

Reappointment 19/20

Marisa Coyne - Volunteer Engagement Coordinator
UC Master Gardener Program

May 6th 2020



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

■ UC Master Gardener Program

Reappointment Defined

All UCCE Master Gardener volunteers must be reappointed by their County Director annually to remain active in the program and to continue acting as agents of the university. Volunteers are independently and personally responsible for meeting all administrative requirements necessary to secure reappointment by correctly submitting the following: Annual Agreement, Code of Conduct, and Driver's License and Insurance Information.

Per the [UCCE Master Gardener Program Administrative Handbook](#) reappointment runs from **June 1 through July 31**.



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UC Master Gardener Program

Agenda

- Welcome
- Resources
- Responsibilities- Volunteers, Coordinators, County Directors
- Timelines
- Insurance Fee



Resources on the Coordinator Website

Reappointment-specific Resources

Step-by-Step Guide for Managing Reappointment (for Coordinators)

Step-by-Step Guide to Completing Reappointment (for Volunteers)

Creating a Credit Card Survey for Insurance

Letter to Inactive/Resigning Volunteers

Volunteer Reappointment Documents

Annual Volunteer Agreement

Code of Conduct

Proof of Driver's License/Insurance

Contain guidance for the Covid-19 era

- Volunteers will receive forgiveness for 2019-2020 PY
- Balances from the 2018-2019 PY should be addressed locally

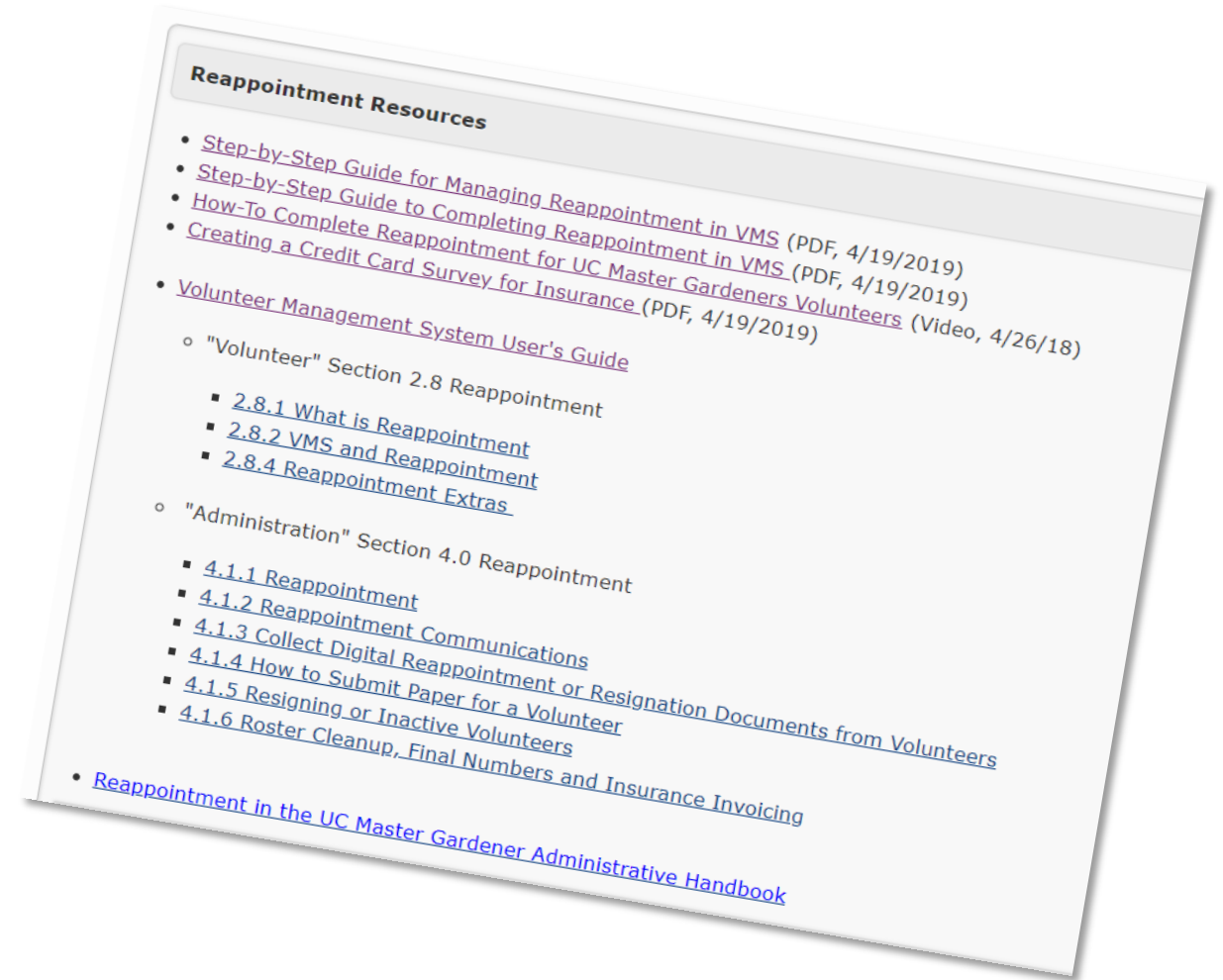
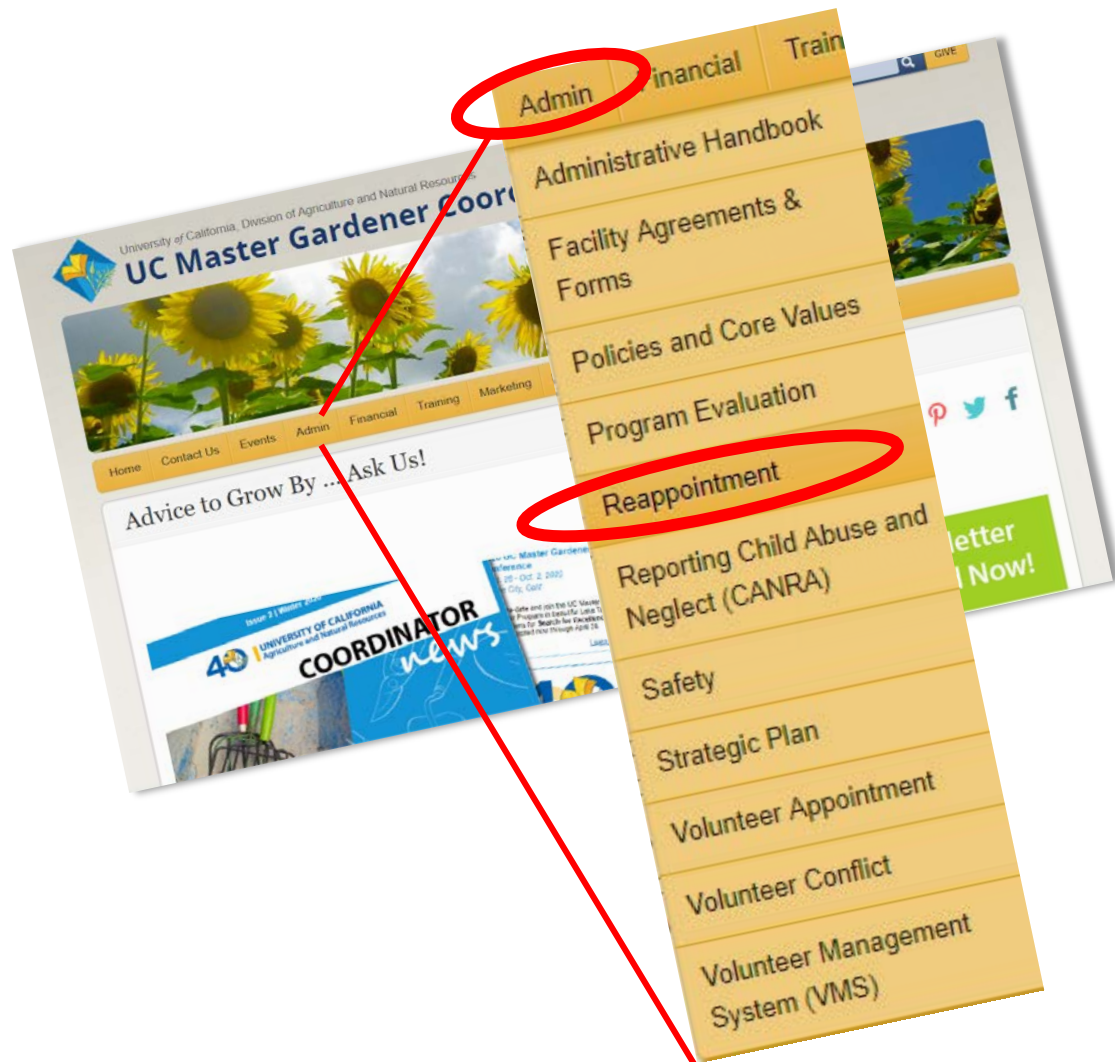
Year-round Resources

VMS User's Guide

UC Master Gardener Administrative Handbook



Coordinator Website >> Admin >> Reappointment





Reappointment turns

on
June 1, 2020 @ 12:00 AM
(Monday)

Reappointment must be completed by ...

All Active-Limited Active Volunteers including First-Year Master Gardeners, Master Gardeners, Gold Badge, Platinum Badge

Please be sure to change Trainees to First-Year Master Gardeners, if they have completed their training. If this change is not made, these volunteers will not be prompted to reappoint.

First-Year
50 Volunteer Hours
0 Continuing Education Hours

Everybody Else
25 Volunteer Hours
12 Continuing Education Hours



Reappointment must be completed by ...

All Active-Limited Active Volunteers including First-Year Master Gardeners, Master Gardeners, Gold Badge, Platinum Badge

Honorary Master Gardeners should NOT complete reappointment. (Most Honorary Volunteers do not have VMS access).

First-Year
50 Volunteer Hours
0 Continuing Education Hours

Everybody Else
25 Volunteer Hours
12 Continuing Education Hours



Monday, June 1

Volunteers will be prompted to complete reappointment when logged into VMS

The screenshot shows the VMS interface. At the top, there is a search bar and a user profile for Melissa Womack. Below this is a navigation bar with an 'End Proxy Session' button. The main content area is divided into sections: 'Your Hours' and 'Reappointment'. The 'Your Hours' section includes a table with columns for 'This Year' and 'Lifetime' hours, and buttons for '+ Add Hours' and 'View Hours'. The 'Reappointment' section is highlighted with a red box and contains a table with the following data:

Releases	Status
Annual Volunteer Agreement and Request for Reappointment	Please Complete!
Code of Conduct/Responsibilities and Rights	Please Complete!
Proof of California Driver License and Automotive Liability Insurance	Please Complete!

Below the main content, there is a sidebar with navigation options: Photo Albums, Roster, Reports, Manage VMS, and State Admin. The main content area also includes a webinar announcement with the URL <https://youtu.be/bERuHxagTPY> and details about the webinar, including the speaker Lauren Snowden and the agenda items: VMS 3.1 and Resources.



Volunteer: Login to VMS

Reappointment

Reappointment begins on June 1, 2020 for the 2021 program year

[View/Print Agreement](#)

Thank you for considering reappointment into the Master Gardener Program. We value your service and thank you for sharing your valuable time as a volunteer. We hope you consider joining us as an agent of the University of California for another year.

Complete the following three sections to fulfill the county requirements for participation in the Master Gardener program. If you are not seeking reappointment, or you are seeking Limited Active status, please complete the Annual Volunteer Agreement and Request for Reappointment form.

Release Name	Date Completed
Annual Volunteer Agreement and Request for Reappointment	4/25/2018 - Please Update!
Code of Conduct/Responsibilities and Rights	4/25/2018 - Please Update!
Proof of California Driver's License and Automotive Liability Insurance	4/25/2018 - Please Update!



Volunteer: Select Choice from Annual Agreement Dropdown

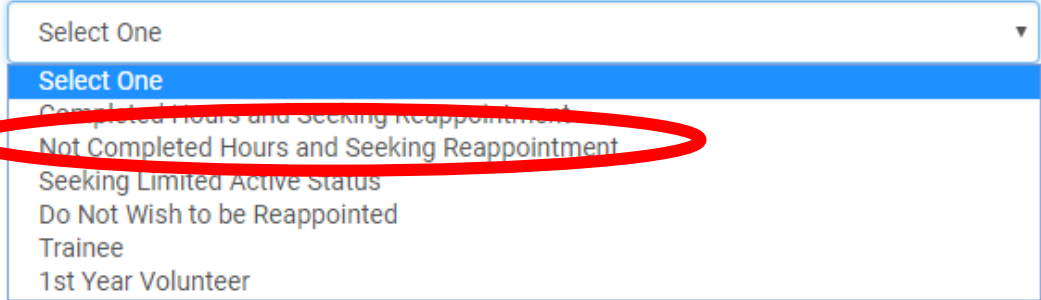
Please select a type of agreement:

- Select One
- Select One
- Completed Hours and Seeking Reappointment
- Not Completed Hours and Seeking Reappointment
- Seeking Limited Active Status
- Do Not Wish to be Reappointed
- Trainee
- 1st Year Volunteer



Volunteer: Select Choice from Annual Agreement Dropdown

Please select a type of agreement:



Select One

Select One

Completed Hours and Seeking Reappointment

Not Completed Hours and Seeking Reappointment

Seeking Limited Active Status

Do Not Wish to be Reappointed

Trainee

1st Year Volunteer

Volunteers who were unable to complete hours as a result of Covid-19 should select “Not Completed Hours and Seeking Reappointment” and enter “Covid-19” in the optional description box.



Volunteer: Sign Code of Conduct

Code of Conduct/Responsibilities and Rights

Adult Volunteer Code of Conduct

We appreciate your volunteer service to the University of California Agriculture and Natural Resources (UC ANR) and the valuable link you provide to local communities. When in the course and scope of your duties, you are considered an agent of the University of California (UC) and have the following rights and responsibilities.

Your Responsibilities:

1. Maintain a professional appearance.
2. Recognize, honor, and follow the direction of the program leader.
3. Be committed to the program and its goals.
4. Respect and safeguard the property of the program.
5. Take personal responsibility for your actions and the actions of participants, program leaders, and other volunteers.
6. Prohibit discrimination on the basis of race, ethnicity, gender, age, disability, or religion. [Nondiscrimination Policy Handbook](#).
7. When driving on University of California property, follow the rules required by UC; and when driving on public roads, follow the rules of the state.
8. Report volunteer hours to the program leader. [Master Gardener Policy Handbook](#).
9. Follow UC guidelines for food preservation. [UC Master Food Preserver Policy Handbook](#).
10. Adhere to and help enforce the rules of the program. [UC Master Gardener Policy Handbook](#), [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#).
11. Be recognized as an agent of the UC when working in the course and scope of your volunteer duties by wearing your program name badge (see [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).

Further, the UCCE County Director may, if necessary in their sole judgment, waive the formal review process and immediately suspend or terminate a volunteer if in the best interest of the program (e.g., a potential threat to public safety, receipt of notice that the volunteer is the subject of a criminal investigation, and/or other conditions that cannot be remedied with corrective action). In such instances, the decision of the UCCE County Director* is final. The [Conflict Resolution Manual](#) is intended to serve as a process guide for working through infractions.

By my digital signature I acknowledge receipt of this document, and I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a UC ANR statewide program volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a volunteer.

*When referring to regional (outside the authority of a single County Director) or state level infractions this authority extends to the Statewide Program Director.

I understand that by clicking on the button below, that it shall have the same force and effect as if I personally signed the Master Gardener Code of Conduct and it is my intention to use this electronic procedure to indicate my verification of the information on the form. I authorize UCCE Master Gardener Program to treat the agreement form for all purposes as if my signature appeared on it.

I ACCEPT THE TERMS PRESENTED HERE



Volunteer: Sign Proof of CA Driver's License and Automotive Liability Insurance

Proof of California Driver's License and Automotive Liability Insurance

If you will be driving as a part of your University of California Cooperative Extension (UCCE) Master Gardener Program (those duties for which you receive volunteer hours) you must agree and certify that you hold a current license and carry the required automotive liability insurance as explained below. Please check TRUE and enter the expiration date.

If you choose NOT to drive in your role as a UCCE Master Gardener volunteer select FALSE.


Complete the process by clicking "I ACCEPT THE TERMS PRESENTED HERE".

When driving as a volunteer for the (UCCE) Master Gardener Program I hereby acknowledge that I will continue to maintain the UC minimum automotive liability insurance during my appointment. UC policy requires employees or volunteers who are driving on UC business to maintain minimum amounts: \$50,000 for personal injury to, or death of, one person; \$100,000 for personal injury to, or death of, two persons; and \$50,000 for property damage, commonly referred to as: "50/100/50". The UC minimum insurance requirements. If your automotive insurance coverage falls below the UC minimum you are personally liable for the difference in the case of accident or injury.

I acknowledge that I WILL drive as part of my work as a Master Gardener Volunteer.

True False

California Driver's License Expiration Date
If you answered TRUE above (Please use mm/dd/yyyy format)

03/05/2019 


I understand that by clicking on the button below, that it shall have the same force and effect as if I personally signed the Master Gardener Code of Conduct and it is my intention to use this electronic procedure to indicate my verification of the information on the form. I authorize UCCE Master Gardener Program to treat the agreement form for all purposes as if my signature appeared on it.

I ACCEPT THE TERMS PRESENTED HERE

I acknowledge that I WILL drive as part of my work as a Master Gardener Volunteer.

True False

California Driver's License Expiration Date
If you answered TRUE above (Please use mm/dd/yyyy format)

03/05/2019 

I understand that by clicking on the button below, that it shall have the same force and effect as if I personally signed the Master Gardener Code of Conduct and it is my intention to use this electronic procedure to indicate my verification of the information on the form. I authorize UCCE Master Gardener Program to treat the agreement form for all purposes as if my signature appeared on it.

I ACCEPT THE TERMS PRESENTED HERE



Volunteer: Verify VMS Portion of Reappointment is Complete

Reappointment

Reappointment begins on June 1, 2020 for the 2021 program year

[View/Print Agreement](#)

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Release Name	Date Completed
Annual Volunteer Agreement and Request for Reappointment	4/23/2019
Code of Conduct/Responsibilities and Rights	4/23/2019
Proof of California Driver's License and Automotive Liability Insurance	4/23/2019



Volunteer: Pay Fees

- Pay \$6 yearly insurance fee
- Can be collected:
 - Cash
 - Via check
 - payable to: UC Regents
 - Credit card
 - through the Survey Tool
- Insurance information available UC ANR Risk Services
http://ucanr.edu/sites/risk/Insurance/Hartford_Volunteer_Insurance/



Coordinator: Role Summary

Share info
directly
with
volunteers

Assist
volunteers
who need
support

Track
reappoint
ment

“Send List
to
Director”

Collect
Insurance

Approve
Invoice

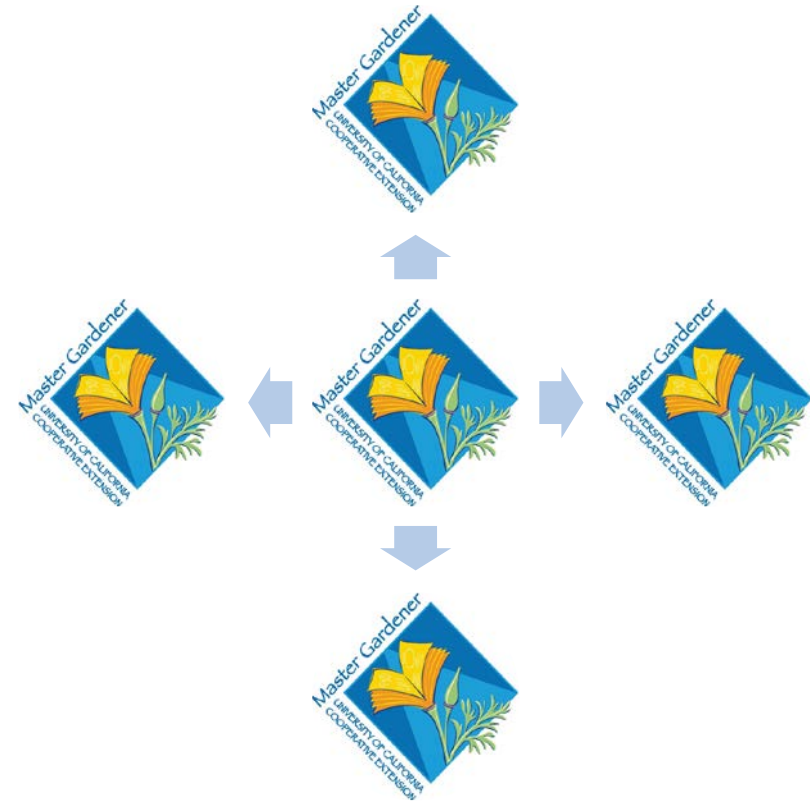
Clean
Roster-
delete,
change
status

Mail
letters to
inactive/
resigned



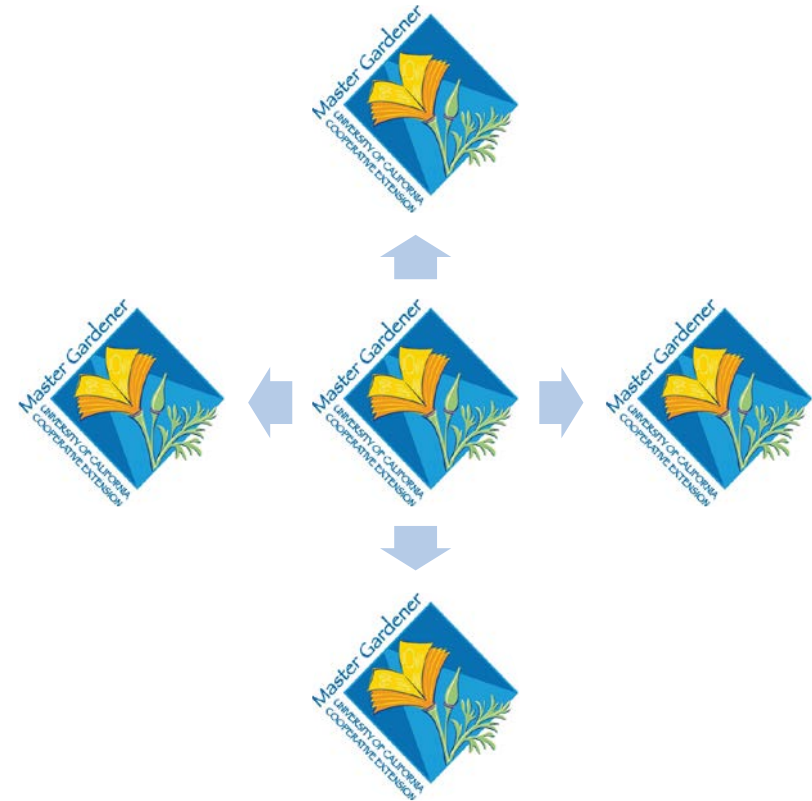
Coordinator: Vol Communication

- Meetings
- Newsletters
- In-person
- Collaborative Tools
- VMS
 - Home Page News
 - Email Unappointed Members (VMS)
 - Direct E-mail
 - Phone Calls



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- Meetings
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Coordinator : VMS Reports

Volunteer Hours Report: **Start Date** 7/1/2019 **End Date** 6/30/2020

The image shows two overlapping screenshots of a web application interface. The top screenshot, titled "Choose Report", features a search bar and a dropdown menu with the following options: "Choose Report", "Contacts", "Expanded Hours Report", "Programs", "Retention (duration)", "Roster", "Volunteer Commitment", and "Volunteer Hours". The "Volunteer Hours" option is circled in red. To the right of the dropdown is an "OR" label and a blue button labeled "View Legacy Reports". The bottom screenshot, titled "Run a new report", contains several input fields: "Program" (with a "Choose Program" dropdown), "Status" (with a "Choose Status" dropdown), "Hours Category" (with a "Choose Hours Category" dropdown), "Start Date" (with a date picker showing 07/01/2017), "End Date" (with a date picker showing 06/30/2018), and "Show Vols. with hours?" (with a dropdown showing "Yes"). A blue button labeled "Run Report" is at the bottom. Two red arrows point from the text above to the "Start Date" and "End Date" fields in the bottom screenshot.



Coordinator: Reappointment Roster

Use the reappointment roster to track reappointment completion

records per page

Name	Achievement	Status	Appointed	Terms Status	
Ed Berg	Master Gardener	ACTIVE	No	Resigning	Reset Terms
Aubrey Bray	UC Staff	ACTIVE	No	Renewing	Reset Terms
Test Bray	Platinum Badge	Limited Active	No	0 of 3!	Submit Paper
MG Bray	First Year Master Gardener	ACTIVE	No	3 of 3!	Reset Terms
Bob Dave			No	0 of 3!	Submit Paper
Bryon Noel		ACTIVE	No	Renewing	Reset Terms

Reports

Manage VMS

Manage Reappointments
View and manage reappointment status and send list to director.

Manage Interests
Manage the interests within your program.



Coordinator Tools: Email Unappointed Vols

Hours
Calendars
Projects

Manage VMS | Manage Reappointments

Reappointment starts on June 1, 2018 for the 2019 program year

All Master Gardener volunteer records should be kept during the subject program year. Once the program year has ended, records must be destroyed and replaced with the current year's records. Records for volunteers who are no longer appointed must be retained for five (5) years.

Send List To Director

Email Unappointed Volunteers

Manage VMS | Manage Reappointments - Email Volunteers

Compose your email message and make any changes to the list of recipients here.

Recipients

Please deselect any volunteers who should NOT receive this email. - Uncheck All

- Test Apgar (0 of 3)
- Missy Gable (0 of 3)
- Kevin Hull (0 of 3)
- Bryon Noel (0 of 3)
- Lauren Snowden (0 of 3)

Email Message

Coordinator: Reappointment Roster

Use the reappointment roster to track reappointment completion

records per page

Name	Achievement	Status	Appointed	Terms Status	
Ed Berg	Master Gardener	ACTIVE	No	Resigning	Reset Terms
Aubrey Bray	UC Staff	ACTIVE	No	Renewing	Reset Terms
Test Bray	Platinum Badge	Limited Active	No	0 of 3!	Submit Paper
MG Bray	First Year Master Gardener	ACTIVE	No	3 of 3!	Reset Terms
Bob Dave			No	0 of 3!	Submit Paper
Bryon Noel		ACTIVE	No	Renewing	Reset Terms

Reports
Manage VMS

Manage Reappointments
View and manage reappointment status and send list to director.

Manage Interests
Manage the interests within your program.



Coordinator: Send List to Director

Best Practice: *Send List to Director* around July 15

The screenshot shows the 'Manage Reappointments' section of the VMS interface. On the left is a navigation menu with 'Hours', 'Calendars', and 'Projects'. The main area contains a gear icon for 'Manage VMS' and the title 'Manage Reappointments'. Below the title is a paragraph of text: 'All UC Master Food Preserver volunteer records should be kept during the subject program year. Once the program year has ended, records must be destroyed and replaced with the current year's files. Records on UC Master Food Preserver volunteers who are no longer appointed must be retained for five (5) years and then destroyed.' There are three buttons: 'Edit Program Year/Hours' (green), 'Reset All' (red), and 'Send List To Director' (green), with the last one circled in red. To the right, a table is shown with a dropdown menu for 'Appointed' (circled in red) and a 'Terms Status' dropdown menu. The table has three rows, each with 'No' in the first column and 'Resigning', 'Renewing', and 'Renewing' in the second column. At the top right of the table area are two buttons: 'Send List To Director' and 'Email Unappointed Volunteers'.



Coordinator: Reappointment Roster

Use the reappointment roster to track reappointment completion

records per page

Name	Achievement	Status	Appointed	Terms Status	
Ed Berg	Master Gardener	ACTIVE	No	Resigning	Reset Terms
Aubrey Bray	UC Staff	ACTIVE	No	Renewing	Reset Terms
Test Bray	Platinum Badge	Limited Active	No	0 of 3!	Submit Paper
MG Bray	First Year Master Gardener	ACTIVE	No	3 of 3!	Reset Terms
Bob Dave			No	0 of 3!	Submit Paper
Bryon Noel		ACTIVE	No	Renewing	Reset Terms

Reports

Manage VMS

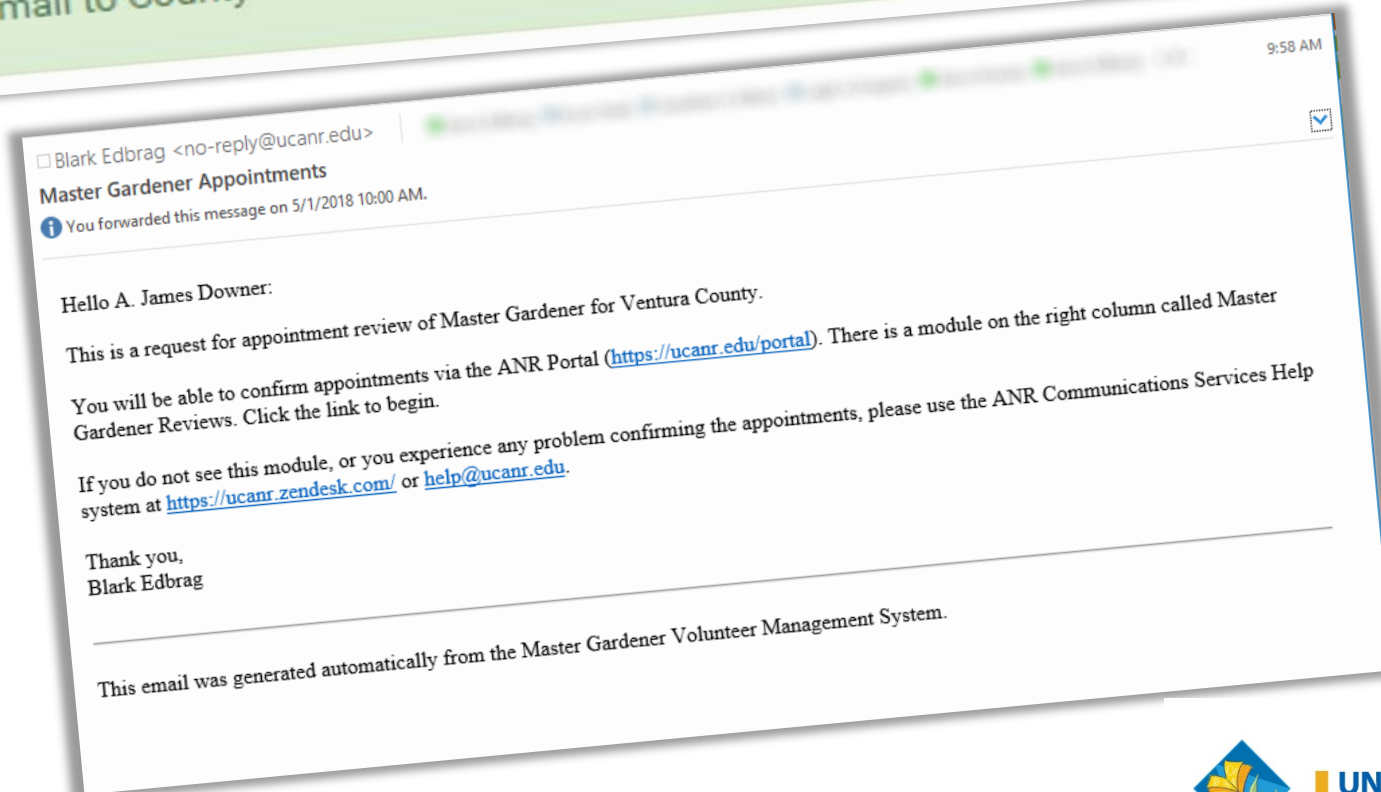
Manage Reappointments
View and manage reappointment status and send list to director.

Manage Interests
Manage the interests within your program.



Coordinator: Send List to Director

Email to County Director has been sent. You will receive a copy of the message.



Best Practice:
Email CD with
instructions found
in the *Step-by-Step
Guide for
Managing
Reappointment in
VMS*



County Director: Master Gardener Review

- Log into ANR Portal, find “Master Gardener Reviews” on the right sidebar (click)
- Select “Show Only Volunteers with 3 of 3”
- Select Volunteer names for reappointment using the check boxes
- Click Confirmed Check Members

The screenshot shows the 'Review - UC Master Gardener Program' interface. A sidebar on the right contains a menu with 'Master Gardener Reviews' circled in red. The main content area shows 'Statewide Office: Unconfirmed volunteers' with a table of volunteer data. A callout points to the 'Show Only Volunteers with 3 of 3' filter, which is also circled in red. Another callout points to the 'Confirm Checked Members' button at the bottom right, which is also circled in red.

Master Gardener Reviews

- Review Master Gardener Volunteer Management
- System (VMS) Help
- Review Fakey
- Review fakey2

Review - UC Master Gardener Program

Statewide Office: Unconfirmed volunteers

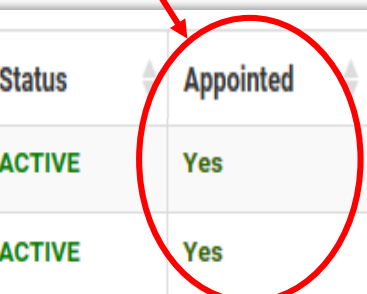
[Show Only Volunteers with 3 of 3](#) | [View Confirmed Volunteers](#)



Name	Start Date	Achievement	Current Status	Terms Accepted	Reappointment Selection
<input type="checkbox"/> Check/Uncheck All					
<input type="checkbox"/> Test Apgar	07/01/2005	Master Gardener	Honorary	0 of 3	
<input type="checkbox"/> Missy Gable	07/01/2017	Master Gardener	Active	3 of 3	Limited active
<input type="checkbox"/> Kevin Hull	05/18/2018	First Year Master Gardener	Active	0 of 3	
<input type="checkbox"/> Poppy McGardener	07/01/2005	Platinum Badge	Active	3 of 3	Completed hours
<input type="checkbox"/> Bryon Noel	07/01/2004	Master Gardener	Active	0 of 3	
<input type="checkbox"/> Lauren Snowden	07/01/2015	Master Gardener	Active	3 of 3	Limited active
<input type="checkbox"/> Melissa Womack	07/01/2014	First Year Master Gardener	Active	3 of 3	Completed hours



Coordinator: Appointment Verification

Verify all MG's have been reappointed by the Director



#	Name	Achievement	Status	Appointed	Terms Status	Action
100.	Poppy McGardener	Gold Badge	ACTIVE	Yes	Renewed!	
142.	Lauren L. Snowden	Master Gardener	ACTIVE	Yes	Renewed!	



Coordinator: Change Status

Change status of those who were not reappointed to “Inactive Resigned”

Roster | Edit Roster Profile

Personal | Interests | **Programs** | Preferences

My Programs

	County	Date: Start - End	Achievement	Status	Action
<input checked="" type="radio"/>	Simulation County	04/01/2015 - current	Gold Badge	Inactive Resigned <input type="button" value="Resign"/> <input type="button" value="Transfer"/>	<input type="button" value="Update Status"/>



Coordinator: Send Notification

Mail and e-mail notification to **newly Inactive-Resigned volunteers** using the template on the coordinator site



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC Master Gardener Program

[INSERT DATE]

VOLUNTEER NAME
ADDRESS
CITY STATE ZIP

Dear _____,

A new UCCE Master Gardener Program year began on July 1, 2019 and will run through June 30, 2020. I am writing to inform you that your status as a UCCE Master Gardener has changed to *Inactive Resigned*.

This change was made for one or more of the following reasons:

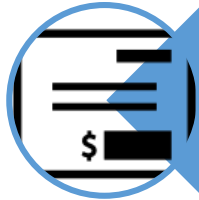
- You have informed us that you no longer wish to serve in the program;
- You have not completed the online re-appointment process (**due July 31**);
- According to our records, you have not completed the annual commitment of volunteer and/or continuing education hours for the '18-'19 program year.

The UCCE Master Gardener Program of _____ County has attempted to contact all UCCE Master Gardener volunteers to determine their level of interest in participating in the program in the coming year. However, we understand that e-mails get lost in overcrowded inboxes and mail does not always reach its final destination. We apologize if your status has been changed in error, please let us know as soon as possible if your status change was made in error.

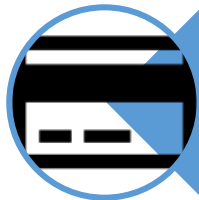
Coordinators: Collect Insurance Fee



Cash



Check (UC Regents)



Credit Card (Survey Tool)

NOTE: Counties who have an annual fee may collect it at this time, statewide office only bills for insurance



Coordinators: Survey Tool SAMPLE

YEAR	El Dorado County MG Accident and Injury Insurance
<p>Please use this site to pay by credit card for the mandatory Accident and Injury Insurance for UCCE Master Gardeners of El Dorado County.</p> <p>Thank you.</p> <p>* = Required</p> <p>Your name: * <input type="text"/></p> <p>Your email address: * <input type="text"/></p> <p>Click here for credit card payment of your MG Accident and Injury Insurance: <input type="checkbox"/> \$6.00</p>	



Coordinators: CC Processing Fee

Effective July 1, 2017

- Assessed fee 2% - 4% of the transaction amount
- Charged (by CSIT) to the account receiving the registration income
- Monthly bills to recharge accounts for the credit card processing fees
- Recommend increasing annual fees to cover credit card processing fees

- Example:
- $\$6 \times .04 = \0.24
 - $\$0.24 \times 200 \text{ vol.} = \48 in credit card processing fees



Reappointment Timeline

- *Suggested:* **May** develop communication plan for volunteers about reappointment
- **May 31st – June 2nd** Change Trainees to First Year Master Gardeners
- **June 1st** Reappointment starts
 - UC Master Gardener Statewide Blog Post regarding Reappointment
- *Suggested:* **July 15th** – Submit reappointment to County Director
 - This allows for appointment review approval
- **July 31st**
 - MG's must have completed the reappointment process
 - Coordinators clean roster and mail letters to inactive/resigned
- **First Week of August** insurance billing is emailed to coordinators to confirm amount and identify recharge account #



Reappointment Roles and Responsibilities

Coordinators

- Clean Roster- Change Trainees to First Years
- Communicate directly with volunteers
- Assist/guide volunteers
 - Run commitment report (VMS)
 - Run hours report in (VMS)
 - Encourage
- Track reappointment
- “Send List to Director”
 - Confirm director has reappointed
- Clean Roster- delete, change status
- Mail and e-mail letters to inactive/resigned
- Insurance
 - Collect insurance fee
 - Confirm insurance invoice
 - Provide recharge number or check

Statewide Office

- Create and provide reappointment resources
- Communicate directly with coordinators via Collaborative Tools
- Turn on reappointment June 1
 - Blog Post
- Assist/guide coordinators
 - Answer questions
 - Trouble shoot issues
 - Talk through special circumstances
 - Advise on best practice and policy
- Track reappointment statewide
- Insurance Billing
 - Calculate, create and send insurance invoice
 - Submit invoices to BOC for processing



We are here to help!



Marisa Coyne,
Academic Coordinator for Volunteer Engagement
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Lauren Snowden,
Statewide Training Coordinator
llsnowden@ucanr.edu



Melissa Figueroa,
Interim Statewide Assistant
mfigueroa@ucanr.edu



Thank you for joining us!

Reappointment 2020

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UC Master Gardener Program

May 6th 2020



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