



2021 Step-by-Step Guide to Completing Reappointment (for Volunteers)

Annual reappointment for UC Master Gardener volunteers runs from June 1, 2021 to July 31, 2021.

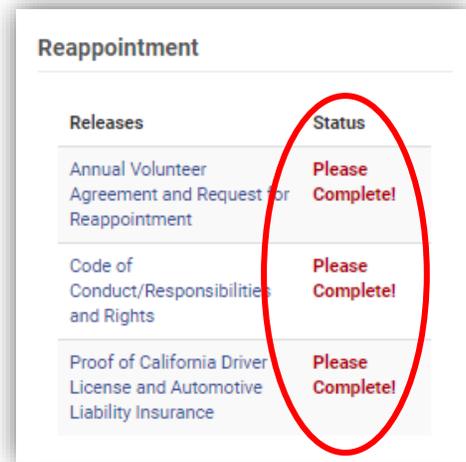
Annual reappointment is a requirement for all volunteers working with UC Agriculture and Natural Resources (UC ANR). Please read this update thoroughly and direct any questions regarding the reappointment process to your program’s UC Master Gardener Coordinator, Advisor or County Director.

Reappointment will be taking place from June 1 through July 31, 2021, across the state of California. The process for reappointment can be done in 3 easy steps! Before completing these steps, be sure that you have entered all volunteer and continuing education hours into your VMS instance.

Step 1: Select “Please Complete!” in VMS

- Log into VMS, vms.ucanr.edu/mg
- Select “Please Complete!” from prompts on the right side of the VMS home screen

Note: This prompt will NOT appear on the VMS home screen of UC Master Gardener Program Trainees. Graduates of the UC Master Gardener Program should request that their achievement level be changed to “First Year Master Gardener”



Step 2: Complete all three forms to fulfill county requirements

Upon clicking, “Please Complete” on your VMS home screen, a new window will open:

Reappointment

Reappointment begins on June 1, 2021 for the 2022 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	6/3/2020- Please Update!
Code of Conduct/Responsibilities and Rights	6/3/2020- Please Update!
Proof of California Driver's License and Automotive Liability Insurance	6/3/2020- Please Update!

Step 3a: Verify Date Completed Displays and Print or Screen Shot a Copy for your Records

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Release Name	Date Completed
Annual Volunteer Agreement and Request for Reappointment	6/5/2021
Code of Conduct/Responsibilities and Rights	6/5/2021
Proof of California Driver's License and Automotive Liability Insurance	6/5/2021

Once you complete reappointment, the reappointment window will no longer appear on your VMS screen.

Step 3b: Submit Insurance Fee (if required in your county)

The UC Master Gardener Program requires a \$6.00 fee to cover accident and injury insurance. This fee is either collected locally county personnel, paid for by county fundraising, or combined with a county membership fee. All active and limited-active volunteers should contact their [local UC Cooperative Extension program Coordinator, Advisor or County Director](#) for more information about their county requirements and, if required, how to submit a payment.

Quick Tips and FAQ's:

Who must complete the reappointment process?

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

- **Active**
 - First Year Master Gardener
 - Master Gardener
 - Gold Badge
 - Platinum Badge
- **Limited Active**
 - First Year Master Gardener
 - Master Gardener
 - Gold Badge
 - Platinum Badge

How many hours do I need to volunteer for reappointment?

Minimum hours are required to remain an Active UC Master Gardener:

- 25 hours – Volunteer
- 12 hours - Continuing education

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

The expected completion date for these initial hours may have shifted due to Covid-19. Volunteers should contact their county personnel to learn more.

Please contact your [local UC Cooperative Extension program Coordinator, Advisor or County Director](#) for more information about hours flexibility being offering for the 2021-2021 program year.

I did not complete my minimum required volunteer and continuing education hours during the 2020-2021 program year. Am I 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. Individual circumstance may vary. Read through the options below and connect with your UCCE Master Gardener Program personnel to determine which action is most appropriate for your situation:

- 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.
- Covid-19 continues to have an impact on planned activities across the state. As a result, the UC Master Gardener Program created some hours flexibility for the 2020-2021 program year. Because Covid-19 affected programs differently at the local level, use of the hour flexibility is at the discretion of the local program. Volunteers should contact their county personnel to learn more.
- Finally, 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), but are not required to complete hours during their Limited Active year. Per 2021 statewide guidance, reappointment to limited active status may exceed one year with no expectation of 'making up' hours once back on active status.

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 below.

- Completed Hours and Seeking Reappointment
- Not Completed Hours and Seeking Reappointment
 - Select this option if your inability to complete hours is a result of Covid-19 impacts. When prompted to provide an explanation, write “Covid-19”
- [Seeking Limited Active Status](#) (Admin Handbook: Chapter 3 Section XI)
- Do Not Wish to be Reappointed
- Trainee
- First Year Master Gardener

Completed Hours and Seeking Reappointment Agreement

I have completed my University of California Cooperative Extension (UCCE) Master Gardener Program

volunteer and continuing education commitment for the 2020-2021 program year. I would like to be reappointed for the 2021-2022 program year. As condition of reappointment, I have signed the annual volunteer agreement, code of conduct and other documents as required by the county. If driving on UCCE Master Gardener Program business, I have provided proof of a valid California driver's license and agree to carry the minimum automotive liability insurance as required by the University of California. I agree to volunteer the required hours (25 hours for renewing / 50 hours for first-year) to the UCCE Master Gardener Program in activities approved by UCCE Master Gardener Program staff. I also agree to obtain 12 hours of approved continuing education and I further agree to submit reports of my hours via the Volunteer Management System (VMS).

Not Completed Hours and Seeking Reappointment Agreement

I would like to be considered for reappointment. As a condition of reappointment, I agree, during the 2021-2022 program year, to complete the required 25 hours in volunteer activities approved by University of California Cooperative Extension (UCCE) Master Gardener Program staff. I also agree to obtain 12 hours of approved continuing education. As a condition of reappointment, I have signed the annual volunteer agreement, the code of conduct and other documents as required by the county, and if driving on official UCCE Master Gardener Program business, have provided proof of California driver's license and agree to carry the minimum automotive liability insurance as required by the University of California. In agree to submit records of my hours via the Volunteer Management System (VMS).

Seeking Limited Active Status Agreement

I would like to request limited active status for the 2021-2022 program year. As a condition of reappointment, I have signed the Annual Volunteer Agreement, Code of Conduct and other documents as required by the county. If driving on University of California Cooperative Extension (UCCE) Master Gardener Program business, have provided proof of a valid California driver's license and agree to carry the minimum automotive liability insurance as required by the University of California. Limited active status UCCE Master Gardener volunteers are exempt from volunteer hours and continuing education commitment, but are allowed participation to the extent possible while still maintaining their business and operational status as a volunteer for a period of up to one year.

1st Year Master Gardener Agreement

I completed my University of California Cooperative Extension (UCCE) Master Gardener Program training program during the 2020-21 program year. I would like to be appointed for the 2021-2022 program year. As a condition of appointment, I have signed the annual volunteer agreement, code of conduct and other documents as required by the county. If driving on UCCE Master Gardener Program business, I have provided proof of a valid California driver's license and agree to carry the minimum automotive liability insurance as required by the University of California. I agree to volunteer the required hours (50 hours for first-year) to the UCCE Master Gardener Program in activities approved by UCCE Master Gardener Program staff. I also agree to submit reports of my hours via the Volunteer Management System (VMS).

Do Not Wish to be reappointed Agreement

I do not wish to be reappointed. I understand that I am considered inactive/resigned from the University of California Cooperative Extension (UCCE) Master Gardener Program and that I may no longer use the title of University of California Cooperative Extension or UCCE Master Gardener.

Trainee Agreement

I would like to request trainee/intern status for the 2021-2022 program year. As condition of appointment, I have signed the annual volunteer agreement, and other documents as required by the county. If driving on University of California Cooperative Extension (UCCE) Master Gardener Program business, have provided proof of a valid California driver's license and agree to carry the minimum automotive liability insurance as required by the University of California. Trainees are generally exempt from the programs volunteer hour and continuing education commitment, but are allowed participation to the extent possible while still maintaining the business and operational status as a UCCE Master Gardener volunteer until certification as a Master Gardener has been achieved.

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

What type of insurance coverage do I have when acting as a UC volunteer?

UC Master Gardener volunteers are offered insurance coverage for incidents or accidents that occur while they are taking part in or attending an approved/sanctioned UC Master Gardener Program activity. Volunteers are also covered while traveling directly between home and a group meeting place for scheduled activities, except in case of an auto injury. [For more detailed](#) information visit the [Hartford Volunteer Insurance](#) page.

Supplemental auto insurance is available to those who meet insurance minimums in case of qualifying accidents. See the "Proof of California Driver License and Automotive Liability Insurance Form" for more information. (This form will automatically appear on the VMS home screen beginning June 1).

Where do I find insurance information and cost of insurance fees?

The UC Master Gardener Program requires a \$6.00 fee to cover accident and injury insurance. This fee is collected locally by county personnel (see note below). All active, limited-active volunteers should contact their [local UC Cooperative Extension program Coordinator, Advisor or County Director](#) for more information about how to submit a payment.

Note: Some counties assess fees in excess of \$6.00 in order to support volunteer programming. Other counties choose to pay insurance fees on behalf of volunteers