

YEARS OF SERVICE AWARDS Washington County Master Gardeners

POLICY:

1. Active WCMG members are those who completed Master Gardener training, fulfilled the annual requirements for volunteer and education hours, recorded volunteer hours prior to the December 15th annually, and paid membership dues for the year.
2. Eligible WCMG members are recognized for years of service (5, 10, 15, 20, 25, 30 years in five-year increments) based on the information provided by the WCMG On-line Hours Managers each year.
3. Years of Service (5,10-years) pins, Lifetime (15-years) name badges, and Lifetime-Plus (20-25-30-years) pins are awarded to eligible WCMG members (usually mid-year) at the Arkansas MG conference.
4. Lifetime and Lifetime-Plus members are not required to pay dues.
5. Lifetime members are encouraged to continue recording volunteer and education hours to accumulate years of service recognition beyond 15 years.
6. Lifetime and Lifetime-Plus members must record at least 10 work/project hours each year to continue to receive Lifetime-Plus designations.
7. WCMG members do not accumulate service time while on Leave of Absence or Sustainer status.
8. On-line Hours Managers maintain the records of WCMG members who have leave status over the years and their eligibility to receive Years of Service awards.
9. Questions about Years of Service should be referred to On-line Hours Managers Kathryn Birkhead at kathrynbirkhead@gmail.com or Annette Pianalto at annettepianalto@gmail.com.

PROCEDURE:

1. WCMG members shall record all their volunteer hours (education and projects/committee work) into the State MG On-line Hours recording system each month, if not more frequently. The deadline to record hours is December 15th each year.
2. On-line Hours Managers shall provide the list of WCMG members who are eligible for years of service recognition to the State MG Office when requested (usually February each year.)
3. Julie Treat at the State MG Office shall send the list to the WCMG President and their county Extension Office.
4. The State MG Office shall order and pay the one-time cost for the pins and name badges.
5. Years of Service awards shall be announced at the annual Arkansas MG conference.
6. Years of Service awards, not received by WCMG members at the Arkansas MG conference, shall be sent to their county Extension Office.
7. Awards Committee shall present Years of Service awards at the earliest available WCMG membership meeting.
8. WCMG members may pick up awards at the county Extension Office if not present at meeting.
9. **To Obtain Replacement Lifetime Badges:**
 - a. There is a charge to WCMG members for any replacement badges.
 - b. Replacement requests for Lifetime name badges are emailed from Colin Massey to Julie Treat on an annual basis when new graduate WCMG name badges are ordered.
 - c. Washington County provides Julie with the individual WCMG member name and mailing address.
 - d. Julie will send information to the vendor.
 - e. The WCMG member shall pay the vendor directly. Julie shall notify member of the cost and where to send the money.
 - f. The WCMG member shall pay the vendor, and the vendor mails the name badge directly to each member.