

County Specific Information Pages

A note to manual preparers: these pages are very important to the new Master Gardener; they will help the individual become familiar with your organization more quickly. The information contained in the categories listed below will raise the individual's comfort and confidence level. Please insert personalized pages with the following headings in **bold***

Welcome to the (Insert county name here*) County Master Gardeners!!

This page is provided for information on your county's organization. Include the following:

- Date of inception
- Number of members to date
- Day, date and location of meetings
- Awards and accolades, if applicable
- Name of newsletter and deadlines, if applicable
- Short summary of sanctioned projects
- List of current officers and Committee Chairmen

Who's Who In (Insert county name here*) County Cooperative Extension Office

This page is provided to discuss the local extension office. Include the following information:

- The office location and hours
- Key personnel such as County Extension Agent-Staff Chairman, Agriculture Agent and Administrative Assistant (include title, function and a short bio)

(Insert county name here*) County Quorum Court Members

Provide the County Judge's name and a list of the County Quorum Court members, their addresses and term expiration

(Insert county name here*) County Extension Council Members

Provide a list of the County Extension Council Members, addresses and term expiration dates.

(Insert county name here*) County Master Gardeners Volunteer Directory

Use this page to provide a list of members, addresses, phone numbers and e-mail contacts.

(Insert county name here*) County Master Gardener Planning Calendar (Insert year here)

Provide a monthly calendar showing meeting dates, program dates, activity dates, MG State meeting, MG State trip, Arkansas Flower & Garden Show etc. The extension office website at www.uaex.edu will be of some assistance.

(Insert county name here*) County Master Gardener By-laws

Include a copy of your by-laws and/or policies and guidelines. Help with formatting the By-laws can be found in the Master Gardener Program Management Guide.

(Insert county name here*) County Master Gardener Recordkeeping

Provide a copy of your county's timesheet. It is helpful to fill one out using examples. Also include any specific guidelines in addition to the general ones previously mentioned.