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| Hanover Master Gardener Association  Policies and Procedures | Policy Name: Check out Property of HMGA  Date Effective: 5/15/2017  Policy Number: 1.0 |

**Policy:**

Only Master Gardeners (MG) in good standing or MG interns can check out equipment belonging to the HMGA. All equipment is to be checked out only for an approved MG event. It will be the responsibility of the MG to maintain the security of all equipment in his/her possession.

Definitions:

* MG in good standing: MG that has 20 hours of volunteer service and 8 hours of continuing education logged into VMS.
* MG Interns: Individual who has completed the current year MG class training or is in an approved reactivation status.
* Equipment: AV boxes #1 and #2 containing – laptop, projector, speaker, accessories and cords. Tables, chairs, tents, demo displays (water barrel, compost bins, fire-wise), worm bins, banners and Plant Clinic boxes #1 - #6.
* Approved MG event: Projects that have VCE approval and are listed on the VMS calendar.

**Purpose:**

The purpose of this policy is to outline the process to follow when equipment belonging to the HMGA is used for an approved MG event or presentation. This is to insure that the location of all equipment is documented and that it is handled in a secure manner.

**Procedure:**

All equipment belonging to the HMGA will be checked out and back in using the form located on the fridge in the MG office. AV boxes #1 and #2 are located in the office. Call the volunteer coordinator to make sure one is available. All other equip will be located in the MG shed.

The following steps outline the process Master Gardeners and Interns should follow when checking HMGA equipment in and out for an approved MG event.

1. Locate the key for the shed on the bulletin board above the MG desk. Return the key before leaving the office. The gate leading to the shed is open from 8:30am until 3:30pm.
2. Record equipment information on the sign out sheet according to the columns at the top.
3. All equipment will be stored and handled in a secure manner.
4. Return all equipment to its proper location and complete the return information on the sign out sheet.
5. If equipment is needed but is already checked out, it will be the responsibility of the requesting person to make arrangements for obtaining the items he/she needs.
6. **NOTE**: Plant Clinic boxes should be left in the office if they need to be checked and restocked. Leave a note on the box listing all items that should be replaced including contacting information in case there are questions.

Policy Number: 1.0

Approved on 5/15/2017 by HMGA Board of Directors

Signed by: President of HMGA 