



2014 Guide to Volunteer Opportunities

Berkeley-Jefferson Extension Master Gardener Association (BJEMGA)

REPORTING YOUR VOLUNTEER HOURS

NEW Extension Master Gardener Certification

Description and Requirements

1. The Extension Master Gardener fiscal year runs from October 1 through September 30.
2. New Extension Master Gardeners (Interns) are provisional non-voting members until completion of 30-hours community volunteer service.

(How, when, why?)

- a. These 30 volunteer hours are to be completed within one year of the date of your Extension Master Gardening Training graduation. (Effective 2016, first year (interns) volunteer hours requirement is 40.)
- b. Obtain an official Volunteer and Continuing Education form and record your hours for each approved activity. (You received a blank log at the end of the training. Electronic copies can be obtained online – see below.) Be sure to total the hours being submitted.
- c. At the completion of your 30 hours, you may submit your form in person, by mail, or electronically. Your completed hard copy form may be submitted in person or by mail to Dr. Mary Beth Bennett, Berkeley County Extension Agent, WVU Berkeley County Extension Office, 400 West Stephen Street, Suite 302, Martinsburg, WV 25401.
- d. If you want to complete and submit your form electronically, download it from the Berkeley Extension website at <http://berkeley.ext.wvu.edu>. Save the completed form on your computer. **Rename the saved file with YOUR NAME and submission year.** Send the file to Dr. Mary Beth Bennett (mbbennett@mail.wvu.edu) as an attachment via email. The email **subject line** should have: **your name, vol hr, 2016**]. Files are kept on record at the Extension Office.
- e. You can report whole, half and quarter-hour segments.
- f. Travel time one way to or from the volunteer locations counts.
- g. Awarding of the Certified Extension Master Gardener Badges takes place at both the April Semi-annual Meeting and the October Annual Meeting of the Association. For badges to be awarded at the October Annual Meeting, hours must be submitted by September 1. For badges to be awarded at the April Semi-annual Meeting, hours should be submitted by March 25. Submission by September 1 (or March 25) is necessary so that your new Extension Master Gardener badge can be ordered in time for issuance at the appropriate meeting. Hours earned from 9/2 onward count toward the next fiscal year. **After submission and approval of your minimum 30 volunteer hours as an intern, you are a certified Extension Master Gardener.** You may



continue to acquire and record additional volunteer hours which are submitted to the county Extension Agent annually on September 1. This is in accordance with the Association By-Laws. If you are not able to attend an Annual or Semi-annual Meeting to receive your badge, you may obtain your badge from the Berkeley Extension Office after the date of the meeting. Please inform the Extension Agent of your intention.

- h. The Annual Meeting is held in October, and provided you have completed the foregoing requirements, you will be an active voting member of BJEMGA.
3. Each year you will be required to recertify -- See instructions below.

RECERTIFICATION for Extension Master Gardeners

Description and Requirements

1. You are a voting member.
2. You need to complete 10 hours of continuing education/training, and 20 hours of community volunteer service each year.
3. Travel time one way to or from volunteer locations counts.
4. Travel time to and from continuing education locations **does not** count.
5. You can report whole, half and quarter-hour segments.
6. Recertification volunteer and continuing education hours should be submitted no later than September 1 annually.

Submission of hours

All hours should be on the official Volunteer and Continuing Education form and **be totaled**. Obtain a form and record your hours for each approved activity. If submitting a hard copy, submit the form in person or mail to Dr. Mary Beth Bennett, Berkeley County Extension Agent, WVU Berkeley County Extension Office, 400 West Stephen Street, Suite 302, Martinsburg, WV 25401. If you want to complete your log electronically, download it from <http://www.berkeley.ext.wvu.edu>. Save the completed form on your computer. Rename the saved file with YOUR NAME and submission year. Email the file *as an attachment* to Dr. Mary Beth Bennett (mbbennett@mail.wvu.edu). The subject line should indicate you are submitting your volunteer hours for the current year [i.e. your name vol hr sheet 2014]. These files are kept on record at the WVU Extension Service.

Inactive Status Extension Master Gardener

If you are unable to complete the recertification requirements, recertification is possible within 3 years. Please see the BJEMGA By-laws for details.



VOLUNTEER OPPORTUNITIES

The following section describes various activities in which you may participate to achieve the hours necessary to obtain your Extension Master Gardener Certification or recertification. Some of the events are held once a year, others more often. Some require a great deal of staffing hours for the event—such as the Home Show, others may require fewer staffing hours and more planning hours, such as Gardening 101. Committee meetings (which are described in the next section) can also count for your volunteer hours. We are always in need of individuals to create public displays on a gardening topic for Extension Master Gardener exhibits and events, such as Bloomin Bash. If you volunteer at an event and would like to write an article for the newsletter or newspaper, the time it takes to write the article also counts as volunteer hours. Information concerning each individual exhibit and specific details are distributed closer to that event.

We encourage you to select a variety of activities to obtain your required hours. This will give you an opportunity to meet Extension Master Gardeners and create an environment for additional learning. If you are having difficulty choosing which activities to do, or are interested in doing an activity that is not listed in this manual and need help, please feel free to contact Louise Finch (BJEMGA President) at 304-264-3748, Dr. Mary Beth Bennett (Berkeley County WVU Extension Agent) at 304-264-1936 or one of the below listed members of the **Volunteer Services Committee**:

Sharon Coombes, Chair, 304-754-9093, sbcoombes@aol.com
Carolyn Rodis, 304-876-8401, cjrodis@yahoo.com
Jane Sullivan, 304-702-4267, fishsull2@yahoo.com

A general list of typical valid Extension Master Gardener activities for volunteer service is included at the end of this guide. Note that most gardening activities require interaction with other individuals.

VOLUNTEER ACTIVITY - EXHIBITS

Martinsburg Home Show: Held in March at the Martinsburg Mall. The Extension Master Gardeners staff a display table, hand out garden calendars, information concerning Extension Master Gardener events, and answer general gardening questions from the public. Participants are encouraged to work a 2-4 hour shift. There is always a need for a display topic/poster.

Gardening 101 Workshop (see below under Volunteer Activities):

Earth Day – Morgan’s Grove Park: Held in April in Shepherdstown, the Extension Master Gardeners staff a table with a display that informs the public on different topics related to gardening. Short garden-related demonstrations are planned for this event.

April Plant/Bake Sale (see below under Volunteer Activities):

Bloomin’ Bash: This event is held in the middle of July at Extension Master Gardener Lisa Giles’ establishment, Hillbilly Daylilies, in Bunker Hill. Volunteers are needed to staff a display table and to create a display/poster.



Berkeley and Jefferson County Fairs: The fairs are held the first and third week of August and volunteers are needed to staff a display table and create a display/poster. Great opportunity to answer questions that the general public has concerning gardening!

Tomato Fest (see below under Volunteer Activities):

Honey Fest: Held in September in Shepherdstown, the Extension Master Gardeners staff a table with a display that informs the public how to encourage pollinators to your garden.

Mountain State Apple Harvest Festival: Held during the second (or third) weekend in October, this event celebrates the apple industry that once predominated in this area. Craft and food vendors sell their wares, and the Extension Master Gardeners staff a display table.

VOLUNTEER ACTIVITY – DAY OF CARING

Purpose

The United Way Day of Caring is an opportunity for the BJEMGA members to use their gardening skills and knowledge to help nonprofits with gardening projects.

How you can help

This volunteer effort by the BJEMGA is often located at the Yankauer Nature Preserve in Berkeley County. The day is spent in maintaining the Butterfly Garden and working to remove invasive plants from the Nature Preserve. Additional locations are sometimes requested by other nonprofits for other gardening efforts by the BJEMGA. These requests are received by our Extension Agent, Dr. Mary Beth Bennett, who informs the BOD of the requests. A request for EMG volunteers is extended through the email system.

When you can help

The United Way Day of Caring for Berkeley and Jefferson Counties usually takes place on the second Tuesday in September.

Your “go-to” person

Louise Finch, President BJEMGA (304-264-3748) or Dr. Mary Beth Bennett, Berkeley County Extension Agent and Extension Master Gardener advisor (304-264-1936).

VOLUNTEER ACTIVITY – ASSOCIATION NEWSLETTER

Purpose

Informs members and the general public about past, current and upcoming activities within the Association. The Berkeley-Jefferson Extension Master Gardener Association Newsletter is issued quarterly online at: <http://www.berkeley.ext.wvu.edu> in January, April, July, and October.

How you can help

Volunteer participation can include writing of newsworthy articles about past, current and future BJEMGA events together with photographs. Also accepted are articles not specifically related to BJEMGA, but that a member thinks might be of interest to gardeners.

Submissions are to be emailed to the editor two weeks before the newsletter is published. Any text format is acceptable.

When you can help

Throughout the year, as events are held.

Your “go-to” person

Sandra Bernardi, Editor (304-267-6657), sbernardi@frontier.com

Co-Editor – Vacant



VOLUNTEER ACTIVITY – GARDENING 101 WORKSHOP

Purpose

This is an annual half-day workshop that the Extension Master Gardeners present to the public. It provides adult learners with basic gardening information in the following topics: Setting Up a Garden, Vegetables, Flowers and the Selection and Care of Garden Tools. It is typically held in March. The venue changes from year to year.

How you can help

Assist with planning the event
Teach a specific topic
Assist at the event with registration, exhibit table, and various other tasks

When you can help

During the planning committee meetings
At the actual event

Your “go to” persons for 2014

Eleanor Finn, Co-Chair (304-876-8489), eleanor_finn@yahoo.com
Jane Sullivan, Co-Chair (304-702-4267), fishsull2@yahoo.com

VOLUNTEER ACTIVITY – GROVES CENTER, HEDGESVILLE

Purpose

The Groves Center project is designed to stimulate and add to the quality of life of the clients at the Center.
(The Groves Center is a work center for physically and mentally challenged adults, which is located in Hedgesville. It is part of Eastridge Health Systems and is located on Cumbo Road behind the James Rumsey Technical Institute in Hedgesville. Participating EMGs should be willing to work with said clients and to provide IDs.)

How you can help

Assist in planning and executing small garden projects such as herb or potpourri gardens. Help clients use Extension Master Gardener-built plant-light carts to start seedlings, which could later be transplanted to pots to sell as a fundraiser for the center.

When you can help

In the spring and summer months, help with planting and light garden maintenance such as weeding and mulching.
In the autumn, help with projects designed by committee members.

Your “go-to” person

Ron Weinrich, Chair (304-262-1745), Oldfrt1@juno.com

VOLUNTEER ACTIVITY – EXTENSION MASTER GARDENER COOKBOOK

Purpose

This project will develop an online cookbook with recipes and gardening tips from Extension Master Gardeners, volunteers and other interested contributors.

How you can help

Submit your recipe(s) with photos and gardening tip(s) for the Online Extension Master Gardener Cookbook to Angie Faulkner.

When you can help

This is an ongoing project, submissions can be taken anytime.

Your “go-to” person



Angela Faulkner (304-728-1164), angela_faulkner@nps.gov

VOLUNTEER ACTIVITY – PLANT/BAKE SALE

Purpose

This sale is the major fundraiser for the BJEMGA. The profits from the sale fund Extension Master Gardener projects and allow the volunteers to instruct the public on the different plant offerings. An exhibit is included at the Judicial Center Rain Garden.

How you can help

Assist with planning the event, preparing for the event by baking items to sell, preparing plants and seedlings to be sold, working the event.

When you can help

Saturday, April 26th, 2014

Your "go to" person for 2014

Ann Lossman, Chair (304-263-9787), annies4acres@frontier.com

Co-Chair – Vacant

VOLUNTEER ACTIVITY – BERKELEY COUNTY YOUTH FAIRGROUNDS GARDEN

Purpose

To assist the 4H Scramblin' Scrabblers Club members with the annual planting and maintenance of the garden around the office building at the fairgrounds.

How you can help

Help prune roses (a major planting at the site), plan activities to promote gardening instruction of youth ages 9-16 at the site with goal of producing an attractive and environmentally friendly garden by the August Youth Fair dates.

When you can help

Planning meeting with 4H advisor, Barbara Kendig, in February. Pruning of roses in early March. Planting and garden maintenance with 4H club members on Saturday mornings in June and July.

Your "go to" person for 2014 Louise Finch (304-264-3648), lfinch342@frontier.com

VOLUNTEER ACTIVITY – RAIN GARDEN

Purpose

To maintain the Martinsburg Judicial Center Rain Garden.

How you can help

Planting, weeding, mulching, and other activities required to maintain the Judicial Center Rain Garden on the corner of Raleigh and South Streets in Martinsburg, WV.

Work in other rain gardens as needed.

When you can help

March through November of each year. The chair emails a schedule to all Extension Master Gardeners with work dates and follows with updates as needed.

Your "go-to" person

Dan Boward, Chair (304-754-7148), eboward@frontier.com

All BJEMGA members are encouraged to participate in the maintenance and in the improvements on this project.



VOLUNTEER ACTIVITY – ROOTS AND SHOOTS

Purpose

Roots and Shoots is an intergenerational program. School children are the “Shoots.” Community volunteers, interested parents and Extension Master Gardeners are the “Roots.” This program teaches gardening concepts to children at an early age. The Shepherdstown Elementary School Roots and Shoots garden began in 2006-2007.

How you can help

Show children how to design, plant, maintain and harvest a garden.
Donate small supplies such as seeds, plants, small hand tools, etc.

When you can help

During spring and fall months when Shepherdstown Elementary School is in session.

Your “go-to” person

Christy H. Kessler (Home: 304-870-1234) (Cell: 609-425-6741)
christyhkessler@yahoo.com

VOLUNTEER ACTIVITY – TOMATO FEST

Purpose

This project offers the public an opportunity to learn about growing tomatoes, varieties of tomatoes, harvesting, cooking, and preserving. The public will also have the opportunity to taste various tomato species. A Bake Sale and Children's activities are also planned. A BJEMGA exhibit table is included.

How you can help

Join the planning committee, create a public display or exhibit pertaining to tomatoes, grow tomatoes to be used at the Fest tomato tasting, or volunteer at the function.

When you can help

Saturday, August 16, 2014 at the Dillon Farm Museum in Hedgesville.

Your “go-to” person for 2014

Angie Faulkner Co-Chair (304-728-1164), angela_faulkner@nps.gov
Co-Chair – Vacant

VOLUNTEER ACTIVITY – OLD TOWN COMMUNITY GARDEN PROJECT

Purpose

The Old Town Community Garden project, located on two public properties made available by the City of Ranson, produced over 600 pounds of vegetables during its first season in 2013. All the produce was donated to the Jefferson County Community Ministries food pantry located in Charles Town. Our last delivery, buttercrunch lettuce, was donated on January 2, 2014. We currently have 8 raised beds, some under low tunnels, on one property and straw bales on the other. Plans for 2014 include expansion onto a property adjacent to the raised beds, and organization of a systematic schedule for much-needed assistance by volunteers.

How you can help

Extension Master Gardeners can help by participating in ongoing experimental urban gardening methods as well as communication with and education of other volunteers and community members.

Your “go-to” person for 2014

Judy Ashelman (304-724-6186), j.ashelman@gmail.com



VOLUNTEER ACTIVITY - COMMITTEES

The following is a listing of the various standing Extension Master Gardener Committees. Volunteer hours are granted for time spent at committee meetings/events.

Continuing Education Committee

Purpose

- (1) To provide educational opportunities for Extension Master Gardeners to acquire the requisite credits for the Extension Master Gardeners annual recertification.
- (2) To provide interesting, relevant information and expertise to the general public about gardening techniques to help improve lives and communities.

How you can help

Plan a Garden Topic workshop.
Plan programs for the upcoming year, such as Gardening 101 or the Tomato Fest.
General assistance in planning and executing of Continuing Education programs for Extension Master Gardeners and workshops for the general public.

When you can help

Throughout the year. Suggested topics and speakers are especially needed in July/August to plan next year's programs.

Your "go-to" person

Eleanor Finn, Chair (304-876-8489), eleanor_finn@yahoo.com

Education Committee – Extension Master Gardener Training Course

Purpose

To plan and administer the Extension Master Gardener Training Course for Extension Master Gardener Interns to satisfy the requirements as outlined in the West Virginia University Extension Master Gardener Coordinators Manual.

How you can help

Recruit and contact teachers. Recruit new Extension Master Gardener interns. Help organize classes. Help evaluate classes and suggest improvements for the course. Assist with class setup during the course session. Attend the "Meet and Greet" Brown Bag lunch to welcome and meet new interns. Attend the annual Extension Master Gardener general meeting and potluck to congratulate new interns who have completed their volunteer hours. Welcome the new interns as they begin work on their volunteer projects.

When you can help

Attend approximately 3 planning sessions a year.
Assist during the Extension Master Gardener Training.

Your "go-to" person

Primary Contact: Louise Finch, Extension Master Gardener Training Coordinator (304-264-3748), lrfinch342@frontier.com



Exhibits Committee

Purpose

The Exhibits Committee brings news of Extension Master Gardener activities and timely gardening information to the citizens of Berkeley and Jefferson counties. It is an opportunity to reach out to the public for the West Virginia University Extension Service.

How you can help

Assist in staffing Extension Master Gardener exhibits.

Be willing to attend 2 or 3 Committee meetings to plan and evaluate the yearly exhibits schedule.

Create a public display on a gardening topic for use in Extension Master Gardener exhibits.

Write up a report on an exhibit for the Extension Master Gardener Newsletter.

When you can help

Contact the specific exhibit Committee Chairperson at any time if you have an idea or a topic you would like to present to the public at one of the exhibits. Following is the 2014 schedule:

- March 14-16 – Martinsburg Home Show
- March 22 – Gardening 101 Workshop
- April 26 – Plant and Bake Sale at the Martinsburg Judicial Center Rain Garden
- April 26 – Earth Day – Morgan’s Grove Park in Shepherdstown
- July 12 – Bloomin’ Bash at Hillbilly Daylilies in Bunker Hill
- August – Berkeley County Youth Fair at the Berkeley Fairgrounds (1st week) and Jefferson County Fair (3rd week)
- August 16 – Tomato Fest at the Dillon Farm Museum
- September (mid) – Honey Fest in Shepherdstown
- October 17-19 – Mountain State Apple Harvest Festival at the Martinsburg Roundhouse.

Your “go-to” person:

Joann Harstad, Chair (304-876-2703), joann2703@aol.com

Budget/Fundraising Committee

Purpose

The function of the Budget Committee (and its sub-Committee Fundraising) is to plan fundraising and, with the membership, prepare and manage the Association’s budget and provide for an annual audit.

How you can help

Assist in planning and executing fundraising events.

Assist in preparing the yearly budget.

Assist the Treasurer as may be needed.

When you can help

Throughout the year on an as-needed basis; the Budget Committee usually meets 4-6 times per year.

During scheduled fundraising events throughout the year.

Your “go-to” person

Roger Campbell, Chair (304-229-0038), rcampbellcps@aol.com



Volunteer Services Committee/Membership Retention

Purpose

To provide guidance on BJEMGA Volunteer opportunities.
To encourage volunteers and Extension Master Gardeners to acquire and track the hours needed to certify and/or maintain their certification.
To maintain the annual Guide to Volunteer Opportunities.

How you can help

Possess a willingness to encourage volunteers and Extension Master Gardeners to acquire the hours needed to certify and/or maintain their certification.

When you can help

Throughout the year at all appropriate meetings and activities.

Your "go-to" persons

Sharon Coombes, Chair Volunteer Services (304-754-9093), sbcoombes@aol.com
Carolyn Rodis, Chair Membership Retention (304-876-8401), cjrodis@yahoo.com
[Sharon Bias (304-728-0426), sharbias@comcast.net for Membership Directory changes].

Publicity

Purpose

To promote the purposes of the Association by publicizing the activities of the association in print, audio, video and electronic media.

How you can help

Assist with contacting local (and other appropriate) media with articles of interest to the general public.
Assist with radio announcements, newspaper articles, and photography.
Volunteers involved in specific projects or events are requested to provide a description of the project or event.

When you can help

Throughout the year as events are held and publicity is needed.

Your "go-to" person(s)

Chair & BJEMGA Email: Lisa Giles, (304-229-6698), hillbillydaylilies@yahoo.com

Activities

Purpose

The committee shall develop, implement, maintain, and evaluate activities, such as trips and garden tours and quarterly social events, for the members of the Association. Also, to promote cohesion for the BJEMGA members through enjoyable social activities such as picnics, potlucks, open houses, etc.

How you can help

Assist with planning and executing social events throughout the year. Coordinate with the annual calendar planning.
Assist the "go-to" persons preparing and executing trips and garden tours.
Willingness to assist with transportation.

When you can help

Throughout the year as needed.

Your "go-to" person

June McIlwain, Chair, (304-754-6680), junetj98@gmail.com



FULFILLMENT OF EXTENSION MASTER GARDENER VOLUNTEER COMMITMENT

(The following list of volunteer activities was taken from the WVU Extension Master Gardeners Manual, Chapter one, Page 10)

- Answer gardening questions
- Assist county Extension office staff
- Conduct garden tours
- Conduct school gardening programs
- Coordinate WVU Extension Master Gardener programs
- Create and maintain demonstration gardens
- Design and maintain community and school landscapes
- Diagnose plant specimens
- Garden with the elderly and disabled
- Make home gardening visits
- Photograph WVU Extension Master Gardener activities
- Plan and complete community beautification projects
- Present lectures or demonstrations to groups interested in horticulture
- Staff county and state exhibits
- Work on special events
- Tend information booths at fairs and festivals