbursement should be approved by and submitted by a committee chairperson with appropriate reimbursement forms and original receipts to the UME BCMG Coordinator. The UME BCMG Coordinator will then carry out the disbursement as appropriate. Those reimbursements will come from the respective committee's budget for the year.

Purchases not accounted for in the budget can be brought before the BoA for approval to move forward (i.e. DIG Garden structural updates, etc). Large purchases might be made by sending an invoice to UME Baltimore City Office, please confirm with Coordinator.

Resources!

The AGNR Groups Website for UME Baltimore City Master Gardeners:

<https://agnrgroups.umd.edu/bcitymastergardeners>

There is a ton on information on this site! Everything from a Calendar of all the SUG Events, BCMG Speaker Series, Continuing Education, the UME BCMG Project Proposal Form, and More!

The Main UME Baltimore City Webpage for our local MG Program

<https://extension.umd.edu/baltimore-city/master-gardeners-1>

This is where the information and applications for the Basic Training class are, as well as a form for the Public to submit Requests for Master Gardner Assistance.

Home Garden Information Center

- 1) Ask an Expert, the Maryland Grows Blog and more:

<https://extension.umd.edu/hgic>

- 2) The direct link to the publications page (aka awesome things to print as handouts): <http://extension.umd.edu/hgic/library/publications>

UME State Master Gardener Webpage for Volunteer Resources:

<https://extension.umd.edu/mg/volunteer-resources>

This is a treasure trove of help! Logos, PowerPoint Templates, Continuing Education opportunities, guidance of accessing the Volunteer Management System and entering volunteer hours, teaching materials, it rocks!

Thank you to all the UME Baltimore City
Master Gardener volunteers. You all do such
amazing work!

