



2025 WCMG MEMBER RESOURCE GUIDE - TABLE OF CONTENTS

INTRODUCTION

Cover, Page 1

Table of Contents, Page 2 Websites Information, Page 3

Annual Timelines, Pages 4-7

Education Hours Descriptions, Page 8

Online Recording of Hours Instructions, Page 9

Time Tracker Sheet, Page 10

Frequently Asked Questions, Pages 11-15

Mission Statement, Page 16

County 76 Master Gardeners, Page 17

History of the WCMG Program, Pages 18-29

OFFICERS/COMMITTEES/PROJECTS

Officers/Standing Committees Chart, Page 1

Committee Descriptions, Pages 2-8

Sanctioned Projects Chart, Pages 9-10

Sanctioned Project Descriptions, Pages 11-15

MEMBERSHIP INFORMATION

Master Gardener of the Year Past Winners Photos

Rookie of the Year Past Winners Photos

WCMG Membership Photo Directory

WCMG Membership Contact Information Directory

BYLAWS

Article I Name, Page 1
Article II Purpose, Page 1
*Article III Authority, Page 1
Article IV Membership, Pgs. 1-3

Article V Membership Meetings, Page 3
*Article VI Nominations & Elections, Pgs. 3-4
*Article VII Executive Committee, Pgs. 4-6

Article VIII Fiscal Policies, Pgs. 6-7

Article IX Bylaws Review & Amendments, Pgs.7-8

POLICIES and PROCEDURES

Liability, Page 1

Use of Master Gardener Title, Page 1

*Code of Conduct, Page 1

*Conflict Resolution, Page 2

Certification as a Master Gardener, Page 2

Unfinished Trainees, Page 3

Recording Volunteer & Education Hours, Page 3

Member Reinstatement Process, Page 3

Advanced Master Gardener Training, Page 3

*Project/Committee Chair Responsibilities, Pages 4-5

*Project/Committee Chair Succession, Page 5

Endowment Fund, Pages 5-6

Other Donations - Cash/Non-Cash, Page 6

Annual Contribution to State MG Program, Page 6

*Reimbursement of Expenses, Page 6

POLICIES and PROCEDURES (continued)

*Co76 PNG Conference Reimbursement, Page 6

Financial Support of Sanctioned Projects, Page 6

Treasurer/Assistant Qualifications, Page 6

Executive Committee Meeting Agendas, Page 7

Preservation of WCMG Documents, Page 7

Recording Policy Changes and Additions, Page 7

Peer Review of Annual Financial Reports, Page 7

Recognizing Deceased WCMGs, Page 7

*2025 Revised Policies and Procedures

AWARDS INFORMATION & FORMS

Award Descriptions and Prior Winners, Pages 1-4

200-plus Sanctioned Hours Awards, Page 5

Busy Bee Awards, Page 6

Length of Service Awards, Page 7

Checklist for State MG Awards, Pages 8-9

Sample State Award Nomination, Pages 10-12

Sample State Award Scoresheet, Pages 13-14

Awards Nomination Forms

County Agent of the Year Award, Page 1

Excellence in Education Award, Page 2

Friend of MG Award, (Business/Org.), Page 3

Friend of MG Award, (Individual), Page 4

MG of the Year Award, Page 5

Project of the Year Award, Page 6

Rookie of the Year Award, Page 7

Mentor of the Year Award, Page 8

Newsletter of the Year Award, Page 9

Joyce Mendenhall "Yes, I Can" Award, Page 10

Finance Forms

Endowment Fund, Page 11

Other Donations of Cash/Non-Cash, Page 12

Purchase Depository Request &

Protocols, Pages 13-14

Membership Status Forms

Leave of Absence/Criteria, Pages 15-16

Return to Program/Criteria, Pages 17-18

Sustainer Status/Criteria, Pages 19-20

Website Photo Contest Information

Photo Contest Monthly Themes, Page 21

Digital Photo Entry Form (see website)

Sanctioned Project Forms

Project Proposal Process, Page 22

Project Criteria, Page 23

Project Proposal Request, Page 24

Project/Site Manager Agreement, Pages 25-26

Project Leaders Responsibilities, Pages 27-28

2022 State MG Volunteer Agreement