

DOUGLAS COUNTY
EXTENSION MASTER GARDENERS

*HANDBOOK'S
APPENDICES*

2020

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
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Revised 1/2020

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Appendix A

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

Receptionist – Pam Heikes	pheikes@ksu.edu
County Ext. Director – Marlin Bates	batesm@ksu.edu
County Ext. Agent -- Horticulture – Tom Buller	tombuller@ksu.edu
County Ext. Agent – Family and Consumer Sciences – Susan Farley	susanfarley@ksu.edu
County Ext. Agent -- Agriculture and Natural Resources – Mallory Meek	mgmeek@ksu.edu
County Ext. Agent – 4H Youth Development – Kaitlyn Peine	kpeine@ksu.edu
4H Program Coordinator – Nickie Harding	nharding@ksu.edu
4H program Assistant -- Paula Aiken	paiken@ksu.edu
Administrative Assistant – Carol Taul	ctaul@ksu.edu
Family Nutrition Program – Alzirene Santos	alzirene@ksu.edu
Fair Board – Margaret Kalb	mkalb2@ksu.edu
Horticulture Program Assistant – Sharon Ashworth	sashworth@ksu.edu
Master Gardener Hotline	mastergardener@douglas-county.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 6 hours on the Hotline and 34 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
 - c) To maintain active membership in the Douglas County Extension Master Gardener association, members must complete **thirty (30)** hours of volunteer work each year.
 - d) 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.
 - e) Volunteer and Education Hours are to be reported with as much detail as possible on or before Dec 31st.
- 2) 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.
- 3) 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.
- 4) 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.

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

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 for 2020

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

NAME _____

Committees / activities are listed as they support the Mission of the Extension Master Gardeners. I am interested in working with the following **Committees or Activities**

- _____ **Spring Garden Show** (planning and assistance for this one day Spring event in 2020)
- _____ **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 for 2021)

I am interested in chairing the following committee: _____

Appendix E

Extension Master Gardener Officers for 2020

President – Kevin Nelson

Vice President – Chris Sundstrom

Secretary – Debbie Gatz

Treasurer – Therese Lawrence

Public Relations – Margie Dyck

Member-at-Large – Stew Grosser

Member-at-Large – Jane Stiles-Potts

Member-at-Large – Sharon Davis

New Class Member-at-large – Karen Bradburn

Appendix F

Extension Master Gardener Board Meeting Dates for 2020

The following dates have been established for monthly board meetings for 2020. These meeting dates fall on the second 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 8

February 12

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 11

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.Kansasemg.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 2020

The following dates for the Monthly Meetings have been established for 2020. 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 10:00 am. Members will be notified ahead of time regarding changes in schedules and locations.

Advanced Education Programs for 2020 (note - all programs open to public)

January 18 – “Trees for Kansas”, Ryan Rastok - 1 hour
February 19 – “The Impact of Climate Change”, Dan Rueman – 1.5 hours
March 14 - Kelly Billing, “Water Gardening Workshop” - 6 hours
March 21 - Tom Buller, “Soil Health” - 1 hour
April 15 – “The Flower Farmer”, Lynn Byczynski – 1 hour
May 16 – “Sweet Potato Production”, Zac Hoppenstedt – 1 hour
June 17 – “Preparing flowers and vegetables for the fair”, LeAnn Johnson – 1 hour
July 18 – “No till Gardening”, Ponteleon Florez III – 1 hour
August 19 – “Raingardens”, Natasha Thomas-North – 1 hour
September 19 - Dr. Kingery-Page, “Restorative Landscaping” - 1 hour
October 21 – Kansas Land Trust, Jerry Jost – 1 hour

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 2020 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.

	2019 Budget	2020 Budget
Projected Income		
Garden Tour 2019/Garden Show 2020	\$ 4,500.00	\$ 4,500.00
Native plant sale	\$ 4,000.00	\$ 5,400.00
Transfer from reserve	\$ 4,800.00	\$ 8,356.00
Budget	\$ 13,300.00	\$ 18,256.00

Projected Expenses	2019 Budget	2020 Budget
Administration	\$ 700.00	\$ 1,056.00
Advanced Ed. Programs	\$ 400.00	\$ 500.00
Demo- Garden Fairgrounds	\$ 2,000.00	\$ 1,700.00
Demo Gardens-Monarch Watch Waystation #1	\$ 1,100.00	\$ 1,100.00
Demo Gardens-Tom Swan Park	\$ 1,000.00	\$ 1,000.00
Demo Garden - KU Native Medicinal Gardens	\$ 800.00	\$ 1,000.00
Demo Garden - Eudora Garden	\$	\$ 1,000.00
Farmer's Market	\$ 250.00	\$ 250.00
Garden Show	\$ 250.00	\$ 2,500.00
Garden Tour	\$ 1,500.00	
Garden Art	\$ 250.00	\$ 500.00
Garden Tour Selection	\$ -	\$ 250.00
Hoop House		\$ 100.00
Horticulture Hotline	\$ -	\$ -
Hospitality Committee	\$ 1,000.00	\$ 1,000.00
Member Plant Sale - EMG	\$ -	\$ -
Native Plant Sale Exp.	\$ 2,225.00	\$ 5,000.00
New Class Mentoring/Training	\$ 175.00	\$ 175.00
Produce Distribution	\$ -	\$ -
Public Education	\$ 375.00	\$ 375.00
Public Relations	\$ 1,350.00	\$ 700.00
Resource Librarian-Historian	\$ 50.00	\$ 50.00
Total Scholarships	\$ 267.00	
Total Expense	\$ 13,300.00	\$ 18,256.00

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): _____

<u>Description of Item(s) Purchased (original bills must be attached)</u>	<u>Amount</u>	EMG Treas. Budget <input type="checkbox"/> 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 | 9. Garden Tour | 17. Public Relations & Publications |
| 2. Advanced Education Programs | 10. Garden Tour Selection | 18. Resource Librarian/Historian |
| 3. Demo Garden: Eudora | 11. Horticulture Hotline | 19. Scholarships |
| 4. Demo Garden: Fairground | 12. Member Plant Sale - EMG | 20. Hospitality Committee |
| 5. Demo Garden: Monarch Watch | 13. Native Plant Sale | 21. Spring Garden Show |
| 6. Demo Garden: Native Medicinal | 14. New Class Mentoring | 22. Spring Garden Show: Garden Art |
| 7. Demo Garden: Tom Swan Park | 15. Produce Distributions | 23. T-shirts |
| 8. Farmers Market | 16. Public Education | 24. Jr. Master Gardeners |

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

- | | | |
|----------------------------------|-----------------------------|------------------------------------|
| 1. Administration | 9. Garden Tour | 17. Public Relations |
| 2. Advanced Education Programs | 10. Garden Tour Selection | 18. Resource Librarian/Historian |
| 3. Demo Garden: Eudora | 11. Horticulture Hotline | 19. Scholarships |
| 4. Demo Garden: Fairground | 12. Member Plant Sale - EMG | 20. Hospitality Committee |
| 5. Demo Garden: Monarch Watch | 13. Native Plant Sale | 21. Spring Garden Show |
| 6. Demo Garden: Native Medicinal | 14. New Class Mentoring | 22. Spring Garden Show: Garden Art |
| 7. Demo Garden: Tom Swan Park | 15. Produce Distributions | 23. T-shirts |
| 8. Farmers Market | 16. Public Education | 24. Jr. Master Gardener |

Office Use:	Deposit Date: _____	Deposit Total: _____	Recorded: _____
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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: _____

<u>Description of Item(s) Donated</u>	<u>Amount</u>

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 |
| 2. Advanced Education Programs | 10. Garden Tour Selection | 18. Resource Librarian/Historian |
| 3. Demo Garden: Eudora | 11. Horticulture Hotline | 19. Scholarships |
| 4. Demo Garden: Fairground | 12. Member Plant Sale - EMG | 20. Hospitality Committee |
| 5. Demo Garden: Monarch Watch | 13. Native Plant Sale | 21. Spring Garden Show |
| 6. Demo Garden: Native Medicinal | 14. New Class Mentoring | 22. Spring Garden Show: Garden Art |
| 7. Demo Garden: Tom Swan Park | 15. Produce Distributions | 23. T-shirts |
| 8. Farmers Market | 16. Public Education | 24. Jr. Master Gardener |

Office Use: Date Recorded: _____

Recorder: _____

Appendix M. Strategic Plan

Please see Strategic Plan at K-State EMG website.

2019 - 2023 Douglas County Extension Master Gardener Strategic Plan, approved November 2018	
Mission Statement: To share research-based, horticultural information with residents of Douglas County, in partnership with K-State Research and	
VISION ONE: VOLUNTEERS DEMONSTRATE ADVANCED HORTICULTURAL KNOWLEDGE.	
Action Statements:	
1 Provide at least 10 hours of Advanced Education at monthly meetings each year.	Assignment Board VP/Advanced Education
2 Share advanced education content on 2 topics of interest informally at each Demonstration Garden annually.	Demonstration Gardens
3 Provide a refresher class to explain current horticultural Hotline resources.	Hotline
VISION TWO: WIDESPREAD USE OF SUSTAINABLE GARDENING IS PRACTICED BY THE COMMUNITY.	
Action Statements:	
1 Establish a definition for "sustainable gardening practices" (SGP).	Board
2 Connect with 1 new community group (i.e., service club, church organization) to provide horticultural programs annually.	Public Education
3 Sustain partnerships with existing community groups (i.e., Junior Master Gardeners, Monarch Watch, Native Medicinal Garden) to provide education for their members and clientele.	Public Education, Junior Master Gardeners, Demonstration Gardens
4 Reassess best practices to provide Hotline services.	Hotline
VISION THREE: EXTENSION MASTER GARDENER (EMG) PROGRAM IS HIGHLY VISIBLE IN THE COMMUNITY THROUGH PERSONAL INTERACTIONS.	
Action Statements:	
1 Expand relationships with Common Grounds and Just Foods gardens.	Board
2 Establish EMG presence within Douglas County communities beyond Lawrence.	Board
3 Cooperate with community events (i.e., Farmers Market, Produce Distribution via Farmers Market to Just Foods, Monarch Watch plant sale, etc.) annually.	Farmers Market, Produce Distribution, Demonstration Gardens
4 Establish Lunch & Learn programs at Lawrence Public Library and other locations.	Public Education, Library
VISION FOUR: EXTENSION MASTER GARDENERS REFLECTS THE DIVERSITY OF THE COMMUNITIES IT SERVES.	
Action Statements:	
1 Identify the groups in our service area interested in gardening.	Public Relations
2 Establish a Gardening Social Network.	Public Relations
3 Host get-together of community gardening groups annually.	Social, Board
4 Fund scholarships for 3 qualified EMG registrants annually.	Board
5 Sustain Junior Master Gardener program and other annual EMG public events.	JMG, Annual Event Coordinators
VISION FIVE: EMG SERVES THE INTERESTS OF ITS VOLUNTEERS AS IT RELATES TO GARDENING.	
Action Statements:	
1 Identify 2 alternate sources of fundraising.	Board
2 Establish small group gatherings to increase member engagement.	Committee Coordinators, Class leaders
3 Review the handbook pertaining to priorities, committees and duties of executive board members and coordinators and succession planning.	Board
4 Establish and complete exit interview process with members choosing not to renew.	Mentoring, Staff Assistant

<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). 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.