



2024 Step-by-Step Guide to Managing Reappointment (for Coordinators) Annual reappointment runs from June 1, 2024 to July 31, 2024

All UCCE Master Food Preserver 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, Driver’s License and Insurance Information, Waiver of Liability, and Food Release Statement. Read more about volunteer reappointment responsibilities in the 2022 Step-by-Step Guide to Completing Reappointment (for Volunteers).

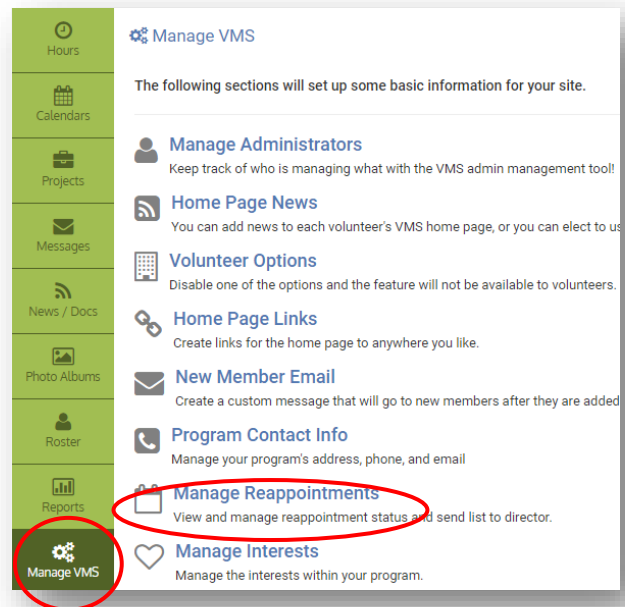
Releases	Status
Annual Volunteer Agreement and Request for Reappointment	Please Complete!
Code of Conduct/Responsibilities and Rights	Please Complete!
Proof of California Driver License and Automotive Liability Insurance	Please Complete!
Waiver of Liability, Assumption of Risk, and Indemnity Agreement	Please Complete!
Preparing/Serving Food Release Statement	Please Complete!

Step 1: Collect Digital Reappointment or Resignation Documents from Volunteers:

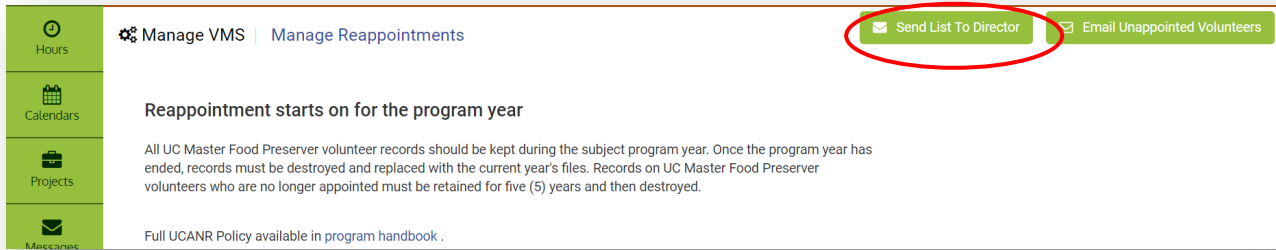
1. Send reminders to volunteers to log their hours and complete their online forms and the reappointment quiz.
2. Log into VMS
3. Select “Manage VMS” from the left navigation bar
4. Select “Manage Reappointments”

Once every person on the roster has a green “Renewing” or a black “Resigning” next to their name continue to the next step.

Note: If you send the list to County Director prior to having everyone completed, the County Director must complete the following steps multiple times.



Step 2: Send to County Director for Appointment:



Select “Send List to Director” from top of Manage Reappointment page. Once you instruct VMS to send list for approval, provide county director with the following instructions:

1. Log into ANR Portal, find “MFP Reviews” on the right sidebar.
2. Click link - which takes you to a list of Master Food Preservers and term statuses.
3. Select “View only 5 of 5” to avoid appointing someone who has not completed terms.
4. Select Master Food Preserver volunteer’s names for reappointment by clicking on check box on the left-hand side.
5. Click submit reappointment information, via button at top of page.

Step 3: Coordinators must verify all Master Food Preservers have been reappointed.

#	Name	Achievement	Status	Appointed	Terms Status	Action
1.	Sue Mosbacher	Master Food Preserver	ACTIVE	Yes	Renewed	Reset Terms
2.	Terri Tester	Master Food Preserver	ACTIVE	Yes	Renewed	Reset Terms

Verify every volunteer has “Yes” under Appointed header and bold green “Renewed” or black “Resigned” under Terms Status.

Note: If a volunteer submits their reappointment paperwork AFTER the County Director has appointed volunteers, notify County Director. They will need to log- in and appoint those volunteers.

Step 4: Coordinators must verify all Master Food Preservers completed and passed the annual reappointment quiz.

All Program Coordinators have access to the annual reappointment quiz results, which are in a SiteBuilder survey. On your ANR Portal, in the Surveys section, look for the survey named “[2024 UC Master Food Preserver Reappointment Quiz](#)”. Go to the Results section, create and download an Excel file with the results. Sort by County to review your volunteers’ results. The minimum passing score is 85%.

Quick Tips and FAQs:

Who must complete the reappointment process?

The reappointment process is mandatory for all UC Master Food Preserver volunteers with the following statuses and achievements:

- **Active**
 - First Year Master Food Preserver
 - Master Food Preserver
 - Gold Badge
 - Platinum Badge
- **Limited Active**
 - First Year Master Food Preserver
 - Master Food Preserver
 - Gold Badge
 - Platinum Badge

How many hours do volunteers need to log in VMS in order to be eligible for reappointment?

The minimum hours required to remain in good standing as an Active UC Master Food Preserver volunteer are:

- 25 hours - Volunteer
- 12 hours - Continuing education

Note: First Year UC Master Food Preserver volunteers are required to complete a minimum of 50 volunteer hours (with no continuing education requirement) during their first full year as UC Master Food Preserver Program volunteers.

What are the options for the annual volunteer agreement and request for reappointment?

The options for annual volunteer agreement and request for reappointment are bulleted below. Learn more about the definition and responsibility of each reappointment option in the administrative handbook.

- Completed Hours and Seeking Reappointment
- Not Completed Hours and Seeking Reappointment
- [Seeking Limited Active Status](#) (Admin Handbook: Chapter 3 Section XI)
- Do Not Wish to be Reappointed
- Trainee
- First Year Master Food Preserver

Note: Per 2021 statewide guidance, limited active status may be up to three consecutive years with no expectation of 'making up' hours once back on active status.

Trainees who have successfully completed their UC Master Food Preserver Program Training are considered 'First Year Master Food Preserver Volunteers' and should NOT reappoint as Trainees.

My volunteer did not complete their minimum required volunteer and continuing education hours during the 2023-2024 program year. Are they still eligible for reappointment?

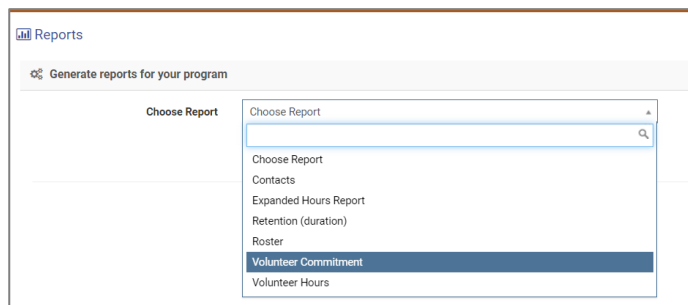
Volunteers **always** have the option of reappointing even if they have not completed the mandatory minimum volunteer and continuing education hours. Read through the options below to determine which course of action is most appropriate for your volunteer:

- Volunteers may select the “Not Completed Hours, Seeking Reappointment” option when completing their reappointment process. These volunteers work with their coordinators to makeup hours, as appropriate during the subsequent program year. If a volunteer is still carrying a balance of incomplete hours from the 2023-2024 program year, this balance should be addressed at the discretion of the coordinator and County Director.

- Some volunteers may be experiencing barriers to participation that will not immediately resolve. These volunteers will simply select the “Seeking Limited Active status” option when completing their reappointment process. Limited Active volunteers must complete reappointment (including submission of their Insurance fee and complete the reappointment quiz), but are not required to complete hours during their Limited Active year. Per 2021 statewide guidance, limited active status may be up to three consecutive years with no expectation of 'making up' hours once back on active status.

How can I verify that my volunteer has completed their required hours?

Run a Volunteer Commitment report in VMS to check volunteer and continuing education hours for your county.



The Volunteer Commitment Report will display all Volunteer Hours for any time frame you designate. You'll need to run the report twice: once for First Year Master Food Preserver volunteers who can start earning hours during their training (select the start date as the first date of their training) and again for the rest of the volunteers selecting the start date of July 1 of the previous year.

Please note Volunteers will STILL be able to reappoint even if they have not completed their required hours.

Use this report throughout the year to check on the status of volunteer and continuing education hours to see who has reached their minimum hours to remain a certified UC Master Food Preserver: 25 Volunteer hours, 12 Continuing Education hours. Section 3.7 of the VMS User's Guide provides instructions on how to run the Report.

What if my volunteer doesn't have internet access/ wants a paper copy/ will be on vacation?

If a volunteer cannot recertify online the coordinator can submit recertification papers on their behalf. When a coordinator digitally submits papers for a volunteer, **the county must retain hard copies signed by the volunteer on file**. Submitting digital files for a volunteer should happen on a case-by-case basis, and only as a special accommodation. **The coordinator is not signing for them - but rather telling VMS there is a hard copy version on file for these agreements.**

#	Name	Achievement	Status	Appointed	Terms Status	Action
100.	Poppy McGardener	Gold Badge	ACTIVE	Yes	Renewed!	<input checked="" type="checkbox"/> Submit Paper

Click “Submit Papers” button on the right of volunteer’s name. This takes you to a page that asks the specifics about the type of agreement you are submitting on their behalf and whether they agree to the Code of Conduct and Driving Agreement.

Note: Paper copies of the recertification agreements are available on the Coordinators website: [Admin >> Reappointment](#)

What if my volunteer does not recertify?

If you cannot reach a volunteer or upon contact the volunteer says they no longer wish to continue in the program, change their status to “Resigning” to not be billed an insurance fee. To change a volunteer to resigned, select “Submit Papers” and “Wish not to be reappointed”.

Note: Although the above action signifies a volunteer as resigning on the reappointment roster, you must also go to their profile (from the Manage Roster tab) and change status from “Active” to “Inactive/Resigned” to remove their access to VMS, and ensure they are not counted on your roster for insurance billing. Also remove them from all Collaborative Tools discussion groups.

When you move a volunteer into Inactive/Resigned status, it is important to notify them via mail. A sample dismissal letter is available on the Coordinators website: [Admin >> Reappointment](#)

Can I delete a volunteer From VMS?

Yes. A volunteer can be deleted from a program's roster without losing any of the data associated with the profile.

- The recommendation is to delete them after they have been inactive for at least 13 months.
- If a volunteer transfers to another county, confirm with the “receiving” county that the volunteer is set up in VMS before deleting in your VMS system.

What if my County Director can't find the MFP Reviews link?

If there has been a change in leadership in the past year, the new County Director may need to be added as a review-level administrator. Please contact the statewide office to have your County Director added as a review-level admin.

Question? Contact us!

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