Pender County
Master Gardener Volunteer Program

Volunteer Handbook

Master Gardener
Helping Gardeners Put Knowledge to Work
Pender County Cooperative Extension
Master Gardener* Volunteer Handbook

Purpose
This handbook has been created to provide Master Gardener Volunteers in Pender County a better understanding of the focus of Extension’s Master Gardener and Consumer Horticulture education programs, to provide guidelines for volunteering in the Master Gardener Program, to clarify the roles of the Master Gardener Program and the Master Gardener Association, and to describe volunteer opportunities available for Master Gardeners.

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG Program Mission and Purpose</td>
<td>3</td>
</tr>
<tr>
<td>MG Program Focus</td>
<td>3—4</td>
</tr>
<tr>
<td>Master Gardener Association</td>
<td>5—6</td>
</tr>
<tr>
<td>Funds</td>
<td>7</td>
</tr>
<tr>
<td>MG Program Requirements</td>
<td>8—9</td>
</tr>
<tr>
<td>MG Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>Volunteer Service</td>
<td>11—12</td>
</tr>
<tr>
<td>Volunteer Activities</td>
<td>13—19</td>
</tr>
<tr>
<td>Useful Links</td>
<td>19</td>
</tr>
<tr>
<td>You Might Be a Master Gardener If</td>
<td>20</td>
</tr>
</tbody>
</table>

* The terms Master Gardener, Extension Master Gardener, Master Gardener Volunteer, and North Carolina Master Gardener are registered service marks with the state of North Carolina.

The Extension Master Gardener Program operates under the supervision and authority of NC Cooperative Extension. NCCE is a branch of North Carolina State University and offers program opportunities to all people regardless of race, religion, national origin, gender, age, disability, marital status, veteran’s status or sexual orientation.
North Carolina Cooperative Extension
Master Gardener Volunteer Program

Our Mission and Purpose

Helping Gardeners Put Knowledge to Work!

The Master Gardener Volunteer Program is an educational program designed to enhance public education in consumer horticulture by utilizing trained volunteers to increase Extension’s capacity to reach a wider audience. Statewide, Master Gardeners provide research based, non biased, environmentally sound educational assistance to the citizens of North Carolina concerning lawns, fruits, vegetables, trees, and ornamentals. Master Gardeners are part of the volunteer staff of NC State University’s Cooperative Extension Service, working under the guidance and support of Extension Horticulture Agents and Extension organizational policies. Statewide, Master Gardeners are part of a network of over 3,000 volunteers working in 82 NC counties and the Cherokee Reservation!

Our Focus

As part of NC Cooperative Extension, the Master Gardener Volunteer Program supports Extension’s mission to help people put knowledge to work for economic prosperity, environmental stewardship, and an improved quality of life. Extension’s programs are based on the issues and needs of NC’s communities and citizens and are focused within the following five initiatives:

- Enhancing Agricultural, Forest, and Food Systems
- Developing Responsible Youth
- Strengthening and Sustaining Families
- Conserving and Improving the Environment and Natural Resources
- Building Quality Communities

The Master Gardener Volunteer Program is dedicated to providing information and educational assistance to our state’s citizens to help them conserve and improve our environment and natural resources while caring for their home lawns, gardens, and landscapes.
Our Focus
Our educational efforts are focused on providing information and teaching practices that conserve water, protect water quality, prevent soil erosion, improve air quality, reduce landscape waste, and protect wildlife. Some areas we may choose to focus on include:

Conserving Water
- Planting drought tolerant plants
- Watering efficiently
- Grouping plants by their water need (Waterwise Landscaping)
- Mulching
- Improving the soil

Protecting Water Quality
- Fertilizing appropriately, based on soil test results
- Using slow release or organic sources of Nitrogen
- Creating rain gardens to capture stormwater runoff
- Establishing plant buffers along the waterfront
- Managing weed, insect and disease problems responsibly
- Planting pest resistant plants
- Using least toxic pesticides when possible

Preventing Soil Erosion
- Establishing healthy vegetation by improving soil quality
- Mulching

Improving Air Quality
- Planting trees and caring for them properly
- Reducing energy use through landscape plantings

Reducing Landscape Waste
- Composting
- Grasscycling—allowing grass clippings to break down on the lawn
- Planting slow growing varieties that will not require frequent pruning

Protecting Wildlife
- Providing habitat
- Planting a diversity of species

Home Food Production
- Growing fruits, vegetables, and herbs
Pender County Master Gardener Association

Purpose
Many county Master Gardener Programs choose to establish a Master Gardener Association to enhance the ability of Master Gardeners to be effective volunteers. Master Gardener Associations focus on providing social activities for Master Gardeners, enhancing communication between MGs, fund raising to support the MG and Consumer Horticulture Programs, and providing additional educational opportunities for volunteers.

Membership
Membership in the Association is voluntary—You do not have to be a member of the Master Gardener Association to be a Master Gardener Volunteer. Dues may be collected as part of membership. Membership in the Master Gardener Association is open to active Master Gardener Volunteers, Master Gardener interns (still taking the class and completing their first year of volunteering), and non active Master Gardeners who have been granted Emeritus status by Pender County Cooperative Extension. The Master Gardener Association elects a board of officers and adopts bylaws to guide their operation.

Public Perception
As an organization whose membership comes from Extension’s volunteer staff, the MG Association should consider how they are perceived by the public and the funding partners of Cooperative Extension. Cooperative Extension is part of both state and county government—actions taken by Extension’s paid and volunteer staff reflect upon both NCSU and Pender County Government. If the MG Association is perceived as a special interest garden club or civic group that is subsidized by tax dollars, the entire MG program and funding for Cooperative Extension could be jeopardized. Activities such as endorsing a political candidate or a controversial zoning ordinance could have a negative effect on the MG Program. Individuals can however take any position they chose, provided they are not doing so as a MG or a member of the MG Association.

Liability
A Master Gardener Volunteer (as an agent of NC State University) is covered by University liability policies when performing volunteer service provided he/she is following a job description and is adhering to Extension Master Gardener Program policies. A Master Gardener Association and its members, when participating in Association events, are not covered under University liability policies.
# Master Gardener Association and Master Gardener Program Compared

<table>
<thead>
<tr>
<th>MG ASSOCIATION</th>
<th>MG PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
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<tr>
<td>• A supplementary component of the MG Program</td>
<td>• Part of Extension’s Consumer Horticulture Program to provide non-biased, research based information to the public</td>
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<td>• Enhances ability of MG’s to be effective volunteers</td>
<td>• Enhances delivery of Extension Program by extending the reach of Extension Agents</td>
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<td>• Provides MG’s with opportunities for social activities, fund raising, communication, and additional education</td>
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<td><strong>Members and Leadership</strong></td>
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<tr>
<td>• Membership determined by MGA bylaws but may include active MGs, MG interns, and Emeritus MGs</td>
<td>• The Master Gardener Program is open to all Pender County residents</td>
</tr>
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<td>• May collect dues for membership</td>
<td>• Members of the MG Program must sign a recertification agreement each year and volunteer at least 20 hours to remain active</td>
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<td>• Leadership: Elected officers as specified in bylaws</td>
<td>• Dues cannot be collected, other than training fees</td>
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<td></td>
<td>• Leadership: Horticulture Agent</td>
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<tr>
<td><strong>Funds</strong></td>
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</tr>
<tr>
<td>• Can set up account to be managed by MG Association Board</td>
<td>• Funds accrued by agent are entered into county budget and appropriated to horticulture program line item</td>
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<td>• Funds used to enhance MG Program and Consumer Horticulture Program</td>
<td>• Funds at agent’s discretion, used to enhance Consumer Horticulture Program and provide resources</td>
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<td>• May transfer funds to support program development as requested, following approval of Board and membership</td>
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Funds

Funds received or raised by the Master Gardener Program and the Association are kept separate. Training material fees collected from participates in the MG Program are public sector funds and are dispersed through a Cooperative Extension account. Dues collected or funds raised by the Association are private sector funds and are managed by Association officers. An Extension Agent cannot serve as the treasurer of the MG Association or be authorized to withdraw funds from the Association bank account.

Funds generated by the Pender County MG Program and the Pender County MG Association are dispersed through one of three accounts as follows:

Pender County Master Gardener Association Account
The Pender County MGA has established a checking account managed by the MGA board. Money raised from MGA fundraisers and events can be deposited directly into the MGA account to be spent according to MGA bylaws. The MGA treasurer is responsible for developing an annual budget to be approved by the membership, and depositing and dispensing funds from the account.

Pender County Cooperative Extension Teaching Gardens Enhancement Fund
An enhancement fund for the development of the Teaching Gardens program was established in 2007 within the North Carolina Cooperative Extension Service Foundation, a 501(c)3 corporation functioning under the auspices of the North Carolina Agricultural Foundation, Inc (of NC State University). Tax deductible donations can be made directly to this fund, from which money can be deposited and withdrawn similar to an interest bearing checking account. Money from this account will be used to develop the demonstration gardens known as the Pender Teaching Gardens, and consumer horticulture programs related to the Pender Teaching Gardens. This account is managed by the Pender County Extension Horticulture Agent. The Horticulture Agent’s signature is required to make withdrawals from this fund.

Pender County Cooperative Extension Budget Horticulture Program Line Item
Training fees collected for the MG Program are dispersed through the Pender County Cooperative Extension budget via a line item for the entire horticulture program. Funds are used to provide supplies for MG Training at the discretion of the Horticulture Agent.
Requirements of the
Master Gardener Program

Use of the Master Gardener Title
The title of Master Gardener or Master Gardener Volunteer can only be used by active Master Gardeners participating in a Cooperative Extension activity or program. When an individual ceases to be active in the MG Program (no longer volunteers at least 20 hours per year), their designation as Master Gardener ceases as well.

The MG title should only be used when doing unpaid volunteer work for Cooperative Extension. When speaking before a group on horticultural subjects, MGs can accept unsolicited reimbursement for expenses, small gifts (not cash), or donations to the Master Gardener Program. MG training and experience may be given as qualifications when seeking employment, however MG credentials should not be displayed by the employee or employer in a commercial or private business setting. MGs must not use their title in any form of advertisement. Giving implied University or Extension endorsement to any product or place of business is a violation of Extension policy.

Definitions of Master Gardener Titles
There are five titles used to designate Master Gardener status as follows:

- **Master Gardener Intern** — Someone enrolled in Master Gardener Training or still completing their first year of service (40 hours).

- **Active Master Gardener** — Someone who has graduated from Master Gardener Training (completed training and initial 40 hours of service), signed a recertification agreement and pledged to volunteer 20 hours of service that year.

- **Alumnus of the Master Gardener Program** — Individuals who are no longer active in the Master Gardener Program (former Master Gardeners) are referred to as Alumnus of the MG Program and may no longer use the title Master Gardener.

- **Emeritus Master Gardener** — A Master Gardener who becomes inactive due to health or similar problems may be granted the status of Emeritus Master Gardener. This title is reserved only for MGs with a history of outstanding volunteer service.

- **Inactive Status (Sabbatical)** - If a MG feels extenuating circumstances (personal or family health, etc.) will prevent him/her from completing the required volunteer commitment for the coming year, a temporary leave of absence may be granted for one to two years. Inactive status will only be granted to volunteers in good standing who intend to return to active status. Requests for inactive status should be discussed with the Extension Horticulture Agent.
Recertification
Certification as a Master Gardener is valid for only one year and expires on December 31 of the year issued. A volunteer who has performed within the guidelines of the certification agreement may be extended an invitation to renew for another year.

Former Master Gardeners
Individuals not renewing their certification to continue in the program should no longer refer to themselves as a Master Gardener or any similar title that could be perceived as being a representative of NC Cooperative Extension. Individuals may keep their manual for personal use. No portions of the MG training manual may be reproduced or used in developing non Extension materials or programs. Former Master Gardeners should no longer wear their name badges in a public setting. Master Gardener Certificates should not be displayed outside of the home.

Dismissal
Volunteers can be dismissed based on misconduct or failure to perform duties in an appropriate manner. Displays of discriminatory behavior, sexual harassment, alcohol and/or drug use, or possession of a dangerous weapon while on the job will not be tolerated and are grounds for immediate dismissal.

Continuing Education
All active Master Gardeners are encouraged to continue their education by attending local, regional and statewide training workshops, sitting in on MG Training classes (there is no additional fee), or taking advantage of other research based educational opportunities.

Master Gardener Program Advisory Committee
In Extension, advisory committees are formed to provide agents with feedback and suggestions for improvement of their programs. Advisory committees assist in program planning, implementation and evaluation. Agents compare the recommendations made by their program’s advisory committee with available resources and with Extension’s mission, policies, and initiatives before deciding to implement them.

The board of the Pender County Master Gardener Association serves as the advisory committee for the Pender County Master Gardener Program. All Master Gardeners are welcome to provide feedback and suggestions for improving the Master Gardener Program directly to the Extension Horticulture Agent or to MGA officers. The Extension Agent will take recommendations from the advisory council and individual MGs into account when making decisions about day to day activities and when setting long range goals for the MG Program.
Responsibilities of Master Gardener Volunteers

In order to minimize liability and to clarify the roles and expectations of Master Gardener Volunteers the following procedures should be followed*:

- Volunteers will perform their duties as representatives of NC State University, follow university policies, and work under the supervision of an NCSU employee.
- Volunteers will perform assigned duties without financial compensation.
- Volunteers are expected to work with other volunteers, paid staff and clientele in a professional manner.
- Volunteers are to provide unbiased, research based information consistent with NC State University recommendations.
- No recommendations or endorsements should be made of a particular product or place of business.
- Chemical pesticide recommendations must be restricted to only those in the N. C. Agricultural Chemicals Manual or recent Extension publications. Clients should be encouraged to read the pesticide labeling for instruction about application or dilution rates.
- Both chemical and cultural recommendations should be given so clientele can make an informed decision concerning pest management.
- Volunteers should not answer questions outside their expertise or training. This normally would include not answering questions concerning household pests, commercial horticulture, hazardous tree evaluation, medical or legal questions, and determining if a questionable plant or mushroom is edible.
- Printed materials (news articles, news releases, newsletters, leaflets) prepared by a volunteer must be reviewed and approved by the Extension agent.
- Requests for information by news media should be referred to the Extension Agent.
- Possible poisoning cases should be referred to the Carolina’s Poison Center (1-800-848-6946).
- Volunteers should not make copies of copyrighted material for distribution without written permission of the copyright owner.
- Volunteers do not have the authority to sign contracts on behalf of Cooperative Extension or the EMG program.

* Taken from the Master Gardener Volunteer Recertification Agreement.
Volunteer Service

Service Hours
The total of all hours given to the MG Program are known as service hours. Service hours are broken into three categories with the following definitions:

- **Volunteer Hours**—hours volunteered toward MG Program projects and approved volunteer activities (see below)
- **Educational Hours**—hours spent in initial MG Training and any advanced training attended. This includes educational lectures given during MG Association meetings.
- **Travel Hours**—hours spent traveling to training events, volunteer activities, and MGA or MG committee meetings

Master Gardeners are asked to record all of their volunteer, educational, and travel hours. While **only volunteer hours count toward annual volunteer requirements**, total service hours are used to calculate Master Gardener service records. Educational and travel hours do not count toward the initial 40 hr or continuing 20 hr volunteer commitment, but do count toward total service hours given, which are used to calculate volunteer recognition awards. NC Cooperative Extension gives recognition to volunteers who complete 5, 10, 15, or 20 years of service, as well as to those who contribute 500, 1000, 2500, 5000, 7500, and 10,000 hours of volunteer service during their careers.

Volunteer Hours
Active Master Gardeners are required to give a minimum of 20 volunteer hours each year to maintain their active status. Master Gardener Interns must give 40 volunteer hours within one year of completing MG training, though they do not have to wait until they have completed all MG classes to begin volunteering. All MGs are encouraged to give more than the minimum required hours in any year! Greater involvement produces greater enjoyment and greater achievements for the entire program.

**Only approved volunteer activities can count as volunteer hours.** All service opportunities listed in this handbook will count as volunteer hours for the MG Program. Some activities not included in this handbook that provide public education may qualify as volunteer hours. **Any activity not listed in this handbook must be approved by the Agent before being recorded for volunteer credit.** Volunteer activities must be carried out in Pender County unless pre-approved by the Extension Agent. The primary criteria used to determine what counts as volunteer hours are:
- It is an Extension educational activity or is in support of an Extension educational activity.
- It is within the scope of the mission of Cooperative Extension
- It is in support of the operation of the MG Program.

Requests for volunteer manual labor for non Extension projects are not appropriate roles for MG Volunteers. MGs may receive credit for volunteer service given to an interagency project provided that Extension is a co-sponsor of the project, the project has an educational objective in line with Extension’s mission, and MGs involved in the project are clearly recognized as representatives of NC Cooperative Extension and NC State University.

**Record Keeping**

Master Gardeners should enter their volunteer hours regularly on the MG Intranet, [www.ncsugarden.com](http://www.ncsugarden.com). For MG’s without internet access, time sheets will be provided to record volunteer hours. Reporting your hours is an important way to keep track of your volunteer efforts and provide a record of the many ways the MG Program serves our community. Please record the following information about each entry: date, activity (type of work/training), number of contacts, number of hours, travel time, any personal expenses, and miles driven.

Training, travel, and volunteer hours, mileage, and personal expenses are totaled for annual program reports. Local and state government officials, who help fund Extension, are very interested in how Extension uses tax dollars. Detailed volunteer records that record all volunteer efforts are valuable for program documentation. Reporting your efforts helps to ensure Extension receives the funding needed to continue to offer the MG Program.

Time sheets are available online from the NC Master Gardener Program website, http://www.ces.ncsu.edu/depts/hort/consumer/masgar/, under the heading ‘Master Gardener Forms’. Time sheets are also available from the Cooperative Extension office. Time sheets should be turned in to the horticulture agent on a monthly basis. Hours can be entered into the MG Intranet site immediately following each volunteer event or on a monthly or bi-monthly basis.

*Those who can, do. Those who can do more, volunteer.*

*Author Unknown*
Pender County Master Gardener Program

Volunteer Activities

Pender Teaching Gardens

Goal
To establish and maintain demonstration landscapes in public areas throughout the county that will provide a visual representation of the research based information we strive to teach. These landscapes will exhibit recommended plant varieties for area landscapes (based on site conditions—sun/shade, sand/clay, salt spray, deer, tolerant of our climate, etc.), design ideas and techniques to enhance our environment (rain gardens, waterwise landscaping, habitat gardens, etc.), and will demonstrate environmentally sound and scientifically correct horticultural practices (pruning, watering, etc.). The Teaching Gardens will also serve as learning labs for hands on training for Master Gardeners and the public, and as nurseries for plants to stock future gardens. Written materials available onsite, signage and plant labels will enable the public to learn from the demonstration gardens even when MG’s are not on hand to answer questions.

We currently have two demonstration gardens under development as part of the Pender Teaching Gardens: the landscape at the Extension office in Burgaw, and the garden at the Public Library in Hampstead. Decisions related to the development and maintenance of each of these locations are made by the Demonstration Garden Team for that location with guidance and input from the Horticulture Agent. Development of future sites will take place at the discretion of the Horticulture Agent, as volunteer involvement increases.

Volunteer Jobs

Garden Curator / Curator Team
Garden curators will adopt a specific area (or garden) of a demonstration landscape and will work closely with the Horticulture Agent and Garden Team to develop and maintain their garden. Examples of specific gardens or areas of a landscape include a butterfly garden, vegetable garden, habitat garden, or a specific bed. Beds and gardens at each site are designated based on the master plan for that location. An individual MG can serve as a curator for a specific garden or two or more MGs may decide to work together as a Curator Team to develop and maintain a garden.
Garden Curators and Curator Teams will be responsible for developing their garden (design and planting) and keeping it maintained. Curators will need to be present at planned work days to guide other volunteers interested in helping with garden maintenance. Curators may be asked to serve on the Site Committee for their location.

Gardeners
All Master Gardeners are welcome to be part of the development and maintenance of the Pender Teaching Gardens by participating in work days and/or weekly work groups. Weekly work groups are scheduled at the beginning of each season for each garden location. Master Gardeners participating in work days can expect to help with mulching, weeding, planting, pruning, and other garden related activities.

Public Outreach

Goal
To provide Pender County residents with timely, convenient opportunities to have their garden/lawn/landscape questions answered and to learn about environmentally sound horticultural topics. Master Gardeners will assist the Horticulture Agent with public outreach through a Speaker’s Bureau, ‘Ask a Master Gardener’ Plant Clinics, and educational booths at local festivals.

Volunteer Jobs

Speakers Bureau - Volunteer Speaker
MGs wishing to serve as volunteer speakers will choose a topic of their interest that is in line with the MG Program focus and prepare a presentation to give to garden/civic clubs, at homeowner association meetings or as scheduled in local communities. MGs can create their own presentation from scratch or adapt a presentation already prepared by the Horticulture Agent. MGs may develop and present presentations individually or as a team. Technical assistance and presentation equipment will be provided by the Horticulture Agent. All presentations must be reviewed by the Agent before being given to the public.

Community Resource Person
Master Gardeners may serve as Community Resource Persons by volunteering to answer questions at ‘Ask a Master Gardener’ Plant Clinics and area festivals (including Poplar Grove’s Herb and Garden Fair and the Blueberry Festival). Resource persons
will be responsible for handing out newsletters and leaflets, answering gardening questions (using provided reference materials when necessary), providing information on soil testing and the Master Gardener Program, and referring difficult questions to the Horticulture Agent. Master Gardeners may choose to specialize in one area (eg. — vegetables, lawn care, perennials, etc.) or develop a broad knowledge on many topics. MGs serving as Community Resource Persons should stay up to date on current pest problems and recommendations by reading the NC Pest News and other materials provided by the Horticulture Agent.

**Plant Clinic Coordinator**

Plant Clinic Coordinators will be responsible for scheduling plant clinics at a specific location in the community (example: Poplar Grove Farmer’s Market), making sure all necessary resources are available on the day of the clinic, scheduling volunteers to staff the clinic, and keeping notes and following up with the Horticulture Agent. Coordinators will discuss possible dates of Plant Clinics with the Horticulture Agent before scheduling them, to ensure there are no conflicts with other events and so the Agent can assist with publicizing the Clinic.

**Youth Activities**

**Goal**

To provide Pender County youth with opportunities to learn about plants, insects and the environment and to gain gardening skills through participation in school enrichment and 4-H activities. Working with the Horticulture and 4-H Agents, Master Gardeners may sponsor Jr. Master Gardener (JMG) camps, a JMG 4-H club, and offer activities related to gardening and the environment in the classroom and during special events.

**Master Gardener School Outreach Program**

The Master Gardener School Outreach Program offers two options to schools interested in providing science based garden education to their students. The *curriculum tract* offers a series of garden lessons in the classroom for grades 1—3. The *garden mentor tract* offers educational assistance to schools seeking to establish a school garden. Garden mentors will advise teachers, parents, and students on proper garden development, planting times, pest management, harvesting, and related garden activities.
Volunteer Jobs

School Outreach—Teacher
School outreach teachers will deliver lessons to grades 1–3 developed by the School Outreach Team in identified schools. Teachers will also meet with teachers to determine what type of classroom activities are relevant, create or modify curriculum for classroom use, put together kits for use in classroom activities, and train MGs interested in serving as classroom helpers.

School Outreach—Classroom Helper
MGs volunteering to work in this capacity will visit identified schools and share prepared presentations and activities with students (in a specific grade) under the leadership of a MG School Outreach Teacher. Classroom helpers will be part of a grade specific team which delivers a series of lessons to a specific school over the school year.

School Outreach—Garden Mentor
Master Gardeners more interested in the hands on aspect of teaching kids about gardening may wish to become a garden mentor. MGs volunteering in this capacity will provide educational assistance to teachers, parents, and students at schools wishing to establish a school garden. MGs will advice on soil testing, bed preparation, crop planting and harvesting times, pest management, and other aspects of growing a garden.

Junior Master Gardener Coordinator/JMG Team
The Junior Master Gardener Program is a nationwide 4-H youth gardening program with the mission of growing good kids by igniting a passion for learning, success and service through a unique gardening education (find out more at www.jmgkids.us). JMG training is modeled after MG training, with classes to cover a wide range of topics. After completing JMG training, youth can continue their horticultural education by joining a 4-H club. The JMG Coordinator, or a group of MGs working together as the JMG Team, will work closely with the 4-H and Horticulture Agents to establish a JMG program in Pender County using the official JMG curriculum. This could initially start out as a summer day camp or after school program. The Coordinator or Team will organize activities and classes, coordinate volunteer involvement, and oversee JMG training. A long term goal for the JMG program is the establishment of a JMG 4-H club with youth participating in state 4-H horticultural judging competitions.
Projects

Goal
Projects are designed to support the development of the MG program and consumer horticulture education. Projects can be taken on individually or by two or three MGs working together as a team. Specific projects identified by the Horticulture Agent are listed below, though any ideas on additional projects that will help support the development of the MG Program and consumer horticulture education are welcome.

Community Directory
Create a directory of civic groups, garden clubs, community organizations, and home owners associations in Pender County, including the name and email/address/phone number of their contact person. This directory will be used to publicize upcoming programs, including Master Gardener Training, the MGA Plant Sale, workshops and youth activities.

Pesticide Availability Survey
Visit area garden centers and retailers to determine which products (insecticides, fungicides, herbicides) are available locally to homeowners. Information to be gathered includes brand name, active ingredients, price and location. This information will be used when making pest control recommendations to area residents.

Newcomer’s Packet
Create a newcomer’s packet for new residents moving into the area and find channels for its distribution. Packets will inform newcomers about what is available to them through their local Cooperative Extension office and provide essential landscape/lawn/ and garden information (using as little paper as possible!).

Frequently Asked Questions Database
Survey area residents and the Horticulture Agent to find out the most frequently asked questions on a specific topic (fruits and vegetables, lawn care, landscape maintenance, etc). Put together a database of questions with answers for the topic you research (using resources provided by the Horticulture Agent). This information will be used to provide training resources for Master Gardeners and be posted online for public access.
Other Opportunities

**Technology Committee Member**
The technology committee is charged with seeking out and implementing technology to enhance the Master Gardener Program. This group is primarily focused on updating and expanding the MG Intranet and seeking ways to make it more useful and user friendly to MGs.

**Photographer**
Master Gardeners who enjoy taking pictures and have a digital camera can serve as photographers for the MG program. Photographers will be asked to take pictures at events (such as the Plant Sale, Blueberry Festival, MG Graduation, etc) as well as to try to capture images of specific plants, insects, or garden related items to be used in powerpoint presentations or online. Photographers will save their images on CD’s and give them to the Horticulture Agent to use as needed.

**Master Gardener Historian**
The Master Gardener Historian will keep records of MGA and MG Program activities, keep a scrapbook of each year’s activities (pictures, flyers, newsletters, etc) and prepare reports when needed based on these records.

**Master Gardener Association Officer**
Each year the Master Gardener Association elects officers (President, Vice President, Treasure, Secretary) according to their bylaws. Time spent serving as an MGA officer or serving on an MGA committee counts towards work hours. MGA board members also serve on the MG Program Advisory Committee and provide feedback to the Agent on the MG Program.

**Master Gardener Newsletter Editor**
The MG newsletter editor will work with the Horticulture Agent to prepare a monthly newsletter for all Master Gardeners. The editor will be responsible for collecting articles from the Agent and Master Gardeners, preparing the newsletter (layout, proofreading, etc.) and sending the newsletter to the Agent for copying and mailing.

**Master Gardener Training—Refreshment Committee**
The refreshment committee will be responsible for organizing the necessary supplies and scheduling volunteers to provide refreshments during Master Gardener Training (all costs will be reimbursed). A refreshment committee member will attend each class to assist with set up and serving.
Master Gardener Association Plant Sale
The Plant Sale is a major annual fundraiser for the MGA. All time spent preparing for and working with the Plant Sale counts as work hours for the MG Program. Various opportunities exist to help with the Plant Sale, including plant selection, labeling, set up, assisting with sales, and more. Specific needs will be discussed in early spring closer to the time of the sale (mid April).

Pender County Master Gardeners also offer a fall plant sale (late Sept.), held in conjunction with the Poplar Grove Farmers Market. This sale features all plants home grown by Pender MGs. Volunteers bringing plants to this sale keep 50% of the profit, with the remaining 50% going to the Pender MGA.

Useful Links

Pender County Cooperative Extension
http://pender.ces.ncsu.edu/

North Carolina Cooperative Extension
http://www.ces.ncsu.edu/

NCCE Consumer Horticulture
http://www.ncstate-plants.net

NCCE Master Gardener Program
(time sheets available here)
http://www.ces.ncsu.edu/depts/hort/consumer/masgar/

NC Cooperative Extension Service Foundation
http://www.cals.ncsu.edu/foundation/nccesf.html

North Carolina Master Gardener Volunteer Association
http://www.ncmastergardeners.org/

This document prepared by Charlotte Glen, Horticulture Extension Agent, Pender County Cooperative Extension.

Last updated August 11, 2010.
You Might Be a Master Gardener Volunteer If . . . .

Do any of these actual quotes from Master Gardeners around the country sound familiar?

- You carry pruners, baggies, bottled water and paper towels in your vehicle, just in case the opportunity for a "cutting" arises...
- You know how many bags of fertilizer your car will hold.
- You take every single person who enters your house on a "garden tour".
- Your vacation is based on which gardens and nurseries to visit.
- You don't have any dress shoes, just eight pairs of garden shoes.
- Your friends and family don't bother to call you on a nice day because they know you're in the garden.
- You drive down the road wishing you could jump out and prune various trees you drive by or eliminate the mulch volcanoes.
- You spend more money on plants than clothes.
- You have driven four hours to scout out a nursery that ended up not having what you wanted, but spent a hundred dollars anyway.
- You consider “weed” to be a four-letter word.
- You know 101 ways to kill a slug - and recite them with joy in your voice.
- The fruit drawer in your fridge is full of seed packets.
- You carry photos of your garden in your wallet.
- You believe that a truck load of manure is a wonderful birthday present.
- Your neighbors no longer call the police when they see a filthy figure in baggy clothes crouching over your window boxes.
- Your Christmas wish list contains items such as a chipper/shredder, a wheelbarrow, landscaping timbers, gardening reference books, and gift certificates to local garden centers.
- Composting is at the top of your weekly ‘Things To Do’ list.
- You’re on a first name basis with the staff at the local garden center.
- The most interesting and exciting thing on the planet to you is gardening and the idea of saving, contributing to, and preserving the environment...because it is!

Enjoy more or enter your own at:
http://web1.msue.msu.edu/mastergardener/Responses/you_might_be.htm