

NORTH FULTON MASTER GARDENER HANDBOOK



Revised January 2005

*Handbook is available on line at NFMG website:
<http://www.griffin.uga.edu/fultonmastergarden/>
Select 'About NFMG'. Scroll to bottom of page 'Downloadable Documents for NFMG'.
Select 'NFMG Handbook'.*



The University of Georgia

North Fulton Master Gardeners

“Helping You Put Down Roots”

NFMG Handbook

Revised October 2004

Table of Contents

1. State Master Gardener Association Information	page 1
Georgia Master Gardeners Association (GMGA)	
• GMGA Website	
• GMGA Newsletter	
• GMGA Membership	
• GMGA Constitution and By-Laws (see appendix)	
2. Fulton County Extension – North Office	page 2
• Location	
• Contacts	
• Publications	
3. NFMG - Local Chapter Information	page 3
• NFMG Website	
• NFMG Mission Statement	
• NFMG General Information	
• NFMG Newsletter	
• NFMG Dues & Membership	
• NFMG Constitution and By-Laws (see appendix)	
4. NFMG Volunteer Projects and Activities	page 4
(1) Master Gardener Help Desk at the Extension Office	
(2) NFMG Priority Volunteer Projects	
(3) Approved NFMG Volunteer Community Activities	
• Educational Activities	
• Administrative Activities	
(4) What does not count as Master Gardener Volunteer Service?	
(5) Use of Master Gardener Title	

- 5. Certification** **page 8**
- (1) Internship
 - (2) Recertification
 - (3) Advance MG Status
 - (4) Lifetime MG Status
- 6. Recording Volunteer Hours** **page 9**
- Certification Hours and MG Hours
 - Importance of recording hours
- 7. The Georgia Master Gardener Log Book** **page 10**
- Record Keeping
 - Forms
 - a) GMGA Log Sheet
 - b) Annual Summary of Master Gardener Activities
 - c) Master Gardener Educational Record
 - d) Master Gardener Project and Volunteer Highlight Report
- 8. Out of State Transfer** **page 11**
- GMGA Out of State Transfer Policy
 - NFMG Out of State Transfer Policy

Appendix

1. NFMG Leadership
2. GMGA Constitution and By-Laws
3. NFMG Constitution and By-Laws
4. GMGA Log Book
5. Extension Office Orientation – NFMG Help Desk
 - (1) Publications
 - (2) Scheduling Telephone Time
 - (3) Taking Calls
 - (4) Walk-in Clients
 - (5) Taking Messages
 - (6) Mailings
 - (7) Documentation
 - (8) Break
 - (9) Copy machine
 - (10) Soil Samples
 - (11) Water Tests
 - (12) Insect Identification

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

1. Georgia Master Gardener Association (GMGA)

GMGA WEBSITE

www.gamastergardener.org

GMGA MISSION STATEMENT

To stimulate the love for and increase the knowledge of gardening, and to voluntarily and enthusiastically share this knowledge with others.

GMGA NEWSLETTER

Quarterly: *The Georgia Scoop*

GMGA MEMBERSHIP

- First year membership is included in MG Basic Training Program tuition.
- GMGA membership is not mandatory in order to serve as a Master Gardener volunteer. After the first year, it will be up to members to renew membership directly with GMGA by mailing in a renewal form and dues. Membership forms are available in each issue of *The Scoop*, the quarterly newsletter or on the Master Gardener web pages under GMGA.
- Dues: \$15.00 per year (Jan.1 – Dec.31)
- Benefits:
 - Newsletter
 - Two annual educational conferences. Priority registration for members.
 - Annual membership directory
 - Advance Master Gardener Certification. Priority registration for members.

GMGA CONSTITUTION & BY-LAWS

Please see appendix

GEORGIA STATE MASTER GARDENER COORDINATOR

Marco T. Fonseca, Extension Horticulturist and State Master Gardener Program Coordinator
1109 Experiment Street
Cowart Building, Georgia Experiment Station
Griffin, GA 30223-1797
770.228.7243 Fax: 770.412.4764
email: mfonseca@uga.edu

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

2. Fulton County Extension – North Office

LOCATION

- Three offices serve Fulton County: Main, North and East Point.
- The NFMG report to the North Fulton Extension Office located in the North Fulton Government Service Center:
7741 Roswell Rd., Room 202
Atlanta, GA 30350
Tel.: 770-551-7670
Fax: 770-551-7672

CONTACTS

- **NF County Extension Agent**
Angela M. Kinnel, Fulton County Agent
770.551.7670
Email: uge1918@arches.uga.edu OR akinnel@uga.edu
- **Rose Lewis – NF County Extension Secretary**
Tel.: 770-551-7670
Email: uge1918@arches.uga.edu OR rose.lewis@co.fulton.ga.us

PUBLICATIONS

- All Horticultural CES publications displayed at the Extension office are available online.
- Go to the Cooperative Extension Service website: www.ces.uga.edu
 - Go to **PUBLICATIONS**
 - Select **CAES publications** to obtain either:
 - Alphabetical Listing of publications
 - Subject Listing: includes the 2002 GA Pest Control Handbook
 - For Sale Publications: CAES publications you can order, such as *Weeds of Southern Turfgrasses*, which is recommended in MG Training.
 - Or in the SEARCH field, type in a topic, and you will get a list of documents referring to the topic selected.

North Fulton Master Gardeners

“Helping You Put Down Roots”

NFMG Handbook

3. NFMG – Local Chapter Information

NFMG WEBSITE

<http://www.griffin.uga.edu/fultonmastergarden/fultonmg@yahoo.com> (Q & A for customers Website)

NFMG MISSION STATEMENT

The mission of the North Fulton Master Gardeners (NFMG) is to educate our members and the public in the areas of horticulture and ecology in order to promote and foster community enrichment in cooperation with the Cooperative Extension Service, University of Georgia.

NFMG GENERAL INFORMATION

- Membership: 100
- NFMG report to the North Fulton County Extension Office.
- General Meetings are held every second month: January, March, May, July, September and November.
 - The General Meetings are usually held on the 3rd Tuesday of the month, at 10:00 am (9:30 am, refreshments), in the auditorium of the North Fulton Annex.
 - The July Meeting is our Annual Picnic. Location TBD. Guests are welcomed.
 - The November Meeting is our Membership Fall Luncheon. Location TBD.
 - Interns are required to attend at least three of our General Meetings beginning in March (following the classroom portion of the Program) through March of next year.
- Leadership:
 - The NFMG Board usually meets on the second Tuesday of February, April, June, August, October, December & January @10:00 am - the Cottage at Bulloch Hall.
 - All members are welcome.
 - NFMG Leadership (Current): please see appendix

NFMG NEWSLETTER

- 6 issues per year: *Gardeners Gazette*

NFMG DUES & MEMBERSHIP

- Dues: \$10.00 per year due by January 31. Calendar year: March 1 to February 28
- Benefits
 - Newsletter
 - Annual Membership Directory
 - General Meetings including the Speaker Program

- Annual Picnic and Fall Luncheon
- All activities are in cooperation with the Cooperative Extension Service, UGA.

NFMG CONSTITUTION & BY-LAWS

Please see appendix

North Fulton Master Gardeners “Helping You Put Down Roots”

NFMG Handbook

4. NFMG Volunteer Projects and Activities

- 1 NFMG interns and veterans can perform volunteer services in three major categories:
 - (1) Master Gardener Help Desk at the Extension Office
 - (2) NFMG Priority Volunteer Projects
 - (3) Other Approved NFMG Volunteer Community Activities
- 2 The Master Gardener Help Desk and our five project gardens need the most help from April through September. Therefore, interns must complete 13 volunteer hours in the Projects by September 30th and will have until the end of the following February to complete the remaining 12 Certification hours for a total of 25 hours.

(1) MASTER GARDENER HELP DESK

Interns: a minimum 25 hours are required at the Master Gardener Help Desk for MG certification.

- Answer Extension Service horticulture phone calls and give information/advice under the University of Georgia Cooperative Extension Service Guidelines.
- The telephone duty hours are served during the normal business hours of 8:30 am to 5:00 pm, Monday through Friday.

(2) NFMG PRIORITY VOLUNTEER PROJECTS

Interns: a minimum of 25 hours at the NFMG Priority Volunteer Projects, performed during scheduled workdays, is required for MG certification as follows:

***minimum 5 hrs @ Bulloch Hall minimum 5 hrs @ Williams Payne House
minimum 5 Autrey Mill minimum 5 hrs @ Archibald Smith Plantation Home***

Remaining 5 hrs may be at any combination of the following NFMG Priority Volunteer Projects.

- **Bulloch Hall Demonstration Garden – Main NFMG Project**
 - Located in Historic Roswell. Work in any of the five theme gardens which have been planned, planted, and maintained by NFMG.
 - Workdays: usually on or near the 1st Tuesday of every month at 9:00 am.
 - Interns: 5 Certification hours required
 - **Garden Faire: (Plant and Craft Sale)**

- Intern Class Project: all Interns are required to participate in the preparation and set up prior to the event and help out at the sale. Sale date: Saturday, April 30th, 2005
 - http://roadsidegeorgia.com/site/bulloch_hall.html
- **Archibald Smith Plantation Home**
 - Located in Historic Roswell. Help restore the grounds of an 1845 plantation.
 - Workdays are on alternate Thursdays.
 - Interns: 5 Certification hours required
 - www.ohwy.com/ga/a/arsmplho.htm
- **Autrey Mill Nature Preserve**
 - Located in Alpharetta. Assist with classes or hands-on gardening.
 - Workdays are scheduled as 3rd Wednesdays of every month (April-October), call Jim Perry, NFMG, to arrange a time.
 - Interns: 5 Certification hours required
- **Williams-Payne House**
 - Located in Sandy Springs. Help maintain the gardens of the 1869 house on the site of the original springs for which Sandy Springs was named.
 - Interns: 5 Certification hours required
 - www.griffin.peachnet.edu/ga/fultonmastergarden/Documents/williamspaynereport.htm
 - Workdays: Every other Monday.

b) Interns: the remaining 5 hours, performed during scheduled workdays, may be at any combination of the following NFMG Priority Volunteer Projects.

- **Big Trees Forest Preserve**
 - Located in Sandy Springs. Help preserve a natural habitat with 200-year-old trees.
 - Workdays are scheduled as needed, or call Steven Nelson, NFMG, to arrange a time.
 - www.bigtreesforest.com
- **School Projects**
 - Speak to student groups, or guide students on projects to beautify school grounds.
 - Contact the school and ask if they have a program, or contact the parent/teacher organization president.
 - Call Eve Neumeister, NFMG, for project approval.

(3) APPROVED NFMG VOLUNTEER COMMUNITY ACTIVITIES

Interns: You are encouraged to participate in as many volunteer activities as you desire. Although they will not count toward your basic 50 hour certification requirement, you should record and report all hours that you perform in these areas.

The Master Gardener volunteer activities list is ever-changing, as community needs change and projects are completed or turned over to a group as an ongoing project. Opportunities are highlighted in the *Gardeners' Gazette*, posted on the website and information given at meetings. Listed below are the current volunteer hands-on projects for which you may count participation hours. You may not merely count attendance as participation hours.

a) Educational Activities

- **Atlanta Botanical Garden:** Hours on the ABG "Hotline" count as NFMG volunteer hours. They do not count toward the 25 hours of telephone duty, required by Interns for Certification, at the Extension office.
- **Atlanta History Center:** Contact the Volunteer Coordinator, 404.876.5859, for a variety of opportunities from library research to hands-on gardening.
- **Chattahoochee Nature Center:** Instruct classes or do hands-on gardening.
- **Children's Programs:** Conducted for ages 0-18 at 4-H clubs, libraries, schools, gardens, camps.
- **Civic Associations:** Speaking engagements, demonstrations, give landscaping advice, perform hands-on work, and/or educate the public in neighborhood associations, municipalities, Hands-on Atlanta, Scouting programs, schools, churches, etc.
- **Community or Demonstration Gardens:** Planning or maintaining demonstration gardens and conducting educational tours at gardens.
- **Gardening Clubs:** Participate in the region's many garden clubs and associations: Georgia Perennial Plant Association, Georgia Native Plant Society, Buckhead Men' Garden Club, etc. Educational, organizational, and philanthropic projects are open to volunteers.
- **Flower Show:** Assist in a Master Gardener Booth to answer gardening-related questions.
- **Exhibits:** Preparing exhibits about Master Gardener Program, Horticultural Topics or Environmental topics including slide presentations.
- **Extension office:** helping walk-in clients and answer horticulture phone calls giving information/advice under the University of Georgia Cooperative Extension Service Guidelines. Administrative activities include assisting in mailings, assembling materials, or preparing projects for demonstrations.
- **Habitat for Humanity:** Work done that is related to gardening, landscaping or composting and focusing on educating the other volunteers and prospective homeowner.
- **Home Garden Visits:** Visits to homeowner gardens or landscapes that involve educating the homeowner including phone consultations from one's own home.
- **Newsletters:** Producing newsletters for homeowners or Master Gardeners.

- **Newspaper or Magazine Article:** Magazine or newspaper articles written by or compiled by MGs with Extension approval and single articles published in newsletters.
- **North Fulton Libraries:** Work at one of the public libraries in our area to design, plant and maintain flower beds, or participate in the library lecture series during spring, fall and winter. Alpharetta, Roswell, Sandy Springs, Spruill Oaks, and Buckhead all have groups involved in this project.
- **Plant Clinics:** Organizing or working at plant clinics answering questions for clients, usually homeowners. Special attention will be given to Master Gardener Day, the third Saturday in March.
- **Research:** Assisting with a research project or conducting research for and writing fact sheets, brochures, etc.
- **Seniors' Lunch and Learn:** Give a lecture or demonstration to a group of seniors. Roswell/Alpharetta and North Atlanta Seniors have a great need for a one-hour class. Contact Fran Walsh, NFMG, at 770.591.0238.
- **Teaching Adult Classes:** Teaching scheduled classes for adults ages 18+ including preparation time.
- **TV & Radio Programs:** Writing, performing, producing TV and Radio programs related to gardening, etc.

Please check the Calendar of the Gardeners' Gazette and/or the NFMG Website Calendar for the latest schedule of activities and updates.

b) Administrative Activities

- **Advisory Committees:** Serving on Extension or other advisory groups related to your being a Master Gardener
- **GMGA Committees:** Time served as GMGA Officer, director, or committee member making calls, attending board or committee meetings, writing letters, etc.
- **Administration:** maintaining mailing lists, databases, web pages, writing grants, etc. Includes time served as officer of local association attending board or committee meetings and preparing for and conducting regular association meetings.
- **Other:** Other work approved by Extension Office or State Program.

(4) WHAT DOES NOT COUNT AS MASTER GARDENER VOLUNTEER SERVICE?

- Any service for which you receive pay
- Attending general Local Association, GMGA or International Association meetings unless you are helping in some capacity.
- Advanced or other training which you were not involved in setting up or teaching.
- Attending flower shows, events, classes, activities etc that you did not help to set up, teach at.

(5) USE OF MASTER GARDENER TITLE

Can I Use the Title "Master Gardener" in My Business?

- Georgia Master Gardeners will not use their name and/or position for commercial publicity or private business.
- Participating in a commercial activity, having association with commercial products, or giving implied University or Extension Service endorsements to any product or place of business is in violation of The University of Georgia policies.
- Master Gardeners may identify themselves as such only when doing unpaid public service work.
- Violation of this policy will cause immediate withdrawal of all certification privileges.
- The Master Gardener badge is the identification symbol for a well trained volunteer of the Extension Service and the University of Georgia. It is not to be worn at work or in any money making capacity.
- The Master Gardener title, badge, T-shirt and affiliation are to be used only in a volunteer capacity.
- Please wear the Master Gardener badge when in the Extension office or when serving in a Master Gardener volunteer event.
- Payments and Gratuities: gratuitous payments for speaking or other activities on behalf of the Georgia Cooperative Extension Service are strictly prohibited. However, Master Gardeners may accept contributions for their local chapter or the State Master Gardener Association (GMGA).

North Fulton Master Gardeners "Helping You Put Down Roots"

NFMG Handbook

5. Certification

(1) Internship

- **MG Intern** – a participant who has not completed the initial 50 hour volunteer requirement. Internship begins upon completion of the MG Basic Training Program in March. Interns have up to one year in which to complete their Master Gardener certification requirements (March to the end of next February).
- ***In order to be certified, NFMG interns must complete a minimum of 50 volunteer hours: 25 hours at the Extension office Master Gardener Help Desk, and 25 hours "hands on" hours in the NFMG priority projects***

- Interns: during the NFMG internship, driving time is not to be counted as certification hours. Only hands on time qualify for certification
- Interns who complete and report 26 certification hours by the end of September and the remaining 24 hours by the end of the following February, will be certified (awarded the Certificate of Completion and their official MG Badge) at the March General Meeting.
- Interns who fail to complete and report the required 50 Certification hours by the end of the following February will not be certified and consequently will not be awarded the Certificate of Completion nor the official MG Badge.

(2) Recertification

- Certification is for a period of up to one year.
- **Recertification:** After the initial year of internship, Master Gardeners can maintain certification on a year-to-year basis by completing a minimum of 25 volunteer hours annually and providing the required documentation to the Extension Office.
- **Yearly Recertification** hours may be performed at the North Fulton Extension office Master Gardener Help Desk, at the NFMG Priority Volunteer Projects or in other approved NFMG Volunteer Community Projects.
- The 25 recertification hours must be completed between January 1 and the 2nd Friday of December of the same year.

(3) Advanced MG Status

“Advanced Master Gardener” status is awarded for proof of 5 attended/completed Advance Master Gardener courses. Required also is proof of yearly certification, active status, and all dues paid to date.

(4) Lifetime MG Status

“Lifetime Master Gardener” status is awarded for ten years of ongoing, outstanding volunteer service to the community, the county, and the Extension office. It is your responsibility to keep copies of your ‘Annual Summary of Master Gardener Activities’ for verification.

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

6. Recording Volunteer Hours

(1) CERTIFICATION HOURS and MG HOURS

We refer to volunteer hours as:

a) Certification Volunteer Hours

- Certification volunteer hours, for both Interns and MGs, are the annual GMGA minimal requirement.
- By logging a minimum of 50 hours the first year you may become certified initially.
- Your appointment as a Master Gardener is for one year, and you must have 25 hours of service annually to continue in the program as a certified Master Gardener.

b) Master Gardener Volunteer Hours (MG Hours):

- MG volunteer hours are the **additional** volunteer hours performed in Community Activities that meet North Fulton County needs.
- NFMG interns and veterans are encouraged to perform additional volunteer services in these three major categories:
 - (1) Master Gardener Help Desk at the Extension Office
 - (2) NFMG Priority Volunteer Projects
 - (3) Other Approved NFMG Volunteer Community Activities

(2) IMPORTANCE OF RECORDING VOLUNTEER HOURS

One very important function as a Georgia Master Gardener is record keeping.

- You are asked to keep a record of your involvement in Cooperative Extension Service activities, including the number of contacts you make, the hours you spend in volunteer service and the miles you travel from your home to the Extension office or an outside activity
- *Record keeping is a way to objectively evaluate the impact the Master Gardener Program has on the community, the county and the state.*
- *A county annual report is compiled from your report statistics. A dollar amount is allocated for your work.*
- *This report which is done for the University of Georgia is a way to justify continued funding for the Master Gardener program*
- ***If you do not keep a record (forms are provided) of your work and turn it in to your county Extension office, you will not be certified or recertified as a Master Gardener.***

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

7. The GMGA Log Book (record book)

RECORD KEEPING

- You are responsible for recording your volunteer hours in the GMGA Log Book.
- This book is intended for use by both “intern” Master Gardener and “veteran” Master Gardener.
- Your record keeping activities will be much easier if you keep the Log Book with you always and record each activity when it is completed instead of waiting several days to catch up.
- The Master Garden activity year runs from March 1 to February 28.

FORMS

- There are extra forms in the GMGA Log Book.
- Forms are also available at the North Fulton Extension office.

a) GMGA Log sheet

- How to fill out your MG Log Sheet: the explanations of how to count volunteer hours, events, mileage and educational events, found in the GMGA Log Book, will assist you in completing your Log Sheets. see Appendix
- ***Interns: during NFMG internship, travel time is not to be counted as certification hours. Only hands-on time qualify for certification.***
- Interns are required, on a monthly basis, to report to their Mentors and provide them with a copy of their Log Sheet.

b) Annual Summary of MG Activities form

- Yearly activity totals compiled from your personal log sheets.
- ***NFMG deadline:*** form is due in the extension office no later than ***the 2nd Friday of December of current year.*** By then, Interns should have complete a minimum of 13 Certification hours at the Extension office MG Help desk and 13 “hands on” Certification hours in the NFMG project gardens.
- Be sure to make a copy of your summary sheet for tax purposes or documentation toward “Lifetime Status.” *It is important that you keep records of your volunteer activities for future Lifetime Status or any advanced Master Gardener classification.*

c) Master Gardener Educational Record form

- Use to record your attendance at educational programs (for self-improvement) i.e. Horticultural short courses, seminars, workshops, etc. offered by Cooperative Extension, Vocational Schools, Technical Institutions, Botanical Gardens, etc.

d) MG Project and Volunteer Service Highlight Report

- Use to feature special accomplishments or a “one time event”.

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

8. Out of State Transfer

- **GMGA Out of State Transfer Policy**

- Transferring Master Gardeners must show proof of completion of a Master Gardener program from a previous state (i.e. certificate, badge, completed workbook, or letter from a past county agent).
- In addition, transferring individuals should audit 4-6 Master Gardener classes as determined by the local county agent.
- Transferring Master Gardeners should purchase the current Georgia Master Gardener Handbook and new name badge. These should be ordered through the NF Extension Office.
- Agents may require transfers to take and pass the midterm and final exam as an open book test.
- Upon completion of the above and 25 hours of volunteer service, agents may present a Georgia Master Gardener Certificate.
- Transfers should continue to volunteer 25 hours of service each year to stay certified.

- **NFMG Out of State Transfer Policy**

- Letter of "Welcome" and the NFMG Handbook from the NF Extension Office.
- Transferring Master Gardeners must show proof of completion of a Master Gardener program from a previous state (i.e. certificate, badge, completed workbook, or letter from a past county agent). The information is to be submitted to the NF Extension office administrative assistant, Rose, who will verify the documentation.
- Transferring MGs must audit six Intern classes but no more than six classes.
- The transferring fee of **\$65.00**, payable to "*Metro Atlanta Master Gardener*", includes the GA Master Gardener Handbook (\$60), the GA Master Gardener badge (\$5).
- Dues are \$10.00 per year. Check is to be made payable to "*NFMG*" and forwarded to Treasurer.
- Optional**A one-year membership in the GA Master Gardener Association (GMGA-\$15). These should be ordered through Local chapter membership is required.
- Once check is received, the Membership Chair will be notified.
- The transferring MG will then be added to the NFMG Directory.
- The Membership Chair will ensure that the new MG will be added to the newsletter distribution list.
- The Intern/Mentor Program Chair will assign a Mentor to the new MG.
- The transferring MG must complete 25 volunteer Recertification hours.
- After completion of the classes and recertification hours, the transferring MG will become a voting member of our Organization.

North Fulton Master Gardeners
“Helping You Put Down Roots”

NFMG Handbook

APPENDIX

- 1. NFMG Leadership**
- 2. GMGA Constitution and By-Laws**
- 3. NFMG Constitution and By-Laws**