

## **2020 Mentor Booklet Some Thoughts for the Mentors**

Our goal is to have our interns, through their mentors' guidance, develop a strong bond with the Rutgers Master Gardener (RMG) organization, creating a very able group of volunteers, who will carry out the Rutgers Master Gardener mission over many years.

We are trying to keep the mentor/intern ratio at one to one or at most one to two should provide you with ample time to develop that bond with your intern.

The Mentor Committee will make up a "Welcome Packet" consisting of: binders, binder dividers, loose leaf paper, and the "Intern Handbook for the Class of 2020" At the first session, the "Meet and Greet", these packets will be distributed to mentors to give to their interns. Any interns whose mentors are not present will be given their "Welcome Packets" during the class. The 3 ring binder dividers are meant as a gentle "heads up" that there will be many handouts coming with their instruction.

There will be many opportunities for our interns to be involved in RMG activities during their instruction period and their "hands on training" such as regular monthly meetings, after meeting speakers, committee meetings and activities, trips, etc. Please encourage your intern to take advantage of these opportunities. **Interns can record education hours in EDU category, but these hours do not count toward their 60 hr. requirement**, nor are they to be counted in OTHER category.

You may have obligations that will take you away from Ocean County during the intern's instruction period or while they are obtaining their hands on experience under the supervision of a veteran. In the "Mentor Handbook" there is a listing of all mentors and interns assignments. If you will not be available for more than a couple of days, please contact one of the other mentors to ask if they will cover your intern while you are unavailable. Please make sure your intern is aware of the arrangement you have made on their behalf.

If you are unable to find coverage by another mentor while you are away, please let a member of the Mentor Committee know ASAP, so a solution can be found. Please leave a message if no one answers.

As per coordinator, Mentors can log in 1 hr per month for the year under OTHER category, under Intern Class Mentor activity. For classes where it is suggested Mentors should attend, (such as Orientation and Helpline training) record full hours for that class date under OTHER category, under Intern Class Mentor activity.

### **Mentor Committee**

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## Expectations for RMG Mentors to do with their interns

Mentors are a key factor in developing a strong, committed, involved Rutgers Master Gardener membership. The mentor's relationship with their intern(s) can be pivotal in establishing Master Gardeners who will truly enhance the organization.

To achieve such a relationship the mentor will need time, commitment, effort and personal expense. The mentor should view his/her role extending beyond the instruction period, through the intern's service time, into the new Master Gardener's first year in the organization.

To achieve the above, the following steps are recommended:

1. Contact the intern prior to the start of class; work on developing a rapport with the intern; indicate that you will meet the intern at the first class. Describe where to park and how to enter the building. Suggest the following supplies may be needed: a tote, highlighter, etc.
2. Attend the first class; introduce yourself; be a part of the activities with your intern as he/she tours the building and grounds; and possibly provide some small token of welcome such as a card, flower pen, one gardening glove with the second glove to be given upon completion of class, etc.
3. Attend at least two other classes making personal contact with your intern. You may coordinate this with your CEU hours.
4. Maintain phone and/or e-mail contact throughout the instructional period, the time that the intern does the required Big 3 hours, and as the year winds down.
5. Invite the intern to:
  - Take part in RMG monthly meetings once exam is passed.
  - Stay for the speakers that are scheduled for meeting days. **(Interns can record hours in EDU, but these hours do not count toward their hour requirements)**
  - Work at the park and/or display garden during the instruction period as well as the time that follows. If visiting the park is not a part of the intern's instructional experience, schedule a time to take your intern to the park for a tour and explanation of what goes on there; team up with other mentors and interns and do as a small group experience.
  - Lectures, educational opportunities, trips or social experiences that occur.
6. Make sure the interns understand the hour obligations **during their intern year and in the following year as a certified Rutgers Master Gardener.**
7. Try to serve with your intern as the veteran when they do their 40 hours in the Big 3 for at least 3 sessions. Coordinate the sharing of interns among mentors to accommodate the size of the rooms. Demonstrate location of and procedure to complete Intern sign-up calendars.
8. Explain and supervise the procedure for logging hours on better impact, sign in sheets, etc. Read Hours Guidelines to be familiar with new hour recording procedures. There will be a training session for the Better Impact System.
9. Encourage the intern to work at the park, the plant sale, Display Garden and outreach activities. Possibly work with them one or two times.

10. **Continue personal contact** with your intern during this time. Encourage independence in volunteering, sign-ups, and recording.
11. Monitor your intern's hours, periodically counsel, commend, and advise as appropriate.
12. Explain Fall Garden Day obligations.

Remember how overwhelmed you were as an intern? Your mission is to help your intern through the "deer in the headlights" period, make them feel welcome and valued, assist in getting involved....**laugh....learn...and have fun!**

### **INTERN INFORMATION:**

This handbook contains information about the hours required to complete the sixty (60) hours of volunteer work and the committees and services in which you can participate. After the training classes are finished, interns have until the end of December of the intern year to complete the required volunteer hours and graduate the following February. If you are unable to complete the required volunteer hours, an intern may ask for an extension and join the following year's intern class to complete the requirement.

Areas in which to volunteer are broken down into 3 categories: Big 3, Other and Outreach. The number of hours needed to be completed in these areas are as follows: (40) hours in Big 3, (5) hours in Outreach and (15) in Other or extra hours in Big 3 or Outreach. More information is provided under Getting Started.

### **STAY and GROW**

In the Master Gardener Room located on the first floor of the Agricultural Building, there is a green binder which contains the policies and procedures for the State RMG program and Ocean County RMG program, the by-laws for the Master Gardeners of Ocean County Association, Inc. and description of all the RMG committees. You may wish to review the STAY and GROW to familiarize yourself with the various volunteer requirements after your internship is completed and to help understand the organization of the RMG program.

### **Getting started**

Since it's important to concentrate on the training classes, there are limited volunteer opportunities open for interns in March. Only areas open are: Display Garden, Ocean County Park, and Cuisine on the Green. **Once you have passed your final exam in mid-April**, you will be able to start signing up on the Better Impact Site for Helpline, Ticks and other areas. Also, your email will be added to our [www.mgocinc.org](http://www.mgocinc.org) site for access to the Master Gardeners Only section, and you will start receiving emails and information from the group.

All hours are recorded on the Better Impact System

[www.myimpactpage.com](http://www.myimpactpage.com)

Your Username: **your full email**

Your temporary password: **2019Newstart**

### **Hour Categories- for INTERNS**

Interns can sign-up or start volunteering for the activities in **RED** and activities in **GRAY** are for Veterans only (after graduation). **Tag-a-long** events- Interns tag-along with RMG Veterans during their intern year to become familiar with interacting with the public.

**Big 3- Activities include:**                   **Interns: 40 hrs**                   Veterans: 15 hrs

Helpline

Stafford Library Help Desk

Tick lab

Outreach Diagnostics Events ('Ask a Master Gardener')- **tag-a-long**

Counter Diagnostics- Veterans only

Soil Testing- Veterans only

**Extra** hours done in Big 3 will count toward the 5 hours Outreach or Additional Hours.

**Outreach- Activity that educates the public includes: Interns: 5 hrs** Veterans: 5 hrs

Community Garden at OCP

Cuisine on the Green

Display Garden

Fall Garden Day- Program hours

Gleaning

Misc. Outreach- Community Garden Network

Misc. Outreach- Downtown TR Project

Misc. Outreach- General

Misc. Outreach- Spotted Lanternfly Project

Plant Sale Day- Sale open hours

Community Outreach Events- Tag-a-long

Education Outreach- Tag-a-long

Speaker's Bureau Event (no travel time allowed)- Tag-a-long

Calendar- Veterans Only

Educators (Teaching Hours)- Veterans only

**Extra** hours done in Outreach can count toward Additional Hours.

**Other- Activities include: Interns: 15 hrs** Veterans: 5 hrs

Event Set Up/ Take down

Fall Garden Day- day of- Set up/ Take down

Fall Garden Day –Prior to day- Set up/ Take down

General meetings (1 hr- unless otherwise announced)

Hospitality- Intern Class

OCP- Herb House

OCP- Hoop House

OCP- Maintenance

OCP- Shrub Garden

OCP- Wright House

Plant Sale Day of- Set Up/ Take Down

Plant Sale Prior to day- Set up

Training- Better Impact Website

Training- Community Outreach Events

Training- Diagnostics

Training- Helpline

Training- IPM Workshops

Training- Spotted Lanternfly Project

Training- Tick Lab

Administrative Reporting

Board/ Executive Meetings

Committee meetings

Hospitality- For meetings and events

Intern Class Liaison

Intern Class Mentor

OCP- Greenhouse

Presentation Preparation- Lecture/ PowerPoint

**Continuing Education (EDU or CEU)- Interns: None needed** Veterans: 10 hrs min. Interns can attend EDU events, however interns do not need EDU hours and are not counted toward the 60 hour requirement.

**Veterans-** As per RMG Coordinator- **10 hours minimum of EDU are required to continue in the RMG program, but are not counted toward volunteer hours.** All EDU hours can be recorded, even interns can record. Education hours only count for the year in which they are done, and extra education hours **CAN NOT** be used in OTHER!

**1. Volunteering in the Big 3 (minimum 40 Hours required):**

Helpline and Tick Lab are the main areas in which interns can fulfill the minimum of 40 hours requirement for the Big 3. There are limited opportunities for tag-a-long events. Both Helpline and Tick Lab are worked in 3hr shifts. There are 2 shifts, AM 9-12 and PM 12-3, starting in April through September. Helpline and ticks are open for AM only shifts for veterans in March. There are no volunteer hours available in November or December.

During your first 4 weeks in Helpline and Tick Lab (mid-April-mid-May), interns are asked to schedule in the AM ONLY to allow openings for the RMG veterans in the PM. Your mentor or a RMG veteran will familiarize and guide you through the various procedures and processes in these areas.

**a. Helpline Information**

The Helpline is located in the Rutgers Master Gardener (RMG) room on first floor of the Ag. Center. The phone is answered by Rutgers Master Gardener volunteers Monday thru Friday from 9:00 am to 12:00 pm starting in March for veteran RMGs (April for Interns) to October. In peak periods (May, June, July, August), the Helpline is also open in the afternoon, 12:00 pm – 3:00 pm.

RMG volunteers on Helpline handle inquiries about horticulture, insects, wildlife and other applicable environmental concerns from the Ocean County community. Additionally, the Helpline provides callers with information about other RMG services. RMGs can address these inquiries with the help of reference books, a computer located in the RMG room, and the knowledge and expertise of the horticultural consultants and others on staff. Interns should try to coordinate time with their mentor or RMG veteran to be properly trained. To schedule time, **Interns will use the paper calendar located in the RMG room** (not on Better Impact). **One intern per shift.** Veterans will use the online Better Impact System for Helpline and Tick lab scheduling.

**b. Tick Lab Information**

**It is important to familiarize yourselves with Tick Id and procedures. Proper Id is a must!! If you ‘think it is’, or are unsure or question a tick ID, please see, Kath Gregitis (Tick Lab Chairperson), or RCE staff, Susan Emhardt-Servidio, Deborah Fuentes or Teresa Becker.**

Ticks which are brought into the Ag Center are identified only not tested. Tick identification is a Rutgers Master Gardener service that is unique to Ocean County. We are the only RMG program within the state to offer this service. Clients’ ticks are examined under a microscope for identification, and the clients are advised of the type of tick and possible diseases associated with the specific ticks. We do not offer medical advice or remove ticks for the clients.

The Tick Lab is located on the first floor of the Ag. Center. In March, there is an AM shift open for Veteran RMGs only. The lab is open for volunteer hours in two 3-hour shifts from April through October: Monday through Friday, from 9:00 am to 3:00 pm. Interns should try to coordinate time with their mentor or RMG veteran to be properly trained. To schedule

time, **Interns will use the paper calendar located in the RMG room** (not on Better Impact). **One intern per shift.** Veterans will use the online Better Impact System for Tick lab and Helpline scheduling. An intern may sign-up for both the morning and the afternoon sessions on a single day, just bring your lunch with you.

1. Your mentor or a veteran will familiarize and guide you on the proper use of the microscopes, tick ID procedures and proper disposal of unwanted ticks. You may want to bring your tick class lecture notes with you. There is an information board with color pictures of the ticks in different stages of their life cycles.
2. **Interns are not to present ID findings to client by themselves. Please have a RMG or RCE Staff member present.**

c. **Diagnostics Information**

Diagnostics are a valuable source of information on identifying problems that come into the Ag. Center: their signs and symptoms, insect and disease identification, and how to manage these issues. These are done in three ways:

1. Outreach Diagnostics Events ('Ask a Master Gardener') - Intern Tag-a-long only (an observer or helper, not to man a table by themselves)- This is similar to helpline, but you are dealing with the clients directly.
2. Stafford Library Help Desk- This is an opportunity for RMGs in southern Ocean County to do helpline/ diagnostics at the Stafford Library in Manahawkin. It is also referred to as Stafford Library Help Desk. Dates are usually two Mondays a month from February to September. We do not identify ticks at this event. Interns and Veterans record hours under Big 3 category, under Stafford Library Outreach.
3. Soil Testing and Counter Diagnostics- for veterans only (after graduation you may participate)

2. **OUTREACH Hours (minimum 5 hours required):**

- a. **COMMUNITY GARDEN:** A working vegetable garden in Ocean County Park which donates produce to area food banks. Interns may volunteer here.
- b. **CUISINE GARDEN:** An option for hours in the Southern area of Ocean County. **See directions on page 16.** This vegetable garden supplies produce to the non-profit restaurant that is associated with the Ocean County Vo-Tech School's Culinary Arts program at the Atlantis Golf Course located in Little Egg Harbor. The garden is open Monday, Wednesday, and Friday from 9:00 a.m. to 12:00 pm. The food is grown for the Culinary School and the garden is open to the public.
- c. **DISPLAY GARDEN:** The Display Garden is in front of the Agricultural Center Building. Interns will be broken into teams and divided between the workdays. If you are unable to work the day you are scheduled, please see if you can switch with someone and let the Display Garden chairs know. This garden was created by RMGs to educate the public on native plants.
- d. **FALL GARDEN DAY:** These are the hours volunteered while event is taking place.
- e. **GLEANING EVENTS:** Gleaning with Farmers Against Hunger is harvesting fruits and vegetables from outside farms. (Travel time hours not allowed). Information and dates are communicated through email.
- f. **Misc. Outreach:** These are events that change from year to year. Interns can participate in most of these events.
- g. **PLANT SALE DAY:** These are the hours volunteered while event is taking place. This is our fundraiser event which supports our MGOC, INC. activities and RMG programs.

### 3. **ADDITIONAL Hours: (minimum 15hrs required)**

- a. **Event Set Up/Take Down-** Interns can help set up and take down for events
- b. **Fall Garden Day Set up/ Take down**
- c. **General Meetings-** Interns can start attending meetings in April. They are usually the first Thursday of the month
- d. **Hospitality- Intern Class-** only 3 interns can work this committee immediately to help with set up/ take down and food preparation for class
- e. **Plant Sale Day of and Prior to-** Setting up and transporting plants from the park to sale area.
- f. **Training-** interns can participate in these sessions unless otherwise noted
- g. **Ocean County Park (OCP):** “The Park” is located within the Ocean County Park on Route 88 in Lakewood. **See map on page 15.** It consists of four structures and two outside gardening areas. Gardening time is available most of the year. The hours at the park are Monday, Wednesday, and Friday from 9:00 a.m. to 12:00 pm. From February to May the Park is very active as we get ready for the annual Plant Sale.
  - i. **The four structures are:**
    1. **Hoop House:** An unheated poly house where perennials are the main event. It is also used to propagate plants. Interns may volunteer here.
    2. **Wright House:** A heated greenhouse for growing vegetable plants for the Plant Sale. May volunteer here with RMG veteran.
    3. **Herb House:** An unheated poly house where herbs are the main event. Interns may volunteer here.
    4. **Greenhouse:** A heated greenhouse where annual seeds and plugs turn into spectacular plants for the Plant Sale. Prerequisite: lectures in January. Working here is strictly for Veteran (Certified) Rutgers Master Gardeners.
  - ii. **The two outside gardens are:**
    1. **The Shrub Garden:** Rows of shrubs well suited to our area. Plants are maintained and prepared to sell for the Plant Sale. Interns may volunteer here.
    2. **The Community Garden: These hours are recorded under Outreach**

### **Education Hours**

**Education hours do not count toward volunteer hour requirements.** Interns may attend educational events, but they will not factor into your total hour requirements. Record hours under the Continuing Education category.

### **Display Garden Intern Class Project**

The Display Garden is in front of the Agricultural Center Building. Under the guidance of the Display Garden committee members, the intern class is responsible for upkeep of the gardens. Interns will be broken into teams and divided between the workdays. Planting, mulching and weeding is done from April to November, usually the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday every month from 9:30 a.m. to 12:30 p.m. Interns can volunteer for more session than they are scheduled. If you are unable to work the day you are scheduled, please see if you can switch with someone and let the Display Garden chairs know. This garden was created by RMGs to educate the public on native plants. Hours are recorded in OUTREACH. (Veteran RMGs start clean up in garden in March.)

### **Fall Garden Day Intern Class Project**

**(Interns need to participate in at least one phase of the project)**

Fall Garden Day (FGD) is an opportunity for the interns, with the support of the Rutgers Master Gardener veterans, to organize an event for the public in September. The planning begins after the intern course work is complete. A chair and co-chair are appointed, and they, in turn, seek the support of the other interns for the various sub-committees necessary to organize the various components of the event. A title and theme is selected by the Fall Garden Day committee, and based upon the theme, speakers are selected and material

needed to support the theme is gathered for distribution to the participants on the day of the event. Additionally, gift baskets are prepared as door prizes, and plants propagated by the interns are given to the participants as a thank you for their attendance at the event.

Interns will participate in one or more of the many phases of the project. Interns are not required to attend the event itself; however, interns will be needed to support the attendees.

**Sub-Committees:** Survey, Refreshments, Folders, Greeters, Gift Baskets, Decorations, Usher, Set Up, Plant Gifts, and Clean up/Take down.

Recording hours -FGD set up, take down and prep. record hours under Other,  
-Hours worked on FGD day- recorded under Outreach (because you are interacting with the public.)

## About Rutgers Master Gardener Projects and Committees

As interns, you may not be able to volunteer in some of these before graduation, but these are committees and projects we do.

### OCEAN COUNTY PARK (OCP)

Ocean County has given the Rutgers Master Gardeners a place to maintain various garden areas: Shrub Garden, Hoop House (perennials), Wright House (vegetables), Greenhouse (annuals), Herb House and Community Garden. The RMGs working at the park maintain a consistent work schedule: Mondays, Wednesdays and Fridays, 9:00am -12:00pm. Additional hours can be arranged with committee members. When working at OCP, Interns and Vets must work with a chairperson present. **During heavy winds and snow events, admittance to the park may be restricted.** Contact the chairperson you will be working with if a question arises about park rules. OCP Chairpersons are the go between with the RMGs and County workers. Helpers at the Park may be required to monitor plants for disease and/or insect problems, water, do general garden maintenance, and grounds and structural maintenance. There are plenty of activities that can be done without getting on your hands and knees if that is an issue. It gets very busy prior to our yearly Plant Sale. It is an area where RMGs and Interns can fulfill their additional hours. Hours are recorded under OTHER category under OCP- and the area you worked.

#### 1. SHRUB GARDEN

As part of the Ocean County Park area, there is a shrub garden. It consists of many rows of shrubs that have been started from cuttings or purchased as small plants. All shrubs need to be fertilized; weeded from spring to fall; watered when necessary. For this last one, there is drip irrigation running the length of the rows that takes care of most of the watering needs. Some shrubs will require repotting. Since many will need pruning, hands-on training takes place during the season. An accurate inventory must be kept, as various plants require fertilizing or pruning at different times. This committee works during regular "Park" hours M/W/F. Interns may begin working here in March.

#### 2. HOOP HOUSE

The Hoop House, one of the structures at Ocean County Park, is where tender perennials and shrubs that have been propagated within the last year are over-wintered and where additional perennials are over-wintered outside in pots or in the ground. These plants are grown to sell at our plant sale. The conditions are monitored throughout the winter and action is taken as necessary: watering, opening/closing the doors, covering the plants with the insulated blankets. Once the weather begins to turn warmer, the plants are prepared for the plant sale – repotting, cutting back, dividing, etc. Work continues throughout the summer caring for plants that are left over and for those that are donated to the RMGs – watering, weeding, and dividing. This is also when perennial propagation is taught and the misting system is used. Working in the Hoop House is a great way to learn more about perennials, their care and their botanical names. Participants are at the park on Monday, Wednesday, and Friday mornings. Interns may begin working here in March.

#### 3. GREENHOUSE

The Greenhouse in the Ocean County Park operates from January through April and is an advanced educational project for Rutgers Master Gardeners who may want to learn to propagate annual flowering plants from seeds, plugs, and cuttings. Those who choose to participate volunteer one day a week for the length of the project. This experience is supported by lectures and hands on experience. The plants are sold at the May sale and the proceeds are added to the annual operating budget. This activity is open only to Certified RMGs who have taken 5 Greenhouse lectures that are offered in January.

#### 4. WRIGHT HOUSE

The Wright House is the smaller greenhouse behind the large greenhouse. A variety of vegetables are grown in this greenhouse. Education is given in seed selection, germination, transplanting techniques and daily care of edibles. Wright House strives to offer a variety of plants that cannot be purchased at a box store at the yearly plant sale, specializing in featuring tomato plants that were developed by Rutgers. Many of the plants are grown from seed or purchased as plugs from local vendors. All this is done in an enjoyable environment with plenty of team spirit. RMGs volunteer during March and April. Interns may begin working here in March.

## 5. HERB HOUSE

The Herb House is an unheated poly house where herbs are the main event. The plants are propagated and maintained here for the Plant Sale. Interns may volunteer here in March.

## COMMUNITY GARDEN

The Community Garden is also at OCP and grows and harvests fresh vegetables. The fresh produce is donated to local food banks, pantries and Soup Kitchens. In 2016, we donated over 11,000 lbs of produce, through RMG gardening efforts and gleanings at local farms and orchards. During the latter half of February, meetings are held and planting is started in March. There are small sub-committees, which allows for scheduling flexibility. As the produce is grown for the pantries, hours are recorded under OUTREACH category under Community Garden at OCP.

## PLANT SALE

The annual Plant Sale is held on the first Saturday in May. It is the major fundraiser for the year. Many committees, with countless volunteers, help make this singular day a great success. It takes most of the year to plan and work on this sale. Various committees listed in this booklet help provide annuals, specialty flowers, perennials, shrubs, tomatoes and other edibles for this sale. This is a great opportunity to learn more about the Rutgers Master Gardeners and, at the same time, earn volunteer hours at set-up and on the sale day. The hours during the day of sale from 9am-1pm (4hrs max) are recorded under OUTREACH category. Hours for Plant Sale meetings, prep work, set-up and takedown are recorded as worked under OTHER category, and under Plant Sale Day of, Plant Sale Prior to day or Committee Meetings. Interns are encouraged to participate in plant sale: hospitality, general help 'out on the floor', set-up and takedown the day of the plant sale. Sign-up sheets are available at the April General Meeting.

## ADVANCED TRAINING PROGRAMS

The Advanced Training Committee offers instructional programs and activities geared for continuing education for Certified Rutgers Master Gardeners, such as plant propagation, disease and pest control, soil science, plant biology, etc. They invite knowledgeable speakers to the Agricultural Center. These sessions are recorded as Education. For veteran RMGs, a minimum of 10 hours is required to maintain certification. Interns are welcome to attend educational events, but are not required to have education hours beyond training. **Any education hours recorded will not count toward the 60-volunteer hour requirement for graduation.**

## CALENDAR

The purpose of the RMG calendar is to educate Ocean County residents on various horticultural topics, emphasizing research-based gardening practices and a concern for our environment. It includes information regarding services the Rutgers Master Gardener Volunteers and Rutgers Cooperative Extension (RCE) offer to the public. Committee members research, write and edit the horticultural calendar that is then approved by a RCE representative and distributed free, throughout Ocean County. Rutgers Master Gardeners distribute the calendars at outreach events, and they are also shared with other non-profits. Hours researching and writing articles for the Calendar are recorded under OUTREACH category. Calendar planning meetings are recorded as hours worked under OTHER category, under Committee meetings. Interns may participate only after graduation.

### **CLASS LIAISONS**

The Class Liaisons provide communications between the new class Interns, RCE staff, mentors and the instructors; welcome students and insure Interns have completed required paperwork. They keep daily attendance records; advising the appropriate mentor if an Intern is absent two or more sessions, inform the Interns of any volunteer opportunities that come up, collect quizzes, accompany the class on field trips, and be responsible for set-up of AV equipment, table and chairs. Liaisons provide class activities that will promote class socializing so Interns can get to know each other. Nothing says "Socializing" more than a nice hot pot of coffee or tea all ready to go when the Interns arrive for class and at break time. They can bring snacks and we swap recipes. Hours are recorded under OTHER category, under Intern Class Liaison. Interns may participate in this committee after intern hours are completed.

### **COMMUNITY OUTREACH EVENTS**

To provide horticultural and environmental information to residents of Ocean County, RMGs participate in various community events. In doing so, RMGs acquaint the public with the services of the Rutgers Master Gardener Volunteers and Rutgers Cooperative Extension (RCE). RMGs set up a table and horticultural display at non-profit community events in Ocean County. The volunteers actively engage event attendees in conversation about the display table, gardening, good environmental practices, etc. These hours are recorded under OUTREACH category, under Community Outreach Events. Interns may tag-along or shadow a veteran RMG for these events starting in April.

### **EDUCATION OUTREACH FOR COMMUNITIES AND SCHOOLS**

#### **(Education Outreach)**

The Education Outreach Committee designs gardens and provides educational lectures for non-profit organizations. Members design flower, vegetable, and native gardens for churches, municipalities and schools. They also create lectures to educate adults and youth on: what parts of a plant they eat, vegetable gardening, gardening in general, composting and many other topics. RMGs are required to participate in Working with Youth training and may need to have a background check if a school or event requires one. Helping to create programming geared for youth is a much-needed topic. This committee is for Certified RMGs. Hours are recorded under OUTREACH category, under Education Outreach. Interns may observe or tag-along with a veteran.

### **HOSPITALITY**

This committee takes care of refreshments that are served at the monthly general meetings and at other events as requested by the president or another Committee chair. We also coordinate the covered dish brunch in May, the awards brunch in August, and desserts and beverages for graduation. We set up and clean up the hospitality tables at these events. The food is provided by the RMG's and our budget covers all the supplies needed. Hours are recorded under OTHER category, under Hospitality-For meetings and events. Interns may participate if needed by the committee.

### **IPM**

Chairs prepare lectures and workshops for RMGs. They keep track of Growing Degree Days for Toms River and Manahawkin area and pests found during IPM workshops. RMGs and Interns can attend workshops at OCP or the Agricultural Center Display Garden beginning in April. Participants in workshops and educational events receive instruction on growing degree days and on monitoring for weeds and insect pests in the gardens. Interns are highly encouraged to attend Workshops given by committee members. Hours are recorded under OTHER category, under Training- IPM Workshop.

### **MENTORS**

Mentors are veteran RMGs who are committed to work with the new Intern Class that starts each January. Mentors let Interns know about all activities that are going on, invite them to the Ocean County Park, and answer any questions that the Interns have. Mentors encourage the interns to complete hours for certification and assist the Interns in finding their niche within the RMG program. Mentors may record up to 1hr per month for contact with interns. Special Classes such as Orientation are also recorded under OTHER category, under Intern Class Mentor. After intern hours are completed, Interns can participate as Mentors for the next year's class.

### **NEWSLETTER**

'Through the Grapevine' is the official newsletter of the Master Gardeners of Ocean County. Published monthly, its main objective is to inform Rutgers Master Gardeners of the activities, business, and policies of the organization. 'Through the Grapevine' runs articles that educate Rutgers Master Gardeners in all aspects of gardening and creates a spirit of camaraderie among the membership. All contributions are welcome. Interns are welcome to research and write an educational article pertaining to horticulture which is then reviewed by Newsletter editors and/or RMG Coordinator. Hours are recorded under OTHER category, under Administrative Reporting

### **PUBLICITY**

The RMG publicity committee is responsible for working with the RMG Coordinator and event chairperson to publicize RMG events and outreach programs. The information is submitted to print media, radio, and cable and for online access throughout Ocean County. Hours are recorded under OUTREACH category, under Publicity. Fall Garden Day publicity committee will work with Publicity for promotion of the event.

### **SPEAKERS BUREAU**

The Speakers Bureau consists of RMGs who speak to groups around Ocean County on a variety of garden subjects. The Bureau offers PowerPoint topics on good growing practices, vegetable gardening, perennials, landscaping, garden pests, ticks, and indoor gardening. The Speakers Bureau welcomes new ideas and topics. All new talks must be approved by the RMG Coordinator. Interns can become a speaker after intern hours are completed. The speakers who give the talks record speaking hours under OUTREACH category, under Speaker's Bureau. Veterans and Interns may tag-along and help the speaker set up and with record keeping. Intern would record 1 hour under OTHER category, under Event Set up/Take down.

### **STAFFORD LIBRARY OUTREACH**

This is an opportunity for RMGs in southern Ocean County to do helpline/ diagnostics at the Stafford Library in Manahawkin. It is also referred to as Stafford Library Help Desk. Dates are usually two Mondays a month from February to September. Veterans and interns can participate. We do not identify ticks at this event.

### **SUNSHINE**

Sunshine remembers those of our membership who are going through a difficult time by sending cards. The Sunshine person is also in charge of keeping the Memorial Plaque and Rutgers Master Gardener of the Year Plaque up-to-date. Hours are recorded under OTHER category, under Administrative Reporting.

### **TRIPS AND TOURS**

This committee plans trips/tours to various sites around NJ/NY/PA area that are interesting to RMGs and guests. Usually, there are three to four trips/tours a year. Every March finds a trip to the Philadelphia Flower Show planned, which is the most popular bus trip of the year. Usually, no hours are attached to the trip itself. Planning hours are recorded under OTHER category, under Trips and Tours for those who help in setting up the trip. Interns are welcome to participate in all trips and tours.