Mission Statement

To share research-based, horticultural information with the residents of Douglas County, in partnership with K-State Research and Extension.

Forms in this Appendix are available individually on the douglas.k-state.edu website, under Lawn and Garden.

K-State Research and Extension — Douglas County
785.843.7058
dgcogardenhotline@gmail.com
Revised 1/2022
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Appendix A

K-State Research and Extension –Douglas County Staff 2020  Phone 785-843-7058

Office Professional – Elesha Hazel  elesha@ksu.edu
County Ext. Director – Marlin Bates  batesm@ksu.edu
County Ext. Agent -- Horticulture – TBD
County Ext. Agent – Community Wellness – Kaitlyn Peine  kpeine@ksu.edu
County Ext. Agent -- Agriculture and Natural Resources – TBD
County Ext. Agent – 4H Youth Development – TBD
4H Program Coordinator – Nickie Harding  nharding@ksu.edu
Office Professional – Jim Dicker  alfred39@ksu.edu
Family Nutrition Program – Franziska Willenbuecher  fwillenb@ksu.edu
Family Nutrition Program – Enrique Ortiz  eortiz17@ksu.edu
Fair Board –
Horticulture Program Assistant – Sharon Ashworth  sashworth@ksu.edu

Master Gardener Hotline dgcogardenhotline@gmail.com
Appendix B

Volunteer Contract for EMG

Note: This is a one time contract and will remain on file with the EMG records

Volunteer Contract
Kansas Extension Master Gardener Program - Douglas County

The Douglas County Extension Master Gardener (EMG) program is a volunteer program authorized and organized by K-State Research and Extension -- Douglas County in cooperation with Kansas State University. Volunteers are non-paid citizens of Douglas County who agree to abide by the rules and regulations established by the State, County, and local EMG Association.

Applicants agree to attend the prescribed basic training and perform an additional 40 volunteer hours for that first year. At least 6 of these hours will be on the Douglas County help line (Hotline). This will certify them as an EMG. Continued certification will require the member to complete 30 volunteer hours and 10 advanced education hours per year.

EMGs are advised not to advertise their names or their place of business, nor to be listed on the advertisements of business places as “Extension Master Gardener.” This is a Kansas State University public service program. Appearing as a commercial activity, having association with commercial products, or giving implied Kansas State University endorsements of any product or place of business is improper.

EMGs are expected to participate in all components of the planned program responsive to the reasonable requests of the county agent in charge, and respectful of the need for personal safety and the safety of others. An EMG should report any and all injuries or physical assault to the County Extension Agent as soon as possible. All certified and active EMGs are covered under the K-State Research and Extension - Douglas County general liability insurance policy when participating in an approved activity. This coverage is limited to $500,000 per occurrence, which corresponds with the Kansas Tort Claims Act.

I have read the above policies regarding my services as an Extension Master Gardener volunteer and do hereby agree to abide by them. In addition, I am aware that there is a due process procedure available to me if I feel I have been wrongfully charged with a violation of program standards. I have also read the county guidelines regarding active/inactive status of EMGs and understand the requirements to maintain certification.

Note: This was signed and dated with your application to EMG. This is a reminder only

Printed name of volunteer __________________________________________

Signature of Volunteer _______________________________________ Date ___________

County Extension Agent ______________________________________ Date ___________
Appendix C

Volunteer and Education Guidelines and Reporting

1) First Year Extension Master Gardeners
   a) During the first year following successful completion of the EMG course, EMGs must complete 40 volunteer hours on any of the current EMG approved activities.
   b) First year EMGs are encouraged to attend advanced training sessions, it is not required.

2) Extension Master Gardeners after the first year
   a) To maintain active membership in the Douglas County Extension Master Gardener association, members must complete thirty (30) hours of volunteer work each year.
   b) They must also complete ten (10) hours of continuing education. Education hours are offered after each regular business meeting, during evening classes sponsored by the Extension Office, advanced training at Kansas State University, and potential classes / programs offered for our Horticultural awareness. Note some of these need approval by the Douglas County Agent – Horticulture or EMG Coordinator.
   c) Volunteer and Education Hours are to be reported with as much detail as possible on or before Dec 31st.

3) EMG volunteers are viewed as “non-salaried” employees in order to be considered under the Kansas Tort Claims Act for recommendations/advice. The EMG program is a means of supplementing and extending the local horticultural Extension educational program. Thus, anything the EMGs do must first be a part of the local educational program. The first benchmark in determining the appropriateness of volunteer hours is, “Does this support the local Extension educational program?” Volunteer hours should be recorded for the specific activities on the time sheet. Miscellaneous activities and other descriptions are noted below.

4) Volunteer Hours are counted for
   a) Development of educational materials for use by EMGs
   b) Educational events and activities specifically supported by the Extension (for example, volunteering at the Douglas County fair, Farm Tour)
   c) Activities carried out by official EMG committees or officially sanctioned cooperative activities (such as Monarch Watch, Garden Tour, Farmers Market)
   d) Administration volunteer hours include the time required for continuation of the program (examples include: agendas, schedule development, committee reports, newsletter, meeting minutes, balancing the books)
   e) Attendance at a regular business meetings or board meetings does count as volunteer hours.
   f) Travel time does count toward the volunteer hour total. Travel time to and from approved activities, for both planning them and carrying them out, is reportable. Discretion should be used if the trip to the event includes other errands.

5) Three distinct elements should be part of any EMG volunteer undertaking:
   a) EMG volunteers relate to the education/volunteer concept, which involves learning from training and from volunteering. Thus, EMG activities should contain some educational or training value.
   b) EMGs relate to the importance or value of their projects. Thus, they should be able to
see a clear reason for the events and activities they support, which directly benefits the Extension and its clientele.
c) EMGs also relate to other EMGs and enjoy volunteering with others and working collectively to learn and form social bonds. Thus, EMG volunteer projects should be group oriented.

Appendix C (continued)

Hours are reported via the Kansasemg.org website
These are the current Categories and Sub-Categories for the Kansasemg.org hour reporting website. Note these are subject to change as activities evolve.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>EMG Board</td>
<td>Hospitality Committee</td>
</tr>
<tr>
<td>Mentoring</td>
<td>New class training support</td>
</tr>
<tr>
<td>Monthly meeting attendance</td>
<td>Newsletter - Monthly Update</td>
</tr>
<tr>
<td>Public relations</td>
<td>Other - explain</td>
</tr>
<tr>
<td>Resource Library/Historian</td>
<td>Hoop house administration</td>
</tr>
<tr>
<td>Advanced Training</td>
<td></td>
</tr>
<tr>
<td>Douglas County</td>
<td>Hotline (1 hour max per day)</td>
</tr>
<tr>
<td>Manhattan KSU</td>
<td>Other - explain</td>
</tr>
<tr>
<td>Fund Raising</td>
<td></td>
</tr>
<tr>
<td>Garden Art Development</td>
<td>Other</td>
</tr>
<tr>
<td>Plant Sales/Sharing</td>
<td></td>
</tr>
<tr>
<td>Outreach</td>
<td></td>
</tr>
<tr>
<td>Baldwin - Tom Swan Park</td>
<td>Demonstration Gardens Fairgrounds</td>
</tr>
<tr>
<td>Eudora Garden</td>
<td>Downtown Lawrence Farmers' Market</td>
</tr>
<tr>
<td>Hotline-Response Line</td>
<td>Library Public Education Program</td>
</tr>
<tr>
<td>Monarch Watch</td>
<td>Junior Master Gardener program</td>
</tr>
<tr>
<td>Speaker’s Bureau</td>
<td>Produce Distribution Program</td>
</tr>
<tr>
<td>Other - explain</td>
<td>KU Native Medicinal Garden</td>
</tr>
<tr>
<td>Public Events</td>
<td></td>
</tr>
<tr>
<td>Garden Show</td>
<td>Gardening workshops - specify</td>
</tr>
<tr>
<td>Garden Tour</td>
<td></td>
</tr>
<tr>
<td>Other - explain</td>
<td></td>
</tr>
</tbody>
</table>

NOTE:
The system will show and track a requirement of 30 volunteer hours and 10 advanced education hours for ALL enrollees.

Master Gardeners in Training need 40 volunteer hours and no advanced training hours. They can attend and report advanced training if they choose.

Travel time should be included when reporting volunteer hours. Travel time is not included when reporting advanced education hours.
Appendix D

COMMITTEE/ACTIVITY INTEREST

EMG’s are encouraged to serve on committees, participate in activities of interest, and to indicate a willingness to serve as a committee chair or activity coordinator

Committees / activities are listed as they support the Mission of the Extension Master Gardeners.

_____ Garden Show (planning and assistance for this one day Spring event in even years)
_____ Hotline (assist with phone, email, and walk-in horticulture questions Apr – Oct)
_____ Educational Programs (planning and arranging the monthly EMG meeting programs)
_____ Demonstration Gardens (planning, planting, weeding, watering, and maintenance)
   _____ Fairgrounds (Douglas County Fairgrounds, 2110 Harper, Lawrence)
   _____ Monarch Watch Waystation#1 (KU West Campus, 2021 Constant Ave.)
   _____ Tom Swan Park (High and 8th Streets, Baldwin)
   _____ KU Native Medicinal Research Station (1865 E. 1600 Rd., Lawrence)
   _____ Eudora Demonstration Garden (CPA Park, 10 W 9th St., Eudora)
_____ Public Education and Outreach
   _____ Farmer’s Market (Saturday mornings May-Oct. Staff EMG table for 2 hours)
   _____ Library Public Education Team (organize library programs)
   _____ Public Speaker’s Bureau (organize speakers for local groups, or be a speaker)
_____ EMG Newsletter (development and editing of the monthly UPDATE Newsletter)
_____ Jr. EMG Program (after school horticulture and activities, currently at NY Elementary)
_____ Resource Library (maintenance of the EMG library, publications, and Internet resources)
_____ Plant Sales (donation, preparation, and display of plants for sale at events)
_____ Produce Distribution System (assist with the distribution of food to the hungry)
_____ Hospitality Committee (planning, set up, clean-up of the EMG social activities)
_____ Mentoring (assist new class members with the training and EMG operations)
_____ Garden Art Development (development and sales of items in support of EMG events)
_____ Public Relations (assist in publicizing EMG events and activities using social/other media)
_____ Garden Tour (planning, organizing, staffing, supporting this EMG fundraiser, odd years)
_____ Garden Tour Selection (selecting, visiting gardens for the Garden Tour, even years)

I am interested in chairing the following committee: ____________________________
Appendix E

Extension Master Gardener Officers for 2022

President – Cindy Hornberger
Vice President – Emily Lysen
Secretary – Ann Beedles
Treasurer – Bob Oakes
Public Relations – Kevin Nelson
Member-at-Large – Pam Smith
Member-at-Large – Larry Nieters
Member-at-Large – Therese O’Neil
New Class Member-at-large – Connie Emerson,
Meighan Davisson

Appendix F

Extension Master Gardener Board Meeting Dates for 2022

The following dates have been established for monthly board meetings for 2022. These meeting dates fall on the first Wednesday of the month. The time for the meetings will be 9:00 a.m.; meetings are held at the Douglas County Extension Office.

Any changes or additions to the board meeting dates will be communicated to the membership as soon as possible.

January 3
February 2
March 2
April 6
May 4
June 1
July 6
August 3
September 7
October 5
November 2
December no meeting
Appendix G

Extension Master Gardener Membership Roster

Membership Rosters are maintained in three places:

1- A spreadsheet, containing contact information and more. This is maintained by the Horticulture Agent and or the Horticulture Assistant. It is used for printed rosters and record of member status. It is not available to members.

2- A List serve email application through K-State. This is maintained by the Horticulture Agent and or the Horticulture Assistant. It is used for Emails to all current members. It is not available to members.

3- The www.ksuemg.org website application through K-State. This is maintained by the individual members and is available to members through their individual log on and password. The “My Group” section is a listing of all the Master Gardeners who have signed up to this website. It is not managed as to current or active members and may not be completely accurate. This list is maintained by the individual members.

The membership roster is NOT electronically distributed for confidentiality and the potential reception and use for illicit or commercial gain. Hard copies are available only to the current membership. If you need a hard copy or a list to use as a committee coordinator please contact the Extension Agent – Horticulture or the Horticulture Program Assistant. This roster will be updated as changes are made. Even then members will use this list respectfully.

Should you make changes to your contact information (address, phone, and email) it is necessary to contact the Extension Agent - Horticulture or the Horticulture Assistant.
Appendix H

Extension Master Gardener Monthly Meeting Schedule 2022

The following dates for the Monthly Meetings have been established for 2022. Monthly meetings will alternate Wednesday and Saturday mornings to allow maximum participation. The goal of this calendar is to provide advance notice for those meetings.

Business meetings will begin at 9:00 a.m. at the Douglas County Extension Office unless otherwise noted. The Educational portion will follow at approximately 10:15 am. Members will be notified ahead of time regarding changes in schedules and locations.

Advanced Education Programs for 2022 (note - all programs open to public)

Wed, Feb 16th **Advanced Tree ID** (1.5 hrs), Kim Bomberger,
Sat, Mar 19th **Creating Livable Environments for Birds**, Chuck Otte, KSU
Wed, Apr 20th **Photography in the Garden**, Diane Guthrie
Sat, May 21st **Designing Outdoor Spaces**, Leslie Wren
Wed, June 15th **Designing with Native Plants**, Patti Ragsdale, owner of Happy Apples Native Plant Farm
Sat, July 16th **Making Sense of Latin Plant Names**, Caleb Morse, Collection Manager, R. L. McGregor Herbarium
Wed, Aug 17th **Maintaining Fruit Trees**, Matt Bunch, Giving Grove as part of KC Community Gardens
Sat, Sept 17th **Harvesting and Preserving Seeds**, Matthew and Nancy Kost, Buffalo Seed Co
Wed, Oct 19th **Changing Weather Patterns in Kansas**, Christopher (Chip) Redmond, KSU Meteorologist

Additional or alternate potential program topics and presenters should be submitted to the Vice-President, Douglas County Agent – Horticulture, or the Program Assistant.
### Appendix I 2022 EMG Budget

The Budget Committee has developed and the Board has approved, the EMG Budget for the following year. All expenditures are to be approved by the Board and expenditures above the budget amount must be approved by the membership.

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Show</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Garden Tour</td>
<td>$-</td>
</tr>
<tr>
<td>Native plant sale</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>T-shirt sales</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Other income</td>
<td>$-</td>
</tr>
<tr>
<td>Transfer from reserve</td>
<td>$12,200.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$23,900.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$650.00</td>
</tr>
<tr>
<td>Advanced Education programs</td>
<td>$500.00</td>
</tr>
<tr>
<td>Demo Garden - Eudora</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Demo Garden - Fairgrounds</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Demo Garden - Monarch Watch</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Demo Garden - Tom Swan Park</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Demo Garden - Medicinal</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Farmer’s Market</td>
<td>$250.00</td>
</tr>
<tr>
<td>Garden Show</td>
<td></td>
</tr>
<tr>
<td>Garden art</td>
<td>$350.00</td>
</tr>
<tr>
<td>Garden show - Other</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>Garden tour selection</td>
<td>$250.00</td>
</tr>
<tr>
<td>Hoop house</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Hospitality committee</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Miscellaneous expense</td>
<td>$100.00</td>
</tr>
<tr>
<td>Native plant sale</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>New class mentoring/training</td>
<td>$200.00</td>
</tr>
<tr>
<td>Public education</td>
<td>$350.00</td>
</tr>
<tr>
<td>Public relations/publicity</td>
<td>$800.00</td>
</tr>
<tr>
<td>Resource Librarian-Historian</td>
<td>$200.00</td>
</tr>
<tr>
<td>T-shirt sales</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$23,900.00</strong></td>
</tr>
<tr>
<td><strong>Net Profit/Expense</strong></td>
<td>$-</td>
</tr>
</tbody>
</table>
Appendix J

DOUGLAS COUNTY EXTENSION MASTER GARDENERS ASSOCIATION

Payment Authorization Form

To obtain reimbursement, or pay a vendor directly, this form MUST be completed, signed by the Committee Coordinator and submitted to the Association Treasurer by the Committee Coordinator.

Date Requested: _______________________

Budget Number & Category: ______________________ (ONLY ONE budget category per form)
(Choose from list below)

Payee (printed):

Mailing Address (printed):

Description of Item(s) Purchased (original bills must be attached) Amount

EMG Treasurer Signed or Board approval

Reimbursement Total: $___________

Authorization: ______________________ Date: ______________

Committee Coordinator (signature)- must be different than payee
Please print name after signature or above signature

Budget Categories

1. Administration
2. Advanced Education Programs
3. Demo Garden: Eudora
4. Demo Garden: Fairground
5. Demo Garden: Monarch Watch
6. Demo Garden: Native Medicinal
7. Demo Garden: Tom Swan Park
8. Farmers Market
9. Garden Tour
10. Garden Tour Selection
11. Horticulture Hotline
12. Member Plant Sale - EMG
13. Native Plant Sale
14. New Class Mentoring
15. Produce Distributions
16. Public Education
17. Public Relations & Publications
18. Resource Librarian/Historian
19. Scholarships
20. Hospitality Committee
21. Spring Garden Show
22. Spring Garden Show: Garden Art
23. T-shirts

Office Use: Date Paid: ___________ Check No: ________ Total Check Amount: ___________

Reimbursement amounts included in this check:

____________________________________________

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This form is to be used to document the collection of money from Master Gardeners. Please itemize monies received by the amount and type (cash or check), and for the budget number and category (see list below) that it is to be applied. The name of the person from whom the money was collected is not necessary.

**Budget Number and Category Name:** ___ _______________________ (ONLY ONE budget category per form)

(Choose from list below)

Total Amount: ___________________

Date: ________________________

Your Name: ___________________

**Budget Numbers and Categories**

1. Administration  
2. Advanced Education Programs  
3. Demo Garden: Eudora  
4. Demo Garden: Fairground  
5. Demo Garden: Monarch Watch  
6. Demo Garden: Native Medicinal  
7. Demo Garden: Tom Swan Park  
8. Farmers Market  
9. Garden Tour  
10. Garden Tour Selection  
11. Horticulture Hotline  
12. Member Plant Sale - EMG  
13. Native Plant Sale  
14. New Class Mentoring  
15. Produce Distributions  
16. Public Education  
17. Public Relations  
18. Resource Librarian/Historian  
19. Scholarships  
20. Hospitality Committee  
21. Spring Garden Show  
22. Spring Garden Show: Garden Art  
23. T-shirts  

**Office Use:**  
Deposit Date: ___________ Deposit Total: ___________ Recorded: ____
DOUGLAS COUNTY EXTENSION MASTER GARDENERS ASSOCIATION

Donation Form

Contributions in cash or monetary value are welcomed and appreciated by the Association. Contributions assist in advancing the goals of the Association. Contributions can be given as a general donation to the Association or, if requested by the Donor, it can be applied to a specific project. The donor should complete the form and submit it to the Association Treasurer. The donations are deductible to the extent allowed by law. Consult a tax professional for more information.

Budget Number and Category Name: ____  _______________________
(ONLY ONE budget category per form)
(Choose from list below)

Donor Name (printed): ____________________________________________

Address: _________________________________________________________
-------------------------------------------------------------------------------------------------

Description of Item(s) Donated  Amount
-------------------------------------------------------------------------------------------------

Donation Total: $ __________________

☐ I request a receipt for tax purposes.  Date: ____

Donor Signature: ________________________________________________
Authorization: ____________________________________________________

EMG Treasurer or authorized ext. personnel

Budget Numbers and Categories

1. Administration  9.  Garden Tour  17.  Public Relations

Office Use:  Date Recorded: _____________  Recorder:______________________

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Appendix M. Strategic Plan

Please see Strategic Plan at K-State EMG website.

https://www.douglas.k-state.edu/lawn-garden/master-gardener.html
Appendix N

EMG Grant Application

Applicant: ____________________________
Committee: ____________________________

Name(s): ____________________________
Name(s): ____________________________

Mailing Address (for notification): ____________________________________________

Phone number: ____________________________ Email: ____________________________

How would you like to be contacted for questions or initial notification of award result:
Phone ☐ Email ☐

Describe your project (attach additional pages if needed). ____________________________

__________________________________________________________________________

How will it meet the mission of the Dg. Co. EMG program? (attach additional pages if needed).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Provide a proposed budget of items (can be submitted on a separate page).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Applicant’s signature: ____________________________ Date: ____________________________

Application can be emailed to the EMG Treasurer or dropped off at the Extension Office.
Applications will be reviewed at the monthly EMG Executive Board meeting.