

2018 New Class General Information

Class Director: Mary Ann Everett-254-721-0931, everett.maryann4@gmail.com

Coordinators: Fran Sheppard-254-698-3532, fran.sheppard@embarqmail.com

Jerry Lewis-254-526-9729, jflewis373@gmail.com

Mentor Coordinator: Peg Fleet, fleetmm@earthlink.net

New Class Committee Secretary: Bernie Hurta, bhurta@gmail.com

Bell County Extension Agent: Lyle Zoeller, BCMGA Coordinator

Bell County Extension Office: 254-933-5305, **closed** between 12 noon and 1 pm.

The Master Gardening class is every Wednesday, starting **January 10th**. The class is **from 1 pm to 5 pm or unless otherwise stated**. Plan to arrive around **12:30** to take care of things before the lecture gets started. Keep Wednesday mornings free because there will be meetings and service hour opportunities at the Extension office. Please plan to bring your lunch and you may eat in the classroom before the afternoon class begins. If you have a hearing problem, please sit close to the front.

Things to do when you arrive:

- Sign-in by putting the time beside your name.
- Sign “thank you” cards for the speakers.
- Turn-in homework (with your name) to the “Homework Basket”.
- **Please turn off cell phones.**
- Please limit getting up during the lecture. You should be giving the speaker your full attention.

Badges

You will receive your intern badge on the first day of class. You are to wear it at every class and BCMGA activity. If you lose your badge, contact Mary Lew Quesinberry for a replacement at a \$5.50 charge. At graduation, if you have fulfilled your requirements for certification, you will receive your certified master gardener badge.

Education Hours

Fifty-seven hours are required during the Intern year to earn certification. These hours will be completed during the course of the Master Gardener class. You must attend all classes to earn the 57 hours of education to meet state requirements to receive Master Gardener certification.

If you miss a class due to illness or an emergency situation, always let the Director or the Coordinators know ahead of time. Phone numbers and email addresses are at the top of the page. All makeup sessions must be approved, in advance, by the Class Director.

If you miss the field trip, you may make it up by attending a gardening seminar or monthly meetings with a speaker. **This year’s field trip is April 25th and it is an all-day field trip.** It counts as 5 hours of education. Field trip destinations will be discussed later.

Service Hours*

Fifty (50) service hours are required during the Intern year to earn certification.

The 50 hours should be a combination of the following activities:

- working on the Grounds Committee here at the Extension Office on Wednesday mornings and some Fridays. **Twelve (12) of the 50 required service hours shall be from working on the Grounds Committee.** (Johnny Jones & Tom Rennels),
- becoming an active member of the plant sale committee,
- the workdays before the plant sale, (Sylvia Maedgen & Plant Sale Committee)
- at the (Saturday) plant sale,
- working at the Municipal Gardens in Killeen, (Edie Campbell & Jerry Lewis)
- yard tour, (when one is scheduled)
- Whistle Stop Park clean-up in Temple, (Every time there is a 5th Wednesday in the month at 7 or 8 am with Kathy Patterson)
- Science Day and Youth activities, (Marjorie Gillmeister))
- working at the Youth Fair, (4-H Director in the Extension office will have the sign-up sheet),
- T-shirt committee for your class designed T-shirt, (Christy Reese)
- class reporter for your class. Writing articles about what is happening with your class for our Master Gardening newsletter, the Blooming Bell. Let the Class Director know you want to do this. You will be submitting articles to Sylvia Maedgen at txbikerchic7@gmail.com.
- Or any service hour opportunity announced at the monthly meetings or in our newsletter, the Blooming Bell.

***Please wear your nametag to all service hour activities.**

Travel time is counted for all Service hour activities. Please round to the nearest ½ hour. Travel time is NOT counted for Education hours.

Very important: Try to have almost all your service hours done by the third Wednesday of April. We need time to order the new badges for the interns that will be certified in May at graduation.

How To Report Your Education and Service Hours

You will use the Master Gardener Volunteer Management System (texas.volunteersystem.org) to record your education and service hours. For help, contact Gail Christian, Kathy Love or any of the personal mentors. They are usually in our Master Gardener office on Wednesdays.

Master Gardener and Extension Websites

Bell County Master Gardener Association: www.txmga.org/bell

Password for "BCMGA Members Pages": w1ldfl0wer. (Spell "wildflower" using the number one (1) for the letter "i" and the number zero (0) for the letter "o".)

Bell County AgriLife Extension Website <http://bell.agrilife.org/>

You can choose to go directly to our Master Gardener website or you can go through the Bell County AgriLife Extension website to find us. Once you are on the Master Gardener website, you will see links to other association information. If you want to visit the "BCMGA Members Pages", you will need to enter a password. The password you will need is listed above. You will find your "Master Gardener Intern Page" by going to the BCMGA Members Pages. The password you need is listed above.

Homework

You will need to download your homework from the Bell County Master Gardener website. You will find the web address and necessary password in the previous paragraph. Your homework can be found on the "Master Gardener Intern Page" which is located under the "BCMGA Members Pages". Homework is required to receive your certification. Try to complete the homework assignment related to the lecture before that class. This will prepare you for the lecture. The speaker won't be necessarily going by what is in your book on the subject. They will be reinforcing the information in their way. If you have any questions regarding the homework information, you may ask the speaker during question time. Before class, please put your homework in the homework basket. The mentors will document that the homework was completed. The mentors will then place your homework along with an answer sheet in your folder. You can retrieve your homework and answer sheet from your folder either after class or before class the following week. **All homework should be completed and turned in by April 11th.**

Graduation and Certification

In order to graduate and become certified, **you must have completed and recorded your 57 education hours, 50 service hours, and all your homework.** If you don't have your 50 service hours completed before graduation, you must finish them **before December 31st of your intern year to become certified.** Everyone goes through graduation on May 16, 2018. Only those who have completed all the requirements will receive their permanent nametag. Interns who have not completed the requirements will retain their "intern" nametag. Interns obtaining their 50 service hours after graduation will be presented with their badges at a monthly meeting.

Maintaining Certification

Once you have achieved your certification, you will need to complete 6 Education hours and 12 Service hours per year. You will still be required to record your hours on the Master Gardener Volunteer Management System. Your required number of hours must be on record to be a voting member of the BCMGA, hold an office on the Board of Directors, or receive awards for your work for the community and the BCMGA. **The Bell County Master Gardener year is January 1st to December 31st.** After certification, you will need to have the required hours for that time period.

Personal Mentors

Each intern is assigned a personal mentor at Orientation. These mentors are certified Master Gardeners who will help you with the class and answer any questions you may have.

Classroom Mentor Coordinator & Classroom Mentors

Peg Fleet is the Classroom Mentor Coordinator. (fleetmm@earthlink.net) Peg is in charge of scheduling certified Master Gardeners to be mentors for each class. They are the persons at the back of the classroom helping the Class Director, Class Coordinators, and the speakers. If you have any questions, they are there to help in any way.

Refreshments

Peg Fleet is in charge of the sign-up sheet for refreshments. Please sign-up with a classmate to bring refreshments for one class. Refreshments should be finger foods that don't have to be warmed up. Please bring the refreshments before class. The mentors will make sure the refreshments are out at the first break. Peg will send you a reminder before your designated refreshment time. Thank you in advance for your generosity. **Note:** No one receives service hours for bringing refreshments.

Email

Email from the Bell County Master Gardener Association is directed through SBarreras@ag.tamu.org. When responding to these emails, do not respond to Scarlot, but to the person writing the email. You will be notified by email with association information such as service hour opportunities and when our monthly newsletter, the Blooming Bell, is posted. If you need to contact another Master Gardener, go to the Member Roster on the Volunteer Management System.

The Blooming Bell

The Blooming Bell is the Bell County Master Gardener Association's monthly newsletter. The editor is Sylvia Maedgen at txbikerchic7@gmail.com. You are welcome to submit articles/pictures to Sylvia for publication. The deadline for submitting an article is by the third week of the month. Any article you submit can be counted as service time. This includes doing research on a topic. The Blooming Bell will be available on-line the first of each month at the BCMGA website. Sylvia puts a picture and a short bio for each intern at the beginning of the New Class.

Texas Gardener Magazine

The Texas Gardener magazine comes out every two months. It has a wealth of gardening information in it. To subscribe, fill-out the form included in your folder. Always make out the check to "BCMGA" and give it to the BCMGA treasurer. Even when you renew, you still make it out to the BCMGA and give it to the BCMGA treasurer.

Contact Information

If at any time, your phone number or email address changes, please inform the Class Director, Class Coordinators, and the Mentor Coordinator. Also, inform the website person, Pat Johnson and the Membership Committee Chairman. Otherwise, you will not receive emails. To contact members, go to the Member Roster on the Volunteer Management System.

At The End Of Class, Before You Leave:

- **complete and turn-in the *evaluation for the class**
- **sign-out on the attendance sheet and put the time you left class**
- **stack your chair. (If you are physically able to do so)**

***Class Evaluations**

Please base it on the information they give you. They will not necessarily go by our book. Please ask the speaker questions on anything you do not understand. We use these evaluations to book speakers for the next class. If you give a low score, please explain why you gave that score.

BCMGA Meetings

Our monthly meetings, also known as general membership meetings, are on the second Wednesday of each month except December. They are held in our Learning Center Building next to the Extension Office. Our next meeting is: _____

Our Board of Directors meetings are on the fourth Wednesday of each month at 9am in the classroom.

Our next BOD meeting is; _____

You are encouraged to attend these meetings to keep up with what is going on in the association.