



Policies and Procedures

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General

- A. OMGA prohibits discrimination in all its programs, services, activities, and materials on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, genetic information, veteran's status, reprisal or retaliation for prior civil rights activity.
- B. OMGA supports a culture of growing and belonging, recognizing and following appropriate current OSU Extension Diversity, Equity, and Inclusion policies. See: <https://extension.oregonstate.edu/about/diversity-equity-inclusion>
- C. Association Bylaws and Policies and Procedures are available to each County Representative and on the OMGA Website for use by county chapters.
- D. OMGA minutes and agendas are sent electronically to chapter representatives, alternate representatives, chapter presidents, OMGA officers, and state program leader.
- E. OMGA scheduled board meetings are held quarterly (e.g. March, June, September and November) in each calendar year. The Executive Board meets quarterly the month before each Board of Directors meeting.
- F. OMGA Board of Directors may hold an annual retreat to review goals and plans for the coming year in December. Invitations are extended to all Oregon Master Gardeners™.
- G. OMGA will actively support efforts by chapter Master Gardener Associations in their efforts to attain and retain their Extension Service funding.

Standing Committees

- A. Administrative Committees
 - 1. Finance Committee

Shall be appointed by the President to be presided over by the Treasurer. At the 4th Quarter Board of Directors regular meeting, such committee shall submit a proposed budget for the next fiscal year and make other recommendations as they deem advisable.
 - 2. Financial Review:

Reviews fiscal reports submitted by the Treasurer annually. This review committee is comprised of 2-3 members in good standing who do not have financial responsibilities for OMGA, nor are members of the Executive Board. Reviewers are appointed by the President.
 - 2. Board Nominations:

Presents slate of nominees for Executive Board. The committee is comprised of Board Members from across the state. Chair is appointed by the President.
 - 3. Annual Education Event:

Plans and coordinates annual state educational event. Co-chairs are appointed by the President.
- B. Activities Committee
 - 1. Growing & Belonging:

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Seeks to attract Oregon gardeners from all counties, backgrounds, ages, races, ethnicities, nationalities, genders, abilities, income levels, renters/homeowners, gardening experience levels, and more. Just as a healthy garden is biodiverse, so too is a healthy gardening program. Membership on the committee is voluntary.

2. Advocacy:

Promotes the OSU Extension Master Gardener Program to garner support from decision-makers (e.g., OSU leadership, County and City Commissioners, and the Oregon Legislature) in funding the OSU Master Gardener Program. Committee members include a Chair for statewide efforts, directors, and other master gardeners. Membership on the committee varies depending upon the specific advocacy issue.

C. Awards and Grants

OMGA provides annual monetary awards and grants in the following categories. Any grant or award funded in full or in part by OMGA must include the words *funded by Oregon Master Gardener™ Association* on letters, certificates, posters, signs etc. that are related to the grant, award or scholarship. Specific requirements for each award are given in the application documents for each. **[add link to website]**

1. Marje Luce Search for Excellence:

Identifies a project worthy of submission to the International Master Gardener Conference and recommends that the Chapter submit the project to IMGA. Chair is appointed by the President. Awards go to the Chapter and Awardees are honored at the Annual Education Event.

If a Chapter is selected to present at the International Master Gardener OMGA will match, up to the OMGA budgeted amount, the Chapter's contribution toward the cost of transportation, registration and lodging for the conference.

2. Ray McNeilan Scholarship:

Funds grants of \$1000 to an OSU student in the field of Horticulture selected by the OSU Horticulture Department.

3. Extension Educator Grant:

Funds projects or programs by OSU Master Gardener Program personnel in collaboration with the MG Chapter for educational programs in home horticulture. Award are up to a predetermined limit, depending upon funds available. Chair is appointed by the President.

4. Karl Carlson Memorial Fund:

Provides grants up to predetermined limit, depending upon funds available, for chapter start-up, improvements, or projects. Chair is appointed by the President.

5. Jan McNeilan Quarterly Meeting

Provides a grant to Chapters for hosting of in person meetings of the Board of Directors.

6. Send-a-Friend Scholarship:

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The OMGA Send-A-Friend (SAF) program assists individuals recommended by their Master Gardener Chapters with a scholarship to attend the OMGA annual education conference. Annually, the OMGA President appoints a person to conduct the SAF program. That person may then form a committee to assist in the function.

7. Longevity Award:

Recognizes the dedication and service provided by present OMGA members. Chapters have the responsibility to submit names of the MGs who have served 20, 30, and 40 years so that they receive recognition.

D. OSU Extension Awards

These awards are coordinated by the OSU Extension Master Gardener leader who appoints OMGA members to the review committee.

1. State Master Gardener of the Year
2. Behind the Scenes Master Gardener of the Year
3. Growing and Belonging

Membership

A. Members

1. Individual master gardeners who are members of their local organization/s are members of OMGA.
2. OMGA will provide membership cards for members upon chapter request.
3. Multiple Memberships: Any member in good standing can belong to, and pay dues in, more than one county. The member is only required to pay OMGA dues once. The treasurer of, and the member with, multiple memberships are to determine which county is the member's primary county to which OMGA dues are paid.

B. Dues

1. Chapters are required to pay OMGA dues for all of the Chapter's dues paying members. Determination of which members pay dues is defined by the individual chapters.

Issue Resolution between Meetings

Any member of the Executive Board may call a special meeting to respond to urgent issues before the next scheduled Executive or full Board meeting. Any Director may request through the President that a special meeting be called or that a decision without a meeting occur.

A. Special Meetings.

1. Special meetings of the Board of Directors to respond to urgent issues shall be held at the time and place to be determined by the Board of Directors.
2. Notice of such meetings, describing the date, time, place and purpose of the meeting, shall be delivered to each board member personally or electronically not less than two days prior to the special meetings.
3. Participation in special meetings may occur through electronic means such as telephone, video conferencing, internet-based communications or other similar methods as long as all participating directors may be heard simultaneously by all the

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other participating directors during the meeting.

B. Decisions without Meeting.

Any decision to be made at a meeting of the board or any decision which may be made at a board meeting may be made without a meeting with written consent.

- 1 To gain consent, a clearly stated motion shall be sent to all of the Directors on the Board by e-mail or mail, with clear instructions that this process requires a majority of the directors serving on the Board to vote “yes” for the motion to pass.
- 2 The signed written consents of Board members may be delivered back to the Corporation by email or mail. For making Board decisions by email, a director’s written consent is considered to be signed when the Director electronically sends the email containing his or her vote back to the Secretary or President.
3. Motions are adopted and effective on the date that the majority of the Directors in office have responded with an affirmative “yes” vote. A record of each Director’s email vote shall be kept in the association’s records.

Financial Policies

A. IRS Reporting

1. The central organization and each subordinate have a separate EIN number obtained from the IRS. The central organization maintains a group exemption for its subordinates and submits a report to the IRS by October 1 of each year containing information about all changes in the purposes, character and methods of operation of the subordinates together with any additions or deletions to the group.
2. All OMGA chapters, with exception of the Marion County Master Gardener™ Association and Yamhill™ County Master Gardener Association, are considered subordinates.

B. Restricted funds

1. Acceptance of restricted funds requires approval by the Executive Board. The Executive Board is to ensure there is written documentation indicating restrictions. Funds are monitored by the Executive Board to ensure the intended purpose is met over time.

C. Expenditures

1. The Executive Board can approve expenditures above budgeted amount up to \$1000. Expenditures \$1000 above approved budget line or not in the budget require prior approval by the Board of Directors.

D. Cash Reserves Policy

1. The association will keep on hand a twelve-month cash reserve in its Savings Accounts, Certificates of Deposits, or Money Market Fund or any combination of these accounts.
2. To determine the reserve, the past year’s expenditures will be used as a starting point. The reserve figure is based Treasurer’s estimate of likely increases in, for example, insurance and annual education event expenses.

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E. Budgeting Timeline

1. By first week in September, committee chairs submit any budget request to the OMGA Treasurer.
2. Treasurer submits the budget draft to the Executive Board 1 week prior to the October Executive Board meeting. Executive Board reviews the budget draft, and may amend prior to approval.
3. Immediately following approval, the Treasurer sends the proposed budget to the OMGA Board of Directors for review.
4. Discussion and final approval occur at the November board meeting.

F. Checks and other payments

1. All voided checks must be defaced and retained
2. Checks are never written to "cash" or "bearer"
3. The President and Treasurer each have authority to sign checks.
4. Signature cards will be amended to reflect changes in signatories as needed.
5. Checks reported lost and valued at less than the cost of reissuance may be stopped and the payee notified. Cost of stop payment will be submitted to the payee. No reissuance.
6. At the discretion of the Treasurer, an uncashed check may be voided and reissued.

G. Accounts

OMGA Executive Board will approve the opening and closing of both Bank and Square accounts, issuance of credit/debit cards on any OMGA account, and issuing/cashing CD's, Stocks, and Bonds.

1. The Square Account access is held by the Treasurer, who assures that members using the account for OMGA activities are trained on its use and policies.
2. Credit cards
 - a) The President and Treasurer are authorized users of OMGA credit cards for the purpose of purchasing OMGA items. Prohibited uses of the credit card include cash advances and personal expenses.
 - b) Any other credit card access and use is determined by the Executive Board.
 - c) Following the purchase, the receipt is either mailed or scanned and mailed to the Treasurer.
 - d) All receipts for purchases are kept and reconciled each month with the monthly statement.
 - e) After the term of office, the credit card will be cancelled and a new one reissued to the incoming officer.

D. Reimbursement

1. Reimbursement for other expenditures or expenses incurred for OMGA require prior authorization by Executive Board
2. The reimbursement levels for expenses in attending meetings or conducting OMGA business are as follows:
 - a) Travel — 40 cents per mile,

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- b) Food and Lodging - \$200 per day for those trips over 200 miles one way or that require overnight stays. Food and lodging expense may be allowed for the day prior to the meeting as well as the day(s) of the meeting.
- 3. Air fare — economy seating only; member may upgrade at own expense.
- 4. All requests for reimbursement require a completed Expense Report form with approval signature and include receipts. An email to the treasurer approving the reimbursement may substitute for a signed form. These are submitted to the Treasurer within 30 days. Contracts and Other Transactions

Contracts

- A. Contracts are typically associated with OMGA events, e.g. annual education event. Contracts may also be required for products and services that relate directly to the operation of OMGA, e.g. computer support.
 - 1. Contracts for the coming fiscal year's budget shall be identified as a line item.
 - 2. As scheduled, reviews and audits of a contract by the Executive Board occurs at the next regularly scheduled board meeting.
 - 3. Responsibility and accountability for negotiation, acceptance, review of performance and approval of performance shall reside with a designated officer of the board and may not be delegated.
- B. Web Services
 - 1. Approval of webmaster services rests with the Executive Board.

Insurance

- A. Liability insurance
 - 1. General Liability Policy carried by the Oregon Master Gardener Association only covers the liability of the Association and does not cover the liability of Chapters or any business or subcontractor.
 - 2. OMGA Liability Insurance will be reviewed every year to assure that coverage is adequate. Changes to the policy or carrier are approved by the Executive Board.
 - 3. All Chapters must provide proof of Liability Insurance (Certificate of Liability) annually.
- B. Bonding for Treasurer

Treasurer is bonded at the level of available cash (liquid assets) and reviewed annually.

Travel

- A. International Master Gardener Conferences
 - 1. Travel for President or designee and President-elect to attend is determined by the Executive Board based on available funds and the cost of travel, registration fees, etc.
 - 2. Attendee may request advancement of funds, which requires Executive Board approval.
- B. Other meetings and conferences
 - 1. Travel reimbursement is allowed for OMGA elected officers (or a designee) whose

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attendance at the meeting or conference is required. Other meetings will be considered on a case-by-case basis.

C. Advancement of funds

1. The OMGA member must submit an Advanced Funds Form for International Master Gardener Conference to the OMGA Treasurer.
2. Expense report with all receipts must be submitted within 30 days after the meeting or conference.
If advanced funds are less than incurred expenses, the Treasurer will reimburse the difference.
If advanced funds are more than the incurred expenses, the Treasurer will request reimbursement for unused funds. Payment is due in 30 days.
4. If some unforeseen event takes place that the OMGA member is not able to attend the conference for which advanced funds have been received, the refundable funds or unused monies must be returned to the Treasurer within 30 days. If this timeline is not possible, a repayment plan is to be set up in writing and presented to the President and the Executive Committee. (Revised 11/5/11)
5. If at any time the repayment plan is not followed, the following actions will take place:
1) Written notice will be sent by mail from the Treasurer to all Executive Committee members. 2) At the next Executive Committee meeting the default of payment will be discussed and a recommendation formulated. 3) Reporting of the default of payment and the Executive Committee's recommendation will be presented to the Board of Directors at the next meeting.
6. Nonrefundable expenses will be resolved by the Executive Board. (11/5/11)

Official Records

A. Record Ownership

1. Financial records of OMGA, whether digital, electronic, or written, are regarded as the property of OMGA.
2. If digital or electronic records are password protected, OMGA must have access to that password.
3. All records whether digital, electronic, or written must be returned to OMGA when the officer leaves their position.

B. Records from the Treasurer and the Database Manager are backed up on continuous basis. For example, auto update to cloud, thumb drive.

C. Record Retention

As a general guideline, if the document relates to an official action by OMGA then the document should be retained. If the document is for informational purposes, then the document need not be retained.

Record	Record Keeping	Deposition
Articles of Incorporation, Bylaws,	Digital storage with	PERMANENT

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Record	Record Keeping	Deposition
Articles of Association and related Policies	backup	
Tax-exempt documents, application for tax exemption, IRS Determination and any related documents, e.g., Conflict of Interest, Whistleblower Policy	Digital storage with backup	PERMANENT
Meeting/Board documents, including agendas, minutes, and related documents	Compile and file records on yearly basis. Digital storage with backup.	PERMANENT Care should be taken to include <u>only</u> necessary information in these documents.
Year-end Treasurer's financial report/statement	Digital storage with backup	PERMANENT
Treasurer's reports, quarterly	Compile and file records on yearly basis Digital storage with backup	3 YEARS. Store with financial records. Destroy after 3 years.
Bank statements, cancelled checks, investment statements and related documents	Compile and file records on yearly basis Digital storage with backup	7 YEARS. Store with financial records Destroy after 7 years.
Annual information returns (IRS Forms 990, 990ex, or CT-12)	Compile and file records on yearly basis Digital storage with backup	7 YEARS*. Store with financial records. Destroy after 7 years * Federal Law requires keeping the 3 most recent years' returns
Contracts	Digital storage with backup	
Equipment rental and loan:		2 years after return of equipment then destroy.
Food ordering and delivery		4 years then destroy.
Other contracts:		6 years after expiration then destroy
Inventory of fixed assets - annual statement of financial position at year end	Digital storage with backup	PERMANENT

Conflict of Interest (Col)

- A. This policy protects OMGA in entering into a transaction or arrangement that might benefit the private financial interest of a member of the Executive Board or Board of Directors or might result in a possible excess benefit transaction. See Col procedures,

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[add link to document]

- B. Executive Board Members, upon assuming office, and at the first Executive Board Meeting of the year, will state that they have received, read, understood, and will comply with the OMGA Conflict of Interest Policy and procedures.
- C. The statements are recorded in the minutes.

Whistleblower Policy

- A. The OMGA Whistleblower Policy is consistent with policies in the [OSU Code of Ethics](#). See also [ORS 659A.203 Prohibited conduct by public or nonprofit employer](#).
- B. OMGA encourages Officers, members and volunteers to report concerns of illegal practices or serious violations of adopted policies of the Association by its leadership, or by others on its behalf; protects the person from retaliation for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy; and provides a confidential means of reporting such information. See Whistleblower procedures **[add link to document]**.
- C. All Executive Board Members, upon assuming office and at the first Executive Board Meeting of the year, will state that they have received, read, understood, and will comply with the Whistleblower Policy and procedures.
- D. The statements are recorded in the minutes.

Computer Use

- A. OMGA computers shall be used for OMGA business purposes only. Only approved Internet sites may be accessed. Use of other user's passwords is prohibited. OMGA computers for commercial, game playing, religious or political causes, illegal activity or gambling is prohibited.
- B. OMGA computers may not be used to download or transmit material that is offensive, obscene, vulgar, or threatening; material that deals with sexual implications; or transmission that may be considered objectionable by recipient.
- C. Violators of this policy are subject to disciplinary action decided upon by the Executive Committee.

Equipment Inventory

- A. A list of fixed assets with year of purchase, irrespective of value, will be kept on the balance sheet by the Treasurer and included in year-end report. Examples are: equipment, tools and machinery.
- B. This list should not include items or inventory that is sold later for money making ventures or general supplies. Make, model, and serial numbers are part of all inventoried items where available.
- C. Once these items are donated, discarded or sold they are removed from inventory. If items are sold, the money should be returned to general operating expenses.

Document Format, Logo, Trademark

- A. OSU Logos and icons

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OMGA follows OSU requirements for use of the OSU and OSU Extension Service logos. See [MG Association Style Guide](#)

- B. For OMGA educational and/or fundraiser events, all flyers, posters, or other advertising of an event shall include the following language with the OSU logo:
 - 1. Fundraising event - *In support of the OSU Extension Master Gardener™ Program* [or use the OSU Extension MG logo]
 - 2. Educational and fundraising event: *In collaboration with and support of the OSU Extension Master Gardener™ Program* [or use the OSU Extension MG logo]
 - 3. All events: *OSU Extension Service prohibits discrimination in all its programs, services, activities and materials.* Should space permit the longer version should be used. For most recent versions see: [Non-discrimination Statement](#).
- C. The Master Gardener™ trademark [™] is used on all printed and electronic materials and the OMGA website. If the term Master Gardener appears more than once in a document, the trademark is only included on the first use of the item.
- D. Internal official OMGA documents, e.g., reports, minutes, etc. should include
 - 1. OMGA logo on the first page
 - 2. OMGA logo or OMGA written on subsequent pages in lower left footer before the date
 - 3. Date in lower left footer
 - 4. Page number (e.g. Page X of Y) in the lower right footer

Position Descriptions

- A. OMGA officers and appointed Executive Board positions shall have a position description which is posted on the OMGA website.
- B. The current holder of a position will review and recommend updates to the Executive Board needed.
- C. Changes in position descriptions are subject to Executive Board approval.
- D. Roles and responsibilities of Board Members (Chapter representatives to OMGA) are described in OMGA Chapter Representative Handbook. [Add link here](#)

Lobbying¹

- A. Lobbying is authorized only in very special cases that clearly coincide with the mission of OMGA such as supporting initiatives to form tax districts for funding Extension Service.
- B. Meetings with governmental officials for informational purposes around Master Gardener purposes and activities is allowed.
- C. Members may endorse candidate or lobby for a specific candidate as a private citizen, but cannot speak for OMGA.

¹ Lobbying means influencing, or attempting to influence, legislative action through oral or written communication with legislative officials, solicitation of executive officials or other persons to influence or attempt to influence legislative action or attempting to obtain the goodwill of legislative officials.
OR.Rev.Stat.Ann § 171.725 [National Conference of State Legislators](#)

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Annual Education Event

A. At the beginning of the calendar year, the President assembles a planning committee to implement the annual educational event (AEE).

B. Implementation includes

1. Determining conference dates, venue, any amenities (e.g. food, entertainment)
2. Setting Number and type of educational sessions
3. Selecting class and keynote speakers
4. Contracting for housing
5. Vendor presence/selection, including MG Chapter sales
6. Communication and publicity
7. Budget

The committee, in consultation with the Treasurer will determine the budget, including registration fees.

8. Speakers

Preference for obtaining speakers will be given to those regionally located within Oregon, Northern California and Washington.

Depending on available budget, speakers may receive an honorarium and reimbursement for expenses (e.g., mileage, noon-time meals, parking fees and waiver of class, etc.) Other considerations will be negotiable.

9. Overseeing the Silent Auction and Send-A-Friend

C. Registration

1. Refund of fees may be made in emergency situations, upon written request and approval by the Treasurer
2. Conference registration may be transferrable upon contacting the conference Registrar prior to the conference.

D. Insurance

1. The Treasurer is to contact OMGA's liability insurance company with any change of address or a new location for Annual Education Event activities each year.
2. The Treasurer may, if required, request that the liability insurance company send a Certificate of Insurance to the new location of Annual Education Event.
3. Questions regarding liability must be presented to the Executive Board for consultation with the Association's insurance agent. The Board of Directors shall be notified by the Treasurer.

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Send-a-Friend

- A. Annually, the Board sets the SAF grant amount in the OMGA budget. Fund sources for SAF are raised from a raffle held at the annual conference, from direct donation, or from OMGA general funds. Funds raised by raffle or donation to SAF are specifically reserved for the SAF grant program and intended for use in grants or to enhance the raffle.
- B. The SAF committee, with the review and approval of the Executive Board, solicits applications for the grants, reviews and selects grant recipients, and validates that those grants are used for the purpose of assisting attendance at the OMGA annual conference.
- C. The Committee is responsible for running a fund-raising event, typically a raffle, at the OMGA conference and to solicit donated items or funds to be used in that raffle.
- D. Implementation Timeline

January - March

- 1. Confirm with the OMGA Treasurer the funds budgeted by OMGA for SAF.
- 2. Based on the budgeted amount, determine the number and amount of grants to be available to the Chapters. This has been between \$100 and \$200/Chapter.
- 3. Revise application packet forms to reflect current award amount, due date for applications, and any other pertinent information.
- 4. Prior to the 1st quarter OMGA Board meeting notify each Chapter President and OMGA representative that the SAF program is updated and available for participation.
- 5. At the 1st quarter board meeting, remind Chapter Presidents, OMGA Representatives, and Alternates to promote the Send-A-Friend Scholarship program in their respective Chapters.

April

- 1. Begin to identify Raffle Item(s).
- 2. Ensure that a line is added to Registration Packet allowing for Send-A-Friend donation while registering for conference.
- 3. Obtain a ticket depository container for each raffle item.
- 4. Send out an email reminding Chapter Presidents and OMGA Representatives that the deadline for awarding the grant is approaching.
- 5. Start to gather highly desirable items for the Raffle. Ideally, these items can be donations from individuals, retail establishments, MG Chapters, etc.

May

- 1. At the beginning of May, send out an email reminding Chapter Presidents and OMGA Representatives that deadline for awarding the grant is approaching
- 2. Review applications and determine members of which Chapter are to receive scholarship funding by 10 days of the application deadline. Notify OMGA Treasurer of the selected individual(s) so checks can be sent to the recipient prior to registration deadline.
- 3. Acquire tickets to be used for the Raffle drawings. Need approximately 500.
- 4. Create a display for a SAF table at the conference.

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June –July

1. Make announcement of the Chapters who will receive scholarship funding at the 2nd quarter Board meeting.
2. Recruit individuals to assist with the display at Annual Education Event. In the past, SAF Scholarship recipients have been asked to do this. Or you can ask other MG's.
3. At the conference recruit assistance in “selling” raffle tickets and conducting the raffle. Raffle item winners need not be present to win but should have made provisions for prizes to be transported for them.
4. If possible, conduct the raffle at a time during the conference when the attendees are gathered together.

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Silent Auction

The Silent Auction is one of the largest revenue generators associated with the Annual Gardeners Annual Education Event. It supports the 'break-even' intent of the Annual Education Event. If a profit is realized, the additional funds revert to the general fund.

- A. The chairperson of this committee is responsible for:
 - 1. Selecting a co-chair and recruiting committee members.
 - 2. Requesting Master Gardener Chapters to provide items that are offered for auction at Annual Education Event. These items may be solicited from local business, or purchased to meet the suggested dollar value. Chapters may also opt for a cash equivalent.

- B. Committee activities

- 1. Update existing templates or create new ones for:

Task schedule

List of supplies

Solicitation letters

Bid sheets

Winning bidder list

Thank you letters, etc.

- 2. Auction items

- a. Determine number of items and the dollar value to be requested from Chapters

- b. Review received items for appropriateness and valuation.

- c. Keep a database of all items received, from whom they were received, and the address of the donors (for thank you notes and tax letters)

- 3. Bids and Bidding

Determine minimum bids and bid increments for all items

Print and place bid sheets prior to Annual Education Event

Retrieve bid sheets at the close of the auction

(a time that will be decided upon by you and the Annual Education Event Chairperson) on Friday of Annual Education Event

Determine the winning bid, and post a list of winners as soon as possible

- C. Auction

- 1. Set up the tables and place auction items for display and bidding.
 - 2. Respond to issues or concerns that arise during the Silent Auction period.
 - 3. Receive funds at the conclusion of Silent Auction, tally funds received, and assure that these funds are delivered to the OMGA treasurer.
 - 4. Determine the disposal of unbid items, including possible retention for following year.
 - 4. Prepare summary report within 30 days of the end of Annual Education Event and send to Annual Education Event Chairperson.

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Extension Educator Grant

Funds grants to help OSU Extension Community Horticulture Agents, Program Assistants, or designated OSU Extension staff who are responsible for County Master Gardener™ programs enhance their ability to educate the public in home horticulture. The Extension Education Grant Committee oversees submission of grant applications from OSU Extension Master Gardener programs.

A. Implementation:

1. The OMGA President appoints an Extension Grant committee consisting of three OMGA members, including an OMGA board member, plus the OMGA President as an ex-officio member.
2. Grant amount for any one chapter shall not exceed \$500.00 in any one (1) fiscal year.
3. The number of grants and award amount depends upon the budgeted amount for that year.
4. Applications
 - a. All grants shall be submitted on the form provided **add link here**
 - b. The Chapter President and OSU Extension Community Horticulture Agent, Program Assistant, or designated OSU Extension Staff member must sign the grant request.
5. Announce the grant recipient(s) name, project title, and general information at the Annual Education Event and/or OMGA quarterly meeting and newsletter.

B. Selection Criteria

1. The grant's objective is consistent with stated purpose of enhancing education of the public in home horticulture.
 - a. Grants may include the purchase of equipment and materials: e.g. books, office equipment, software, signs, program promotion, etc.
2. Local funding insufficient for the proposed project.
3. The project is of value to the community.
4. Project as described has high likelihood of success.