



# Policies and Procedures Handbook

MG Volunteers “work” for WSU Extension as community educators  
Foundation Members “work” to support local MG programs

Table of Contents

Introduction.....2

Purposes.....2

Disclaimer.....2

Rights and Responsibilities.....2

Finances.....3

Program, Projects & Activities.....3

Awards and Recognition .....3

State MG Conference Scholarship Program .....4

Officers .....4

    President .....5

    Vice President of Resources.....5

    Vice President of Communications.....5

    Vice President of Educational Outreach.....6

    Vice President of Youth Outreach.....6

    Treasurer.....7

    Secretary.....7

    Past President.....7

    State Foundation Representative.....8

APPENDIX – Committees & Responsibilities.....9

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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### Introduction

The Master Gardener Foundation of Lewis County, (MGFLC) is a partnership between WSU and Lewis County, both of which provide funding and support for the Cooperative Extension, our parent organization. However, the activities of our volunteer program receive no State or County support. This is where the Master Gardener Foundation comes in. The Foundation's purpose is to support our local Master Gardener Program by providing funding for our activities. As a 501(c)(3) entity, the Foundation can receive and dispense tax deductible charitable contributions as well as conducting fund-raising events and activities. WSU Lewis County Master Gardeners do great things for their community. The Foundation does great things for WSU Lewis County Master Gardeners.

As a member of the Master Gardener Foundation, you will participate in the fun and fundraising. Welcome!

### Disclaimer

These Master Gardener Foundation of Lewis County (MGFLC) Policies and Procedures are intended as a guide for completing and maintaining assignments and maintain continuity within the WSU Lewis County Master Gardener volunteer program and do not create contractual right, the volunteer relationship is at will. Master Gardener Foundation of Lewis County (MGFLC) have the right to modify MGFLC Policies and Procedures Handbook. This February 27, 2024 revised Master Gardener Foundation of Lewis County Policies and Procedures Handbook supersedes any previous MGFLC Policies and Procedures Handbooks.

### Rights and Responsibilities

The Rights of Foundation members include: To be treated with respect and dignity as a valuable volunteer partner without discrimination or harassment as described in the Bylaws of Master Gardener Foundation of Lewis County. Receive guidance, support and direction. Have a voice in planning MGFLC fundraisers and events, annual workshops, seminars and ongoing projects. As a MGFLC, members must be certified WSU Lewis County Master Gardener, Emeriti or Trainee in good standing. Only Master Gardener Veterans, including Emeriti and Trainees in good standing may wear clothing with the WSU MG and MGFLC logo. Participation in Master Gardener functions, e.g., parties, projects and activities shall be 'inclusive to all foundation members.'

The Responsibilities of Foundation members include: When attending Master Gardener functions or representing WSU Lewis County Master Gardeners in any way, always wear your Master Gardener badge and dress appropriately, act in a professional manner, exercise personal integrity, uphold policies and follow rules and procedures, work as a team member, and follow through and complete assignments. Provide a positive role model when working with youth and comply with Washington State mandatory reporting laws when working with youth.

Please refer to Bylaws of Master Gardener Foundation of Lewis County for details on volunteer membership eligibility, voting, resignation, termination, meetings.

Any conflicts between these Policies & Procedures and those of the WSU Extension and Lewis County Master Gardener Programs are to be resolved in favor of the State and County Policies and Procedures.

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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### Finances

The Master Gardener Foundation of Lewis County is 501(c) (3) organization.

1. All expenditures in excess of \$25 not previously approved in the budget must be authorized by the membership before disbursement.
2. Each committee chairperson submits a detailed budget for program, project or activity to the Board by the October Board meeting. The Board will compile an annual budget of expenses and estimated income for succeeding year to present at the October membership meeting for review.
3. Annual budgets are voted and adopted at the November Annual Membership Meeting. Each committee is authorized to spend approved budgeted funds beginning Jan. 1<sup>st</sup>.
4. Original purchase receipts and a Request for Payment form filled out properly by the person requesting reimbursement and submitted to the board for approval.
5. One time expenses, 'Foundation Grants', must be pre-approved by the Board prior to purchases.
6. Unexpected or non-budgeted expenditures must be submitted to the membership for approval prior to purchase.

### Programs, Projects and Activities

All existing programs, projects and activities are reviewed annually by the membership as part of the budget approval process. The Board will present suggested proposals to the membership for vote at the annual meeting. (See Finances, 2. & 3.)

Only those programs, projects and activities reviewed and adopted are eligible for approved funding provided by the Foundation.

A 'one-time or small project' may be approved with a Board recommendation to membership for approval.

A new proposal must be submitted to the Board in writing and meet the following criteria:

1. State purpose of project or activity, expected time frame, resources needed (including estimated volunteer hours, and financial resources needed) and length of project.
2. Must have an educational component.
3. Must be available to the public (except if targeting a specific group, e.g., school children).
4. Must have reasonable security.
5. Have a meeting place to hold demonstrations, classes and programs.
6. Have a secure place for storing equipment and sign-in sheet.
7. Project and or activity must be sustainable and not dependent on one individual.

On-going projects or activities must have:

- ✓ Adequate volunteers to maintain project.
- ✓ A chairperson (preferably co-chairpersons).
- ✓ Sign-in sheet used by all volunteers.
- ✓ Chairpersons report on a regular basis to Board.

### Awards and Recognitions

Master Gardener of the Year is presented at the December awards banquet using a list of eligible members provided by the WSU LC Ext. Coordinator.

Any Master Gardener may make nominations to the Board. The recipients are selected by committee, consisting of the last three years' recipients of these awards. If one of the three is not available, the next most recent recipient will be added to the committee.

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

---

### Recipient Qualifications:

1. Has been an active Master Gardener for at least three consecutive years.
2. Has consistently met all volunteer hour requirements and usually exceeded required number of hours in two or three areas.
3. Assumed leadership role, e.g.; officer, committee chairperson, responsibility for special event or demonstration garden manager(s).
1. Has made a lasting contribution to the Lewis County Master Gardener program.
2. Has promoted the Master Gardener volunteer program and its goals.

### State MG Conference Scholarship Program

This is awarded to an active Lewis County Master Gardener. This award covers the tuition costs to attend the State MG Conference.

### Recipient Qualifications:

1. Held an active Lewis County Master Gardener in good standing for the past three years.
2. Has acted in a leadership capacity within the organization within the past five years (officer, program or demonstration garden chairperson, major project chairperson, etc.).
3. Has volunteered at least 400 cumulative hours in the past three years. These hours must include plant clinic, demonstration garden and continuing education, program support and educational outreach.

### Scholarship selection process:

1. A three-person selection committee consisting of the last three years' recipients will meet and review all qualified individuals that have met the above criteria. Should a Selection Committee member be qualified for this scholarship, a replacement will be appointed by the current officers.
2. The Selection Committee will decide who made the most significant contribution to the Lewis County Master Gardener organization and announce the recipient at the July monthly meeting.
3. Individuals cannot receive this scholarship in back-to-back years or more than twice in five years.

### Recipient Guidelines:

1. It is the scholarship recipient's responsibility to complete and submit all conference attendance paperwork.
2. The treasurer will reimburse the scholarship recipient after the proper payment forms have been received.
3. The scholarship recipient will share information from the conference at the most convenient membership meeting.

### Officers

- Election of Foundation officers is held annually at the November business meeting. To smooth the operations, one-half of the officers are elected each year. New officers, 'board members', begin their responsibilities on January 1.
- Officers are expected to attend Board meetings and Master Gardener membership meetings.
- Be proficient in the use of computer technologies and current software (e.g. Word, Excel, email, etc.).

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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- Officers should possess skills in effective leadership, diplomacy, personal interaction, problem solving, meeting management and communication.

### President

1. Serves as leader of the organization and chairperson of the Board.
  2. Presides at all Master Gardener membership and Board meetings; chairs meetings according to Robert's Rules of Order; encourages all members to participate in discussions; strives to arrive at decisions in an orderly, timely and democratic manner.
  3. Provides support, encouragement and feedback to the Board and all Master Gardener members; assures sufficient resources are available to the Board and committees to conduct their work.
  4. Promotes the development of a Master Gardener plan; including goals and short-term objectives.
  5. Appoints Annual Financial Review Committee.
  6. Oversees the activities of the SW Washington Fair Booth semi-static display.
1. Desirable Traits:
    - Ability to plan, organize and assure implementation of Master Gardener programs and activities.
    - Strong commitment to ensuring that Master Gardeners are a key home horticultural information resource for Lewis County residents.
    - Ability to commit at least 15 – 20 hours per month to the President duties.

### Vice President of Resources

1. Oversees existing fundraising activities and develop new ones. Works with the MGFLC Treasurer concerning such funds.
2. Oversees the establishment and functions of the following committees: Plant Sale, Crafts, and Grants/Partnerships Committees.
3. Ensures the above committees are staffed and have the resources and assistance to carry out their responsibilities in a timely manner.
4. Serve as a conduit between these committees and the Board.
5. Seeks opportunities to enhance the Master Gardener program and activities through partnerships with other organizations.

### Desirable Traits:

- Strong commitment to promoting the organization's mission through maximizing its material resources.
- Skills and strong motivation in marketing, ability to promote and inspire innovative ideas from members.
- Commitment to making fundraising both fun and a learning experience.
- Has access to an Internet connection.
- A time commitment of at least 5 – 10 hours per month, with seasonal spikes.

### Vice President of Communications

1. Represents the organization to the media and community.
2. Oversees the Membership Committee. This committee helps publicize the WSU Master Gardener training program, seeks out opportunities to identify prospective Master Gardeners, and keep in touch with community members who have expressed an interest in WSU Master Gardener training and serve as a liaison with the WSU LC Ext. Coordinator.

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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3. Works with the Media and Newsletter Committee and the Public Relations and Marketing Committees to maximize the flow of information about Master Gardeners both within and outside the organization.
4. Focuses on communication messages and image representing the Master Gardener Foundation. Establishes and maintains a current list of media contacts. Sends out a monthly press release to media announcing upcoming events.
5. Represents the Foundation at Chamber of Commerce activities. Ensure announcements are in Chamber Business Buzz articles.
6. Ensures that the Foundation has a social media presence with an interactive Facebook page with members and a web site hosting upcoming events. Both the Facebook page and web site may link to the WSU Extension Facebook and website page.
7. Maintains a file on past media publications/features.

### Desirable Traits:

- Outgoing, positive and up-to-date on Foundation activities.
- Can reduce information into digestible, media focused information.
- Able to commit 10 – 12 hours a month.

### Vice President of Educational Outreach

1. Oversees the establishment and functioning of the following committees: Gardening for Everyone (spring and fall), Speaker's Bureau, and membership meeting programs.
2. Ensures that these committees are staffed and have the resources and assistance to fully carry out their responsibilities in a timely manner. Serves as a conduit between these committees and the Board.
3. Cultivates a wide awareness of gardening related issues and interests in order to plan programs that respond to the evolving needs and concerns of both Master Gardeners and the community.

### Desirable Traits:

- Have a strong interest in educating the public and helping Master Gardeners add to their knowledge and skills.
- Ability to commit at least 10 hours per month, increasing to about 18 hours with seasonal activity.

### Vice President of Youth Outreach

1. Oversees the Master Gardener involvement with schools in Lewis County.
2. Ensures informational consistency in presentations at various grade levels.
3. Maintains a library on topical information for others to use. Assesses new information to ensure we are using the best available.
4. Ensures presentations are age appropriate and fit time frames allotted.
5. Lead person for developing new involved schools and expanding the grade levels at existing schools. Ensures schools and teachers are committed before any presentations are begun.
6. Ensures all Impact Reports are completed in five days.

### Desirable Traits:

- Able to coach volunteers that deliver youth presentations.
- Can set-up and operate all electronic equipment available to the Foundation.
- Naturally energetic and positive when working with youth.
- Able to commit 10 – 15 hours a month.

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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### Treasurer

1. Manages the finances and investment funds approved by Board of the organization, including filing required tax forms, both State and Federal, in a timely manner.
2. Recommends an annual budget to the Board.
3. Recommends financial policies and procedures as appropriate.
4. Assists in the development of Master Gardener budget.
5. Receives and disburses funds approved or authorized by the Board.
6. On a monthly basis reconciles all Master Gardener accounts with bank records.
7. Reports financial status at each Master Gardener meeting, including a comparison, by activity, of amount budgeted and expenditures; and makes report copies available for members.
8. Keeps accurate hard-copy documentation of all financial transactions, including requests for payment, invoices, and any other documentation of deposits and withdrawals.
9. Summarizes the prior year's financial information, as a financial statement for presentation to help the Board in preparing a budget, showing proposed operating expenses and estimated income for the following fiscal year.
10. Supplies financial information and records to the Financial Review Committee for their annual review.
11. Works closely with the Hospitality Committee.
12. Provides statements of contribution to donors for tax purposes.

### Desirable Traits:

- ✓ Has the skills and ability to accurately manage the finances of the organization.
- ✓ Able to commit 15 – 20 hours monthly to the duties of Treasurer.
- ✓ Meets the criteria to be bonded.

### Secretary

1. Prepares minutes of all Master Gardener Foundation membership meetings, Board meetings and any special meetings. Handles all Master Gardener correspondence, e.g. group Master Gardener Foundation email correspondences to more than twelve sent bcc to protect privacy, cards, of thanks, condolence and letters. Does not include any financial handouts in electronic transmissions of the minutes.
2. Maintains the bylaws document, including a record of all changes made to the bylaws. Assures a copy is available in the files at the extension office.
3. Maintains current documents and records, including all minutes to be held at the extension office. Makes sure records retention meets both WSU and IRS guidelines.
4. Has sign-in/sheet/attendance roster available for Master Gardener membership meetings.
5. Oversees the activities of the Historian Committee.

### Desirable Traits:

- ✓ Strong language skills.
- ✓ Attention to details; ability to meet deadlines.
- ✓ Paper-work management skills.
- ✓ Ability to commit 10 – 12 hours per month to duties of Secretary.

### Past President

1. Maintain active participation on the Board
2. The Past President is a voting member of the Board and provides mentoring and continuity to the Board for one year. Offers historical perspective to the current President, relative to the history of MGFLC and its decisions to the current Board



Master Gardener Foundation of Lewis County  
Policies and Procedures    February 27, 2024

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3. Oversees activities and provide support to committees as assigned by the President.

State Foundation Representative(s)

1. Represents Lewis County Master Gardeners at the Master Gardener Foundation of Washington State (MGFWS) meetings.
2. Keeps informed about activities of the state organization and seek local Master Gardener input in order to represent the local organization effectively.
3. Reports to the Board and to the local membership after each meeting of the State Master Gardener Foundation. When requested, prepares written reports about State actions.
4. Only commits the resources of the Lewis County Master Gardeners when so authorized by either the Board or the membership.
5. Attends quarterly Southwest Regional Cluster meetings (normally held in Lewis County)
6. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings as appropriate.

Desirable Traits:

- ✓ Ability to represent Lewis County at the State Foundation meetings.
- ✓ Able to travel.
- ✓ Good skills in communication and personal interaction.
- ✓ Ability to commit an average of at least 5-10 hrs. monthly to the State Representative duties.

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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### APPENDIX – Committees & Responsibilities

#### Master Gardener Committees & Responsibilities

Note: the number after the title represents an estimated minimum number of people for each committee. New short-term committees not mentioned may be created as deemed necessary.

#### Reporting to the President:

##### Annual Financial Review Committee (3)

The president shall appoint a financial review committee at the beginning of each fiscal year to:

- Look at beginning and ending year balances, compare expenditures with income for the year and review status of all budgetary line items. Indicate whether they came in under, at, or exceeded the authorized budget.
- Check if expenses over \$25, not previously approved in the committee budgets, were approved by the Board and membership.
- Take a random sampling of deposits and checks in checkbook, check the math. If not accurate, examine all.
- Look at a random sampling of checks to verify that there was proper documentation to support issuance of those checks. Each expense must have the committee chairperson's approval, purchase receipts, and a Request for Payment form filled out properly by the person requesting reimbursement.
- Examine the payment request process for paying the WSU LC Ext. Coordinator position.
- Review the process and returns on invested Foundation money, and, if possible, make recommendations for any improvements on maximizing the return on our monies.
- Prepare final report with any discrepancies found during review, any recommendations for further consideration. Present a copy to the President and Board, and make an oral report to the membership at the next meeting. Each committee member shall sign the report.

##### Home and Sportsman Show Committee (4)

This committee is responsible for Master Gardeners' participation in the annual Home and Sportsman Show. Duties include determining a theme for the Master Gardener booth; deciding on specific displays and assigning volunteers to create them; and, if appropriate, soliciting donations or loan of ornamental plants from local vendors to decorate the booth.

The committee prepares a signup sheet listing duty for shifts, setup and cleanup; ensures that all jobs and times are covered; and provides detailed, written instructions on site so each new shift during the show knows what to do and where everything is located.

##### Southwest Washington Fair (2-3)

This committee works with the Board, the WSU LC Ext. Coordinator, and the County Extension Agent to determine the nature and location of the Master Gardener semi-static display and the Foundation's involvement with the Fair. Ensure all exhibits are prepared, installed, and taken down in a timely manner.

##### Tractor Parade Committee (3-4)

This committee works jointly with the LC Master Recycler Composters. Registers for entry, secures vehicle and float, assigns decorating committee and parade participants.

#### Reporting to the Vice President for Resources:

##### Plant Sale Committee (6+)

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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Responsible for the planning and execution of the annual plant sale; specifically:

- ✓ Arranging for a location and facilities.
- ✓ Coordinating the growing of plants by members and friends, including guidance as to types of plants, helping set up digging and potting parties, helping to provide pots and soil as needed, issuing timely tips and reminders, responding to requests for assistance. Various areas may use "Department Leads" to help coordinate those types of plants.
- ✓ Design a duty roster of jobs to be done in connection with the sale; ensuring enough people sign up for each job and shift, including setup and cleanup.
- ✓ Ensures an adequate supply of all necessary materials to be used at the sale; table coverings, labels, signs, pens, notebooks, price markers, tools, reference books, shopping carts, etc.).
- ✓ Work with the Craft committee concerning the sale of craft items and raffle tickets, in accordance with state and local regulations.
- ✓ Coordinating delivery of plants to the sale.

### Crafts (3-4)

Members with an interest in woodworking and other handicrafts are encouraged to be involved in the work of this committee, coordinating production of hand-crafted, garden-related items that can be sold or raffled at the plant sale and other events.

### Grants and Partnerships (2-3)

Members who have experience in grant-writing are encouraged to volunteer for this committee to pursue opportunities for obtaining financial grants.

Reporting to Vice President of Communication:

### Media and Newsletter Staff (4)

Assist in content, announce upcoming events, production and distribution of the newsletter. Suggest suitable material for use in public media and upcoming events announcements.

### Public Relations and Marketing (2)

The purpose is to find opportunities to enhance the visibility and reputation of the organization in the community.

### Membership Committee (2-3)

Serve for one year. Recruit members and provide membership application forms to prospective members. Develop a welcome/orientation for new members.

Develop a standardized method for tracking membership gains and losses.

Provide new members positive direction and encouragement.

### Chamber of Commerce Representative (1)

Reporting to the Vice President for Educational Outreach:

### Gardening for Everyone - Spring and Fall (6 each committee)

These two committees are responsible for presenting Gardening for Everyone. With the WSU LC Ext. Coordinator, they ensure that a venue is secured; that keys, services, and facilities are provided; that MG's responsibilities are defined and met. They begin committee meetings, with adequate lead time, to select topics and speakers, and follow through until a schedule of six speakers has been confirmed. They work with the speakers to determine and provide the support for their presentations (such as audiovisual, PowerPoint, and photocopying). Provide a timely list of topics, speakers, and brief descriptions of the presentations, for publicity purposes. Determine what displays will be featured at the site, both by Master Gardeners and other groups, and adequate space and support are provided. The committees are also

# Master Gardener Foundation of Lewis County

## Policies and Procedures February 27, 2024

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responsible for producing sign-up sheets for the membership duties plant clinic, room monitors, setup, cleanup crews and start and finish times for each. The committees work with the Hospitality committee to provide refreshments at GFE.

### Monthly Programs (2)

Working with the Vice President of Educational Outreach and the WSU LC Ext. Coordinator, this committee assists with scheduling speakers and programs for monthly membership meetings. Ensures that necessary preparations are made, and provides a written description for the newsletter.

### Speakers Bureau (4)

This committee works closely with the WSU LC Ext. Coordinator to:

- Process requests from community organizations for Master Gardener speakers.
- Help individual Master Gardeners become confident public speakers, through mentoring, as well as training in online and other resources available to assist with research and presentation.

Reporting to Vice President of Youth Outreach:

### Outreach Volunteers (6)

This committee focuses on the selection and development of the youth delivery presenters to ensure that they can relate to the appropriate grade level.

### Educational Materials (4)

This committee focuses on the grade level appropriate materials and visual aids.

### Schools and District Representatives (1)

This individual focuses on recruiting new schools and expansion to all grade levels if not in place.

### Youth Fair (3-4)

This committee works jointly with the LC Master Recycler Composters, the Board, the Coordinator, and the County Extension Agent to obtain a location for the Master Gardener display booth and an interactive project for youths. They ensure that all exhibits are prepared, installed, and taken down in a timely manner.

Reporting to the Treasurer:

### Hospitality (4)

This committee's duties are as follows:

- Ensuring that there are sufficient volunteers signed up to bring refreshments for each monthly meeting, and for other events as requested.
- Ensuring coffee, tea, and or other beverages are available at monthly meetings and MG events, along with cups, plates, cutlery, napkins, creamer, sugar, etc.
- Preparing the meeting room and making sure it is cleaned afterwards. Keep adequate stocks of hospitality supplies on hand, buying more when necessary.
- Prepares an annual budget request sufficient for the year's supply of purchases.

Reporting to the Secretary:

### Historian (1)

A Master Gardener with a strong interest in institutional history and research to compile and record of the Lewis County Master Gardener organization and past activities through the years.

Master Gardener Foundation of Lewis County  
Policies and Procedures February 27, 2024

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Revised in the year 2024 by current Board members:

Karen Servey

MaryJo Christensen

Sandy Papineau

Kate Cornman

Jim Swanger

LaVeta Arnold

Don Enstrom

Tina Batey

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Revised 1/26/2010

Revised 9/12/2011

Revised 9/10/2013

Revised 6/ 9/2015

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