

LENGTH OF SERVICE AWARDS

Washington County Master Gardeners

POLICY:

1. Length of Service (LOS) awards information is gathered from all Arkansas Master Gardener programs.
2. The LOS awards recognition is part of the award ceremony at the Arkansas State MG Conference.
3. Active WCMG members shall record at least 20 hours of volunteer work (minimum 10 hours on sanctioned projects/committees, with the remaining 10 hours on sanctioned projects, committees, or non-sanctioned projects) as well as 20 hours of continuing education.
4. WCMG trainees, both self-paced online training and in person training, shall record at least 40 hours of volunteer work (minimum 20 hours on sanctioned project/committees, with the remaining 20 hours on sanctioned projects, committees, or non-sanctioned projects) as well as 20 hours of continuing education within 12 months of completing training.
5. WCMG members who remain active for 15 years will receive lifetime membership status at the annual MG state meeting.
6. WCMG members do not accumulate service time while on Leave of Absence status.
7. Lifetime members get a new name badge and are not required to pay dues or repay any hours.
8. Lifetime members are encouraged to continue recording volunteer and education hours to accumulate years of service recognition beyond 15 years. They should record at least 10 work/project hours each year to receive Lifetime-Plus designations.

PROCEDURE:

1. WCMG members and trainees must record all their volunteer work and education hours into the online recording system prior to December 15.
2. WCMG Membership Committee Online Hours Manager(s) provide the county's list of WCMG recipients for Lifetime, 5, 10, 20 (Lifetime) and Lifetime Plus service pins to Arkansas MG Office by **mid-February each year**.
3. Years of service (5,10-years round pins,) Lifetime (15-years) name badges, and Lifetime-Plus (over 15 years in five-year increments) pins are rewarded based on the lists received from each county from the previous year. The pins are ordered and paid for by State MG Office.
4. Julie Treat at the State MG Office will send the list of qualified recipients to the county's MG Presidents and Master Gardener CEAs.
5. Years of Service pins and Lifetime name badges are usually delivered at the **annual April County 76 meeting** and the **state MG conference** for those counties who have members that attend either of those events.
6. Counties that do not attend either events, will have the items mailed to their county offices.
7. Service pins and/or 15-year Lifetime name badges are provided to WCMG members at the earliest available date at a WCMG monthly meeting.
8. WCMG members who do not attend the meeting, may pick up their items at the county Extension Office.
9. **To Replace Lifetime Badges:**
 - a. There is a charge to WCMG members for any replacements.
 - b. Replacement requests for Lifetime name badges are emailed from Colin Massey to Julie Treat on an annual basis with the new graduate WCMG name badge orders.
 - c. Washington County provides Julie with the individual WCMG member name and mailing address.
 - d. Julie sends information to the vendor.
 - e. The WCMG member pays the vendor directly. Julie will notify member of the cost and where to send the money.
 - f. The WCMG member pays the vendor and the vendor mails name badge directly to each member.