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

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.

<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 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.

<table>
<thead>
<tr>
<th>Projected Income</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Tour 2019/Garden Show 2020</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Native plant sale</td>
<td>$4,000.00</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Transfer from reserve</td>
<td>$4,800.00</td>
<td>$8,356.00</td>
</tr>
<tr>
<td>Budget</td>
<td>$13,300.00</td>
<td>$18,256.00</td>
</tr>
</tbody>
</table>

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


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

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)

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: ____________________________  Date: _____

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 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:  Date Recorded: ______________  Recorder:____________________
## 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 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). __________________

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). __________________

Amount requested: __________________

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.