



WHY IS IT IMPORTANT TO BE A MEMBER AND JOIN THE HANOVER MASTER GARDENER ASSOCIATION?

HMGA

The purpose of this volunteer association is to promote and support the Hanover Unit of the Virginia Cooperative Extension (VCE) through providing environmental and horticultural information and education to its members and to the public through activities that meet the needs of Hanover County and the surrounding areas, and to foster communication and fellowship among those involved with HMGA. (Bylaws Article II section 1 Purpose)

**HMGA WILL BE STRONGER WITH YOU AS A MEMBER. WE NEED YOUR SUPPORT!
PLEASE PAY YOUR ANNUAL \$25.00 DUES NOW.**

Each year, HMGA provides continuing educational networking throughout our community. **Your annual dues support:**

- Fund building of demonstrations for plant clinics at garden events, local retail stores, and other educational settings
- Participation in the Hanover Tomato Festival, Ashland Farmers Market, Montpelier Farmers Market, Scotchtown Historical Events
- Speaker honoraria for the yearly Master Gardener Training classes and other speakers/presenters at HMGA meetings
- Approved gardens at Pole Green Park, Rural Point Elementary School, Hanover Extension Office, Horticultural Learning Center (HLC), Scotchtown
- Event supplies, refreshments, and room rentals for HMGA meetings
- Activities annual budgets including just a few: Home Gardening Series, (HGS), Help Desk, educational scholarships to attend Master Gardener College, State Fair, and others that are not listed here, in the attached VCE approved activities list
- Computer upgrades used for a variety of needs including Master Gardener presentations/workshops to clubs and organizations that have asked HMGA for topics of interest to be presented to their specific organization
- Community grants, Gleaning, and other community services

PLEASE PAY YOUR DUES NOW! THANK YOU!

Make your check payable to: HMGA

Mail to:

Pat Reyes-Treasurer

7486 Fullview Avenue

Mechanicsville, VA 23111

OTHER BENEFITS OF PAYING DUES:

- AS A PAID MEMBER OF HMGA, YOU CAN BE NOMINATED AND ELECTED TO HOLD OFFICE AND BE PART OF THE BOARD OF DIRECTORS (BOD)
- AS A PAID MEMBER OF HMGA YOU CAN VOTE ON ALL IMPORTANT ITEMS BEING PRESENTED AT MEMBERSHIP MEETINGS
- THERE ARE SO MANY REASONS TO PAY YOUR ANNUAL DUES. PLEASE PAY YOUR DUES TODAY. THANK YOU!
- YOUR \$25.00 ANNUAL DUES (OR \$200.00 LIFETIME DUES) IS A TAX DEDUCTIBLE DONATION

PLEASE NOTE

**PAYING YOUR DUES DOES NOT ELIMINATE THE REQUIREMENTS TO
MAINTAIN
MASTER GARDENER STATUS**

**PLEASE BE A PART OF THE HMGA AND SHARE YOUR
KNOWLEDGE AND LOVE OF GARDENING WITH OTHERS!**

**ATTACHED IS THE VCE POLICY OF APPROVED HMGA ACTIVITIES THAT ARE
SUPPORTED THROUGH MEMBER DUES! PLEASE READ AND YOU
WILL SEE HOW MUCH WE NEED YOUR SUPPORT!**



Policy:

Master Gardeners, Trainees, and Interns must enter their volunteer hours into the Volunteer Management System (VMS) using Project Codes to remain active in the Master Gardener program. This policy outlines the project codes used to track the hours volunteered by a Master Gardener, Trainee, or Intern.

Purpose:

To provide criteria and coding for the volunteer hours entered into VMS for approved volunteer projects.

Procedure:

Once a project and/or event are approved by the Agricultural Extension Agent, the event qualifies as a volunteer opportunity for Master Gardeners and Interns. The below table includes the categories and descriptions for examples of approved projects and events. Use the below table as a guide when entering volunteer hours into VMS.

HANOVER MASTER GARDENER
VCE- APPROVED MASTER GARDENER ACTIVITIES

All Activities must follow the approved proposal process. Examples are not intended to be all inclusive. Travel time is recorded per Activity. Mileage is entered at MG/Intern discretion for tax purposes only. Adjustments to requirements must be approved by Agricultural and Natural Resources Agent.

Interns are expected to volunteer in a variety of activities before completing Internship. See individual activities for number of hours required during internship in specific activities.

Master Gardeners - calendar year following completion of Internship must record a minimum of twenty (20) Volunteer Service hours and a minimum of eight (8) Continuing Education hours to be active.

ADMINISTRATIVE HELP ACTIVITIES	
Counts towards the 20 annual service hours and Interns may count a maximum of 10 hours toward the 50 service hours	Business meetings without educational component and no contacts.
MASTER GARDENER BUSINESS MEETINGS Season - all year	Examples: <ul style="list-style-type: none"> • HMGA Board meetings
MG MENTORING PROGRAM Season – all year	MG/Interns participating as mentors/mentees: <ul style="list-style-type: none"> • Meeting with trainees and other mentors • Work done as a member of Retention Committee
BI BUDDIES Season – all year	<ul style="list-style-type: none"> • Assisting others with understanding and utilizing Better Impact

CONTINUING EDUCATION ACTIVITIES	
Counts toward 8 hours required per year and education received during Internship counts toward lifetime/milestone service	MG/Intern volunteer receiving training
MASTER GARDENER BASIC TRAINING Minimum of 50 hours class time Season – generally Jan - March	<ul style="list-style-type: none"> The training received during the Master Gardener Training Class Includes Risk Management, Civil Rights and Working With Youth Trainings
ADVANCED TRAINING – Activity Season – all year Master Gardeners – 8 hours required	Attending approved advanced training to maintain active Master Gardener status: <ul style="list-style-type: none"> Master Gardener College Land Care/Tree/Water Steward Training VSU Field Day Hanover VCE events and other VCE units’ events (Henrico, Goochland, Caroline, Northern Neck, etc.) Any other approved class or event and must be pre-approved by the Hanover VCE Agent
REQUIRED TRAINING Season – all year as needed	<ul style="list-style-type: none"> Required every 3 years, Risk Mgt, Civil Rights Food Safety/Farm worker training for gleaning. Periodic update of Basic Pesticide Class is highly recommended (Offered during MG training class annually)
TRIPS and TOURS Season – Spring/summer/fall	<ul style="list-style-type: none"> Attending educational trips and tours that are approved for CE
MG COLLEGE Season – Fall generally at VA TECH	<ul style="list-style-type: none"> Attending, annual MG College or International College
Hanover Master Gardeners Association – member/association meeting	<ul style="list-style-type: none"> <li style="color: red;">Continuing education component of meeting is generally recorded as CE time for learning portion

PUBLIC EDUCATION ACTIVITIES Counts toward MG 20 annual service hours and 50 Intern service hours	Water quality, yard waste management, erosion control, proper use of pesticides, herbicides and fertilizers, turf, IPM, wildlife, organic gardening and many more. Contacts are always recorded.
PLANT CLINICS are listed as its own category due to detail needed in Better Impact Season – spring, summer and Interns - 8 Hours required	Examples: <ul style="list-style-type: none"> • Hanover Tomato Festival • Strawberry Fair • about the plants • Earth Day • Lowe’s or other retail stores • Farmer’s Markets • Community Gardens • Scotchtown Educational Programs • Other Plant Clinics – see BI calendar
MG STATE FAIR BOOTH Season – End of Sept - early October Interns – 2 hours required	<ul style="list-style-type: none"> • Preparation of displays, interacting and instructing the public at the State Fair booth
HELP DESK Season – all Interns – 4 hours required	<ul style="list-style-type: none"> • Answering the phones, research, questions from county residents (at VCE office and remotely) Interns must have at least 4 hours volunteer time with Help Desk.
SPEAKERS BUREAU, HGS, AND OTHER WORKSHOPS Season – all Interns – 4 hours required	Preparing and presenting instructional material: <ul style="list-style-type: none"> • HGS, Speakers Bureau presenting, researching and preparing presentations and support roles (i.e. zoom tasks etc.) includes planning, designing, researching new demos.
HOME GARDEN VISITS Season -	<ul style="list-style-type: none"> • Consulting while visiting county residents’ property and organizations’ gardens (does not include manual labor)
ADVANCED STEWARDSHIP PROGRAMS NOT available to Interns Season all	<ul style="list-style-type: none"> • Preparing and presenting instructional materials for Land Care, Tree and Water Steward projects
APPROVED GARDENS Season – spring Interns – 4 hours required (2hrs in MGs- 2hours required towards HLC (can include planning)	Examples: <ul style="list-style-type: none"> • Horticulture Learning Center • Extension Garden • Scotchtown • Butterfly Garden at Pole Green Park Includes GLEANING producers fields – log in gleaning hours category

MG BASIC TRAINING CLASS – Season – year around planning. Course is generally early winter (Jan- March)	Examples: <ul style="list-style-type: none"> • Preparing materials for MG training class • Instructor for MG training Class • Coordinating and hosting a MG training class • Planning MG Training Class
Horticulture Grants Season- all year	<input type="checkbox"/> Reviewing, approving, going on site visits, evaluation, guiding recipient(s) HMGA grants to public
PUBLICATIONS Season – year around	<input type="checkbox"/> Preparing/editing /submitting articles for public dissemination
SEED BANK Season – fall, Planning is all year	<input type="checkbox"/> Saving, organizing, labeling, educating others about seeds
FAQ HELP DESK - Electronic listing of most frequent asked questions by month/season Season – all year	<input type="checkbox"/> Database management, analysis, posting on HMGA website
YOUTH BROCHURE SCOTCHTOWN Season – all year	<input type="checkbox"/> Researching, designing content and drawing, evaluating effectiveness.
PLANT SALE Season – pre-plant early spring/sale is end of April Interns – 4 hours required	<input type="checkbox"/> Growing, potting, researching, set up, take down, answering questions from customers
COMMUNICATIONS Season – all year	<input type="checkbox"/> Coordinating Internal/external communications i.e. HMGA website, weekly reminder etc.

OTHER ACTIVITIES	OTHER ACTIVITIES
Activities that do not readily fit into approved categories	Activities that do not readily fit into approved categories
COVID CALL CENTER Season – as requested by County	COVID CALL CENTER Season – as requested by County