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.
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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/Natural Resources –Sharon Ashworth
sashworth@ksu.edu
County Ext. Agent/Community Wellness – Kaitlyn Peine
kpeine@ksu.edu
County Ext. Agent - Agriculture and Natural Resources- Margit Kaltenekker
mkaltenekker@ksu.edu
County Ext. Agent/4H Youth Development—Nickie Harding
nharding@ksu.edu
4H Program Coordinator – TBD
Family Nutrition Program – TBD
eortiz17@ksu.edu
Family Nutrition Program – Enrique Ortiz
c lavalette@ksu.edu
Fair Board – Candice Lavalette
Horticulture/Agriculture Program Assistant – Niki Kenniff
niki@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 Committee structured 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 following basic training. 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 Horticulture Program Assistant
   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 in the hour reporting website. 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>EMG Resource Library/Historian</td>
<td>Hoop house administration</td>
</tr>
<tr>
<td>Advanced Education</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>Native 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></td>
<td>Downtown Lawrence Farmers Market</td>
</tr>
<tr>
<td>Eudora Garden</td>
<td>Public Education -Library Program</td>
</tr>
<tr>
<td>Hotline-Response Line</td>
<td>Junior Master Gardener program</td>
</tr>
<tr>
<td>Monarch Watch</td>
<td>Produce Distribution Program</td>
</tr>
<tr>
<td>Public Education-Speaker’s Bureau</td>
<td>KU Native Medicinal Garden</td>
</tr>
<tr>
<td>Other - explain</td>
<td></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

All EMG’s must serve on committees, participate in activities of interest, and to indicate a willingness to serve as a committee 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)
____ Horticulture Hotline (assist with phone, email, and walk-in horticulture questions Apr – Oct)
____ Advanced Educational Programs (planning and arranging the monthly EMG meeting programs)
____ Demonstration Garden/Fairgrounds-Douglas County Fairgrounds, 2110 Harper, Lawrence (planning, planting, weeding, watering, and maintenance)
____ Demonstration Garden/Monarch Watch Waystation#1-KU West Campus, 2021 Constant Ave. (planning, planting, weeding, watering, and maintenance)
____ Demonstration Garden/Tom Swan Park-High and 8th Streets, Baldwin (planning, planting, weeding, watering, and maintenance)
____ Demonstration Garden/KU Native Medicinal Research Station-1865 E. 1600 Rd., Lawrence (planning, planting, weeding, watering, and maintenance)
____ Demonstration Garden/Eudora-CPA Park, 10 W 9th St., Eudora (planning, planting, weeding, watering, and maintenance)
____ Farmers Market (Saturday mornings May-Oct. Staff EMG table for 2 hours)
____ Public Education-Library Program (organize library programs at LPL)
____ Public Education-Speaker’s Bureau (organize speakers for local groups, or be a speaker)
____ EMG Newsletter/Update (development and editing of the monthly UPDATE Newsletter)
____ Jr. Master Gardeners (after school horticulture and activities, currently at NY Elementary)
____ EMG Resource Library/Historian (maintenance of the EMG library, publications, and Internet resources/collect and organize past publications/events)
____ Native Plant Sales (donation, preparation, and display of plants for sale at events)
____ Produce Distribution Program (assist with the distribution of food to the hungry)
____ Hospitality (planning, set up, clean-up of the EMG social activities)
____ New Class Mentoring/Training (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)
____ Hoop House (coordinates the maintenance of and activities in the EMG Hoop House)

I am interested in the Coordinator Position for the following committee: ___________________________
Appendix E

Extension Master Gardener Officers for 2023

President – Cindy Hornberger
Vice President – Mary Dillon
Secretary – Ann Beedles
Treasurer – Bob Oakes
Public Relations – Kevin Nelson

Member-at-Large – Linda Allen
Member-at-Large – Larry Nieters
Member-at-Large – Andrea Baloga
New Class Member-at-large – Queren King-Orozco

Appendix F

Extension Master Gardener Executive Board Meeting Dates for 2023

The following dates have been established for monthly board meetings for 2023. 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 4
February 1
March 1
April 5
May 3
June 7
July 5
August 2
September 6
October 4
November 1
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 Program 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 Program 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 Program Assistant.

Appendix H

Extension Master Gardener Monthly Business Meeting Schedule 2023

The following dates for the Monthly Meetings have been established for 2023. 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 2023 (note - all programs open to public)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21, 2023</td>
<td>10:15</td>
<td>Permaculture</td>
<td>Amber Dunn</td>
</tr>
<tr>
<td>February 15, 2023</td>
<td>10:15</td>
<td>Resources for EMGs</td>
<td>Susie Nightingale, Hazlitt Henderson, Terese O’Neill</td>
</tr>
<tr>
<td>March 18, 2023</td>
<td>10:15</td>
<td>The Craft of Gardens in China and Japan</td>
<td>Robert Thorp and Karen Brock, EMGs</td>
</tr>
<tr>
<td>April 19, 2023</td>
<td>10:15</td>
<td>Tree Risk Assessment</td>
<td>Tyler Fike, City of Lawrence Horticulture Department</td>
</tr>
<tr>
<td>May 20, 2023</td>
<td>10:15</td>
<td>Lawns to Landscape</td>
<td>Sharon Ashworth</td>
</tr>
<tr>
<td>June 14, 2023</td>
<td>10:15</td>
<td>Climate/Gardening/Water</td>
<td>Frank Reilly</td>
</tr>
<tr>
<td>July 15, 2023</td>
<td>10:15</td>
<td>Photography in the Garden</td>
<td></td>
</tr>
</tbody>
</table>
Aundrea Walker, EMG

August 16, 2023 10:15am  
**History of Black Farming in Lawrence**  
Cody Heines

September 16, 2023 10:15am  
**Hop Growing and Beer Brewing**  
Chris Koster

October 18, 2023 10:15am  
**Gardening As We Age**  
Kevin Nelson

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

**Appendix I 2023 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>Expenses</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Advanced Education Program</td>
<td>300.00</td>
</tr>
<tr>
<td>Demo Garden-Eudora</td>
<td>600.00</td>
</tr>
<tr>
<td>Demo Garden-Fairgrounds</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Demo Garden-Monarch Watch</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Demo Garden-Tom Swan Park</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Demo Garden-Medicinal</td>
<td>750.00</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>450.00</td>
</tr>
<tr>
<td>Garden Art Development</td>
<td>500.00</td>
</tr>
<tr>
<td>Garden Show</td>
<td>0.00</td>
</tr>
<tr>
<td>Garden Tour</td>
<td>1,300.00</td>
</tr>
<tr>
<td>Garden Tour-Selection</td>
<td>0.00</td>
</tr>
<tr>
<td>Hoop House</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Hospitality Committee</td>
<td>500.00</td>
</tr>
<tr>
<td>Miscellaneous/Board Discretion</td>
<td>300.00</td>
</tr>
<tr>
<td>Native Plant Sale</td>
<td>7,000.00</td>
</tr>
<tr>
<td>New Class Mentoring/Training</td>
<td>400.00</td>
</tr>
<tr>
<td>Public Education-Lawrence Public Library</td>
<td>700.00</td>
</tr>
<tr>
<td>Public Education-Speakers Bureau</td>
<td>250.00</td>
</tr>
<tr>
<td>Public Relations and Publicity</td>
<td>1,250.00</td>
</tr>
<tr>
<td>EMG Resource Library/Historian</td>
<td>700.00</td>
</tr>
<tr>
<td>EMG T-Shirts</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24,500.00</strong></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): _________________________________________________________

<table>
<thead>
<tr>
<th>Description of Item(s) Purchased (original bills must be attached)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reimbursement Total: $____________

Authorization: ____________________________ Date: __________

Committee Coordinator (signature)- must be different than payee

Please print name after signature or above signature

Budget Categories

9. Garden Art 18. Public Ed/Library Program

Office Use: Date Paid: __________ Check No: _______ Total Check Amount: __________

Reimbursement amounts included in this check: ____________________________
Appendix K

DOUGLAS COUNTY EXTENSION MASTER GARDENERS ASSOCIATION

DEPOSIT VOUCHER

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

9. Garden Art 18. Public Ed/Library Program

Office Use: Deposit Date: ________ Deposit Total: _________ Recorded: ____
Appendix L

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

<table>
<thead>
<tr>
<th>Description of Item(s) Donated</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Donation Total: $________________

☐ I request a receipt for tax purposes.

Donor Signature: __________________________

Authorization: __________________________

EMG Treasurer or authorized ext. personnel

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 Art
10. Garden Tour
11. Garden Tour Selection
12. Hoop House
13. Horticulture Hotline
14. Member Plant Sale/EMG
15. Native Plant Sale
16. New Class Mentoring
17. Produce Distributions
18. Public Ed/Library Program
19. Public Ed/Speakers Bureau
20. Public Relations/Publications
21. Resource Librarian/Historian
22. Scholarships
23. Hospitality Committee
24. Spring Garden Show
25. T-shirts

Office Use: Date Recorded: ____________ Recorder: __________________________

EMG Handbook 2023 page 12 of 14
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

Board Authority Grant Application

Applicant
Name(s):

Committee
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):  

Amount requested:

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.