



## Step-by-Step Guide for Reappointment (for Volunteers)

Annual reappointment as a UC Master Food Preserver volunteer begins June 1, 2025

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 Food Preserver Coordinator, Advisor, or County Director. Reappointment takes place from June 1 through June 30 across the state of California. The process for reappointment can be done in 5 easy steps!

### Step 1: Select "Please Complete!" in VMS

- Login to VMS, <https://vms-mfp.ucanr.edu>.
- Select "Please Complete!" from any of the prompts on the right of VMS home screen

**Note:** This prompt will NOT appear on the VMS home screen of volunteers listed in the roster as Trainees. Graduates of the UC Master Food Preserver Program should request that their achievement level be changed to "First Year Master Food Preserver"

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!
Waiver of Liability, Assumption of Risk, and Indemnity Agreement	Please Complete!
Preparing/Serving Food Release Statement	Please Complete!

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

A new window will open showing the status from the previous year's reappointment.

Release Name	Date Completed
Annual Volunteer Agreement and Request for Reappointment	6/30/2024 - Please Update!
Code of Conduct/Responsibilities and Rights	6/30/2024 - Please Update!
Proof of California Driver's License and Automotive Liability Insurance	6/30/2024 - Please Update!
Waiver of Liability, Assumption of Risk, and Indemnity Agreement	6/30/2024 - Please Update!
Preparing/Serving Food Release Statement	6/30/2024 - Please Update!

Click on each Release to bring up the online form to complete. Click the blue accept button for each form.

#### 1. Annual Volunteer Agreement and Request for Reappointment:

- **Current students:** Select the option *Trainee*. This states that you are not certified yet, but once you are, your coordinator will change your reappointment status to First Year Volunteer.
- **Recent Graduates:** Select the option *1st Year Volunteer*. This states that you agree to complete the minimum of 50 volunteer hours during your first full program year.
- **Everyone else:** Select the option that matches your situation.
  - *Completed Hours and Seeking Reappointment:* You have met your minimum hours requirement and want to continue in the program.
  - *Not Completed Hours and Seeking Reappointment:* You are short some of your volunteer or continuing education hours and will make them up during the next program year.
  - *Seeking Limited Active Status:* Outstanding personal situations are temporarily preventing you from fully participating. You are requesting to still retain Active status without being required to meet the minimum hours requirements during the next program year.
  - *Do Not Wish To Be Reappointed:* We're sorry to see you go.



**2. Code of Conduct/Responsibilities and Rights**

- Read the code of conduct. The document is the same as what was included in the 2025 training application and last year's reappointment form.

**3. Proof of California Driver Licenses and Automotive Liability Insurance**

- If you plan to drive as part of your volunteer duties (hauling supplies to farmers markets, fairs, outreach events, etc.) and have the minimum amount of insurance required by UC ANR (50/100/50), select TRUE and list your Driver's License expiration date. If you get in an accident during one of these types of volunteer trips, the secondary insurance kicks in.
- If you're not planning on driving as part of your volunteer duties or if you don't have the minimum insurance coverage, select FALSE.

**4. Waiver of Liability**

- This form explains that you understand that there are risks involved in participating in UC Master Food Preserver Program activities and will not sue if you get injured while performing your duties.
- Remember, we have a secondary personal insurance to cover out-of-pocket expenses up to \$10,000 if injured at official program events and the UC ANR third party insurance to cover other volunteer work-related issues.

**5. Preparing/Serving Food Release Statement**

- This form releases the University of any liability if you don't follow proper food safety procedures when preparing tasters.
- Volunteers still need to follow their county's Environmental Health requirements for serving food at program events.

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

<b>Reappointment</b>	
Reappointment starts on Jun 1 for the 2025 program year	
<a href="#">View/Print Agreement</a>	
Thank you for considering reappointment into the UC Master Food Preserver 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 five sections to fulfill the county requirements for participation in the UC Master Food Preserver 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.	
<b>Release Name</b>	<b>Date Completed</b>
<a href="#">Annual Volunteer Agreement and Request for Reappointment</a>	6/1/2025
<a href="#">Code of Conduct/Responsibilities and Rights</a>	6/1/2025
<a href="#">Proof of California Driver's License and Automotive Liability Insurance</a>	6/1/2025 (Will not drive)
<a href="#">Waiver of Liability, Assumption of Risk, and Indemnity Agreement</a>	6/1/2025
<a href="#">Preparing/Serving Food Release Statement</a>	6/1/2025

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



**Step 4: Complete the annual reappointment quiz with a minimum score of 85%.**

You may take the quiz more than once to complete. The links to the study guide, questions and online quiz are on the VMS home page and on the statewide website in the [Volunteer Resources](#) page. Current year students are not required to complete the reappointment quiz, but may do so for the additional learning opportunity.

Links
<a href="#">Statewide UC Master Food Preserver Program</a>
<a href="#">UC Food Safety</a>
<a href="#">UC ANR Repository</a>
<a href="#">Current MFP Volunteer CE Resources</a>
<a href="#">2025 Reappointment Quiz</a>
<a href="#">2025 Reappointment Study Guide and Quiz Questions</a>

**Step 5: Submit Insurance Fee (if required in your county)**

The UC Master Food Preserver Program assesses a \$6.00 fee to cover accident and injury insurance. This fee is either collected locally by county personnel, paid for by county fundraising, or combined with a county membership fee. Contact your [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 FAQs:**

**How many hours do I need to volunteer for reappointment?**

Minimum hours required to remain a certified UC Master Food Preserver:

- 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** (no continuing education requirement) during their first full year as UC Master Food Preserver volunteers.

**I did not complete my minimum required volunteer and continuing education hours during the 2024-2025 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 circumstances may vary. Read through the options below and connect with your UCCE Master Food Preserver Program Coordinator to determine which course of 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.
- Some volunteers may be experiencing barriers to participation that will not immediately resolve. These volunteers may 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.



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

UC Master Food Preserver volunteers are offered insurance coverage for incidents or accidents that occur while they take part in or attend an approved/sanctioned program activity. Volunteers 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.

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 Food Preserver Program assesses 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 programs assess fees in excess of \$6.00 in order to support volunteer programming. Other programs choose to pay insurance fees on behalf of volunteers.

**I am also a UC Master Gardener volunteer. Do I have to pay the insurance fee twice?**

If you are also a UC Master Gardener Volunteer, you only pay one insurance fee. If your insurance fee is not paid by your UC Master Food Preserver Program or as part of your new volunteer certification training fee, it will be paid through the UC Master Gardener Program.