



## Annual reappointment as a UC Master Gardener volunteer begins June 1, 2019

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, 2019, across the state of California. The process for reappointment can be done in 3 easy steps!

### Step 1: Select “Please Complete!” in VMS

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

### Reappointment

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!

### Step 2: Complete all three sections to fulfill county requirements for participation

#### Reappointment

Reappointment starts on June 1, 2019 for the 2020 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!

### Step 3: Verify Date Completed Displays and Print a Copy for your Records

#### Reappointment

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[View/Print Agreement](#)

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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
<a href="#">Annual Volunteer Agreement and Request for Reappointment</a>	4/16/2019
<a href="#">Code of Conduct/Responsibilities and Rights</a>	4/16/2019
<a href="#">Proof of California Driver's License and Automotive Liability Insurance</a>	4/16/2019

#### 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 status and achievement:

- 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 required to remain a certified 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) before the next certification cycle.

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

- 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
- 1<sup>st</sup> Year Master Gardener

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

UC Master Gardener volunteers are protected when taking part in or attending an approved/sanctioned activity. They are also covered while traveling directly between home and a group meeting place for scheduled activity, except if an auto injury. For more detailed information visit the [Hartford Volunteer Insurance](#) page.

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

The UC Master Gardener Program require a \$6.00 fee to cover accident and injury insurance. All active, limited-active, and first year volunteers should contact their local UC Cooperative Extension program Coordinator, Advisor or County Director for more information about how to make a payment.