

Jefferson County Master Gardener Foundation HANDBOOK

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I. INTRODUCTION

- A. **PURPOSE.** This Handbook documents the current procedures and practices of the Jefferson County Master Gardener Foundation (JCMGF). It is a supplement to organizing documents of higher precedence and must remain consistent with the most recent versions of those governing documents and with current laws. If a conflict is found, the order of precedence is, from highest to lowest:
- Federal and State laws and regulations
 - [WSU Master Gardener Program Handbook \(2020\)](#)
 - [JCMGF Articles of Incorporation \(2001\)](#)
 - [JCMGF Bylaws \(2022\)](#)
 - JCMGF Handbook (2023 — this document).
- All Foundation members should familiarize themselves with our governing documents.
- B. **AMENDMENTS.** The JCMGF Board is responsible for reviewing this Handbook annually and updating it as needed (see [Appendix A.](#)). Foundation members are invited to suggest updates, additions, or corrections to any member of the Board. Substantive changes should be approved by vote, per [Section X. of the Bylaws](#).
- C. **NONPROFIT STATUS.** The Foundation is a registered 501(c)(3) charity in the state of Washington, registration number #21373.
- D. **STATEWIDE FOUNDATION.** The JCMGF is a chartered chapter of the [Master Gardener Foundation of Washington State](#) (MGFWS), which works closely with the WSU County Extension Master Gardener Program Coordinators on statewide issues. JCMGF selects representatives from our local Foundation to represent us on the Board of the MGFWS. We participate in the MGFWS conferences and contribute to its efforts. We nominate people or programs for MGFWS awards and recognitions.
- E. **WSU EXTENSION MASTER GARDENER PROGRAM.** The concept for Master Gardener Programs originated at WSU in 1973 and subsequently spread across the USA. Our Foundation draws its name, purpose, membership, training, and other support from the Master Gardener Program. Members should familiarize themselves with the [priorities of the WSU Extension Master Gardener Program](#).
1. The STATEWIDE PROGRAM LEADER is currently [Jennifer Marquis](#).
 2. The WSU JEFFERSON COUNTY EXTENSION DIRECTOR is currently [Amit Sharma](#).
 3. The JCMG PROGRAM COORDINATOR is currently [Bridget Gregg](#). Our local Program Coordinator is an advisor to the Foundation and a non-voting ex-officio member of the Foundation Board.

II. MEMBERSHIP

Eligibility and privileges are described in the [Bylaws, Section III](#). Individuals renew their Foundation membership each year via the annual poll conducted by the Program Coordinator; after indicating an intention to remain active in the WSU Master Gardener Program, one may also indicate intention to participate as a member of the Foundation. If individuals need to opt in or out of membership at any other time of the year, they may contact the Program Coordinator to update their status. Washington nonprofits are required to keep up-to-date membership rosters to determine quorums and voting eligibility.

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III. FRIENDS OF MASTER GARDENERS

Our non-member Friends group is described in Section IV. of the Bylaws. This group is managed by a Board member and/or their delegate. Friends are welcome to participate in JCMGF educational events and programs and to receive Foundation communications. Friends have no training or service requirements but are welcome to volunteer their assistance at events after providing the Program Coordinator with a signed WSU Liability Waiver.

IV. OFFICERS

- A. COMPOSITION. The Officers of the Foundation are the Chairperson, Co-Chairperson, Secretary, and Treasurer. Terms of office, authority and general responsibilities, and indemnification may be found in Section V. of the Bylaws. More detailed, day-to-day duties are provided here. An Officer may request assistance from or delegate duties to another Board member as necessary.
- B. THE CHAIRPERSON provides leadership and performs organizational functions for the Foundation. Duties include but are not limited to:
 - 1. Leading all regular and special Foundation and Board meetings.
 - 2. Developing and distributing the agenda for each meeting at least 15 days in advance (unless urgency justifies less notice). Notice of the purpose, time and place, and method of participation -- in person or online -- should be included.
 - 3. Planning for continuous improvement of the Foundation.
 - 4. Note that the Board Chairperson does not lead meetings of committees or programs unless they are also the Chair of that program or committee.
- C. THE CO-CHAIRPERSON (more accurately named the Chair-Elect) works closely with the Chairperson, stepping in for the Chair whenever requested by the Chair or when otherwise necessary. The Co-Chair oversees communications on behalf of the Board. Duties include but are not limited to:
 - 1. By February 1 of each year, creating and maintaining a calendar of known Foundation and WSU Master Gardener events and communicating them to the MG Program Coordinator and the JCMGF webmaster for publicity.
 - 2. Reviewing the JCMGF membership roster with the Program Coordinator as early as possible during the first quarter of each year (preferably no later than February 1) and making the up-to-date membership roster available to Foundation members in a protected area of the Foundation website.
 - 3. Ongoing (at least monthly) review of the Foundation website at jcmgf.org, reporting any needed changes or updates to the webmaster.
 - 4. Responding to emails that come in via the "Contact Us" form on the jcmgf.org website.
- D. THE SECRETARY performs all Foundation-wide secretarial functions. Duties include but are not limited to:
 - 1. Recording minutes for each Board and Foundation meeting.
 - 2. Sending draft minutes to all Board members for review following meetings, always within 15 days but preferably within the week following.
 - 3. Submitting minutes to the Board members for approval.
 - 4. Sending approved minutes to the webmaster for posting to the website.

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5. Responding to general inquiries that come in by mail, email, or other means.
 6. Organizing and maintaining all Foundation non-financial records.
- E. THE TREASURER is responsible for maintaining all financial records for the Foundation. A working knowledge of basic fund accounting practices and familiarity with relevant software services (e.g., Quicken, Excel...) is necessary. Duties include but are not limited to:
1. Preparing and submitting the proposed annual budget to the Board for approval during the first quarter of each fiscal year, preferably by the February Board meeting.
 2. Submitting updated Treasurer's reports as directed by the Board throughout the year. Typically, the Treasurer prepares two monthly reports: a statement of monthly income and expenses, and an updated balance sheet for the entire budget. These are made available to the membership by inclusion as supplements to the minutes of Board meetings.
 3. Issuing all payments and receiving all revenues for the Foundation.
 4. Calculating and disbursing the Foundation's annual contributions to the WSU Master Gardener Program and to Foundation programs as outlined in [Section VIII.A.1 of this Handbook](#).
 5. Filing the annual IRS Form 990-N report by the federally mandated deadline each year.
 6. Filing the annual Washington State Nonprofit report by the state-mandated deadline each year.
 7. Renewing the state business license by the state-mandated deadline each year.
 8. Providing access and support for the annual review of Foundation financial records as outlined in [Section IX.E.1.b. of the Bylaws](#).
 9. Overseeing the training and transition from one Treasurer to the next, including providing a detailed record of current procedures.
 10. Responding to mail and email correspondence dealing with financial and tax matters.

V. BOARD OF DIRECTORS

- A. COMPOSITION. The four Officers plus five elected Directors are the nine voting members of the Board of Directors. The Directors' terms of office, authority, etc. are described in [Bylaws Section VI](#). More detailed day-to-day duties are provided below. In addition to the nine voting members, the Program Coordinator for the WSU Jefferson County Master Gardener Program serves as a non-voting, ex officio member of the Board. Up to two Jefferson County Master Gardener Program Interns may be recognized by the Board as non-voting class representatives ([Bylaws Section VI.A.2.](#)). A Board member may request assistance from or delegate duties to another Board member as necessary. Duties for numbered Board positions are paired in even/odd combinations to ensure continuity of work as terms expire in alternating years. Terms of positions 1, 3, and 5 expire in odd years; positions 2 and 4 in even years.
- B. DIRECTORS IN POSITIONS #1 AND #4 work together to organize meetings. Duties include but are not limited to:
1. Reserving facilities and technology for Board and Foundation meetings.
 2. Organizing programs and speakers for Foundation meetings.
 3. Communicating with the Program Coordinator as to which Foundation meeting lectures or events qualify as required continuing education (CE) hours; sharing this information with the Board, Master Gardeners, and Interns.
 4. Coordinating any needed refreshments, prizes, etc., for Foundation meetings (e.g. using Sign-Up Genius or other e-forms provided through the Program Coordinator).
 5. Coordinating set-up and clean-up of meeting rooms (currently Sign-Up Genius).

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- C. DIRECTORS IN POSITIONS #2, #3 AND #5 work together on committee oversight, social calendar, and JCMGF Friends group. Duties include but are not limited to:
 - 1. Acting as liaison between the Board and the committee chairs, including coordination of regular status updates to the Board from committees and programs. Committee reports are made available to the membership by inclusion as supplements to the minutes of Board meetings.
 - 2. Organizing field trips and social events (such as the summer picnic and holiday party) for Foundation members.
 - 3. Managing and communicating with the Friends group.
- D. CLASS REPRESENTATIVES. One Representative may be selected from each class of Master Gardener Interns to keep their respective classes abreast of Board and Foundation activities and events and encourage them to be active in the Foundation. Other duties may be assigned by the Board, based on interests and abilities. Interns are trainees who have successfully completed their coursework but have not yet completed the volunteer hours required for certification as a Master Gardener.
- E. CONDUCT. All Board members should make every effort to:
 - 1. Attend monthly Board meetings.
 - 2. Attend Foundation meetings.
 - 3. Attend Foundation events.
 - 4. Read the Foundation Handbook, Bylaws, and Articles of Incorporation before their term begins.
 - 5. Act as a leader and mentor to other Foundation members.
 - 6. Read and respond to emails in a timely manner.
 - 7. Update the Board, and as pertinent, the Foundation membership, regarding activities related to their position throughout the year.
 - 8. Orient, train, and mentor new Board members and Interns, including providing detailed information on current practices and procedures.
 - 9. Old and new Board members will work together to mentor one another to ensure a smooth transition from one Board to the next.

VI. MEETINGS

Board and Foundation meetings may be conducted in-person, remotely, or in a hybrid format, and are scheduled with the Board's knowledge and consent. Master Gardener Interns are welcome and strongly encouraged to participate in Foundation meetings and events.

Meetings should be publicized at least 15 days in advance (e.g., on the jcmgf.org website, by email announcements from the Chairperson, and in the Program Coordinator's newsletter). Any changes or exceptions should also be publicized as soon as possible. Exceptions to regularly scheduled meetings often occur during summer months and during late winter holidays. We usually hold a [summer picnic and a holiday party](#) in lieu of meetings at those times. Other changes may occur when necessary to accommodate a scheduling conflict for a Board member or the needs of a special speaker. Maintaining a consistent schedule whenever possible is highly recommended. Use of WSU facilities, equipment, and technology for meetings must be arranged in advance with the Program Coordinator. Additional information about meetings can be found in the [Bylaws Section VII](#).

- A. BOARD MEETINGS are usually held on the first Thursday of the month and are open to any interested Foundation member. The Board may also opt to hold a retreat, orientation, or training session in lieu of a monthly business meeting.

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- B. MEMBERSHIP MEETINGS are usually held on the second Thursday of the month. Membership meetings often include two parts: an educational presentation open to Foundation members, Friends, and the public; followed by a business meeting focused on issues that require the membership's attention.
- C. ANNUAL MEETINGS for the purpose of electing new Board members are required in our Bylaws and Articles of Incorporation. Traditionally, the Membership meeting in November serves as our Annual Meeting. It's a good time to hold any needed votes on other issues of importance to the Membership.
- D. SPECIAL MEETINGS (in addition to the regularly scheduled meetings above) of the Board or the Foundation membership may be called by the Board when necessary to address Foundation business.

VII. COMMITTEES AND PROGRAMS

Creation of committees and programs is discussed in [Bylaws Section VIII](#).

- A. STANDING COMMITTEES continue indefinitely to conduct ongoing business. Current standing committees are:
 - Demo Park (demonstration garden at 600 Sims Way, Port Townsend)
 - Grants (grant giving within the local community)
 - Plant Sale (fundraising event)
 - Sunshine Committee (member engagement)
 - Secret Garden Tour (fundraising event)
 - Website (jcmgf.org)
 - Yard and Garden Lecture Series (fundraising event)
- B. SPECIAL OR AD HOC COMMITTEES form for a limited period. They may repeat annually to achieve a limited goal (e.g., handbook review, financial audit, nominating committee), or may be formed when a special need or interest is identified (e.g., feasibility studies, strategic planning, etc.).
- C. DUTIES OF COMMITTEE AND PROGRAM CHAIRS include oversight for committee finances, meetings, and achievement of goals; regular progress reports to the Board; and maintaining any committee records that should be passed on to incoming leaders or shared with others working on the program or committee to provide needed historical information to continue the activity in the future.

VIII. FINANCES

- A. FOUNDATION FINANCES. Important information about rules for fiscal management can be found in [Bylaws Section IX](#). This Handbook continues that subject, addressing current procedures and practices with which Foundation members should be familiar.
 - 1. NET ASSET DISTRIBUTION formulas were approved by the Board in 2015 and by the Foundation members in 2016.
 - a. A \$15,000 minimum balance or "cushion" is retained as Net Assets by the Foundation to cover any future shortfalls in funding. Should this cushion

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fall below \$15,000 in any given year, it will be replenished as soon as possible.

- b. Net Assets in excess of the minimum balance of \$15,000 will be divided and disbursed as follows: 75% to the WSU Master Gardener Program of Jefferson County and 25% to JCMGF grants.
- c. The Treasurer will tabulate net assets as soon as possible after the close of each fiscal year (December 31). The Treasurer will then calculate the allocations above and payment will be made to WSU within seven days of such calculations.
- d. Any variation to the current net asset distribution formulas must be presented to the Board and voted upon by both Board and membership.

2. ACCOUNTING FOR GRANT FUNDS. The JCMGF grants are announced and awarded in the first half of each year. However, no funds are distributed to awardees until their completed grant projects have been reviewed by the Grants Committee and the documentation required for reimbursement has been submitted to the Treasurer. Grant funds that have been awarded but not-yet-claimed are held in the operating budget as “liabilities” for up to 12 months from the date that a grant is approved (awarded). Grant funds that are not claimed during the designated 12 months will be returned to the Foundation’s unencumbered Grants Fund account.

- B. COMMITTEE BUDGETS. Committee and program leaders who expect their group to incur expenses or income while carrying out its responsibilities should familiarize themselves with Bylaws Section IX. This Handbook continues that subject, addressing current procedures and practices with which committee and program chairs should be familiar.

1. During the last quarter of each fiscal year, every committee and program leader is expected to provide the Treasurer with a financial projection for the upcoming year along with a brief rationale for each significant item or category. Committee budget requests and income projections are often close to the numbers used during the current or previous year. Committee leaders are expected to engage in dialogue with the Treasurer, even if no changes are expected.
2. Once the Board approves the annual JCMGF budget, each committee chair is expected to accomplish the goals of their program or committee within the planned budget. While small variations are to be expected during the course of the fiscal year, any variation of \$200 or more should be preapproved by the Board. Such requests for adjustments will be considered on a case-by-case basis.
3. Travel expenses for committee business are generally not allocated or reimbursed. Extraordinary travel expenses are occasionally considered by the Board on a case-by-case basis and should be preapproved before they are incurred. If approved, claims providing actual mileage, expenses and receipts are to be submitted to the Treasurer within a month after the travel occurs.
4. Committee leaders should plan and consistently monitor the work of their committee, including approval of any expenses or reimbursements and making sure that all appropriate receipts and documentation are forwarded to the Treasurer in a timely fashion.

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5. Foundation members and MG volunteers are expected to make reasonable efforts to minimize expenses.

C. HANDLING REVENUE. Two people will count all monies (e.g., cash, checks, credit or debit charges, etc.) received during JCMGF events utilizing the form provided in [Appendix B](#) of this Handbook. The amount and origin of the monies must be specified and each person will review and initial the completed form before those monies are transferred to the Treasurer.

IX. COMMUNICATIONS AND RECORDS

The JCMGF Foundation utilizes paperless, electronic communications. Foundation members are assumed to have web and email access and to check their email as well as the jcmgf.org website often enough to keep current with Foundation actions and events. Foundation news may also be broadcast via the bimonthly e-newsletter produced by the JCMGF Program Coordinator for all Master Gardeners. In addition, the Foundation may send emails exclusively to its own membership when deemed necessary. An up-to-date membership roster is provided on the jcmgf.org website for the convenience of our members with login. Please respect the privacy of your fellow members by not sharing their contact information without permission.

A. USE OF THE FOUNDATION MEMBERSHIP LIST

1. Emails may not advocate for anything political (e.g., referring to political candidates, parties, initiatives, campaigns...) or be used for fundraising other than Foundation activities and interests. The membership list is a Foundation resource, provided to enable us to effectively complete our mission. It should never be used for individual advocacy or protest, or to contest a decision made by any local, state, county, tribal, or federal government agency.
2. The membership list may not be used to endorse any specific commercial products or services, including products or services available from any of its members or their associates. It is not to be used for personal business or one-to-one email.
3. The membership list may not be used to forward notices of, or comments on, events or products unless a context statement is provided. This could be as simple as, "I saw this advertisement, read this book, etc., and feel that this content may be of interest to the group." This statement converts the message from being an advertisement to becoming a person's viewpoint. It should be clear that this is not an endorsement on the part of WSU. Comments on books, television shows, etc. (even those on public television or radio) should NEVER be forwarded without some form of context statement.
4. Any recommendations made via the membership list should be subject to the same standards of accuracy — and based on the same level of current scientific knowledge — that applies to Plant Clinic.

B. JCMGF WEBSITE: The Foundation website at jcmgf.org is maintained as a separate entity from the WSU Master Gardener Program website, although some postings may overlap. Contact the Foundation Co-Chair with any suggestions for content to be posted or for any changes or corrections that may be needed.

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- C. **USE OF THE WSU MASTER GARDENER PROGRAM NAME.** Contact the JCMG Program Coordinator for guidance on using the WSU name or “brand.”
- D. **INTEGRITY OF JCMGF RECORDS.** To avoid the unintended alteration or misrepresentation of official Foundation documents (e.g. agendas, minutes, Articles of Incorporation, Bylaws, Handbook, etc.):
 - 1. Drafts circulating among working committees should be clearly labeled as such.
 - 2. Final versions that are to be made digitally available to the membership should be distributed as PDFs which are not as easy to alter as other formats.
 - 3. Foundation documents should be dated to avoid use of out-of-date files.

X. EQUIPMENT, PROPERTY, SUPPLIES

- A. **PROPERTY MANAGEMENT.** The Board may assign one or two Foundation members as needed to manage JCMGF equipment and property. These appointees are responsible for maintaining an up-to-date list of Foundation property (other than merchandise for sale) and for maintaining records of Master Gardeners’ signing out and returning equipment. They are responsible for the safe storage and inventory control of JCMGF property, as well as suggesting needed new purchases. Keys to the Foundation’s storage unit are kept by the Chairperson and the Program Coordinator or their designees.
- B. **MERCHANDISE MANAGEMENT.** The Board may assign one or two Foundation members as needed to maintain an inventory of and manage the sales of merchandise for fundraising purposes.
- C. **ACCESS TO WSU EXTENSION FACILITIES AND EQUIPMENT** may be arranged through the Program Coordinator and other WSU Extension staff. This includes booking use of the classroom or other spaces, use of photocopiers, internet access in the Port Hadlock facilities, access to supplies, some technology assistance, etc.
- D. **KEYS TO THE FOUNDATION’S POST OFFICE BOX** are kept by two Officers as designated by the Board each year. Generally these will be the Treasurer and the Secretary.

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APPENDIX A.

Board Calendar

Quarter 1, January - March

- Approve Foundation budget for the current year
- Launch audit of previous year's finances
- Provide orientation for new Board members; set Board goals for the year
- Publish meeting and event schedules for the year
- Review and distribute updated Foundation Membership Roster (from PC)
- Launch review of Bylaws and Handbook, preparing updates as needed
- Review and respond to committee and program goals, progress, and needs

Q2, April - June

- Review and respond to committee and program goals, progress, and needs
- Complete audit of previous year's finances, including property held
- Make sure federal and state fees are paid

Q3, July - September

- Review and respond to committee and program goals, progress, and needs
- Form Nomination Committee for Board elections
- Plan Annual Meeting & elections
- Confirm slate of candidates for Board positions
- Prepare Foundation committees and programs to make their annual budget requests

Q4, October - December

- Review progress on Board goals for the year
- Review and respond to committee and program goals, progress, and needs
- Solicit annual budget requests from Foundation committees and programs
- Draft the Foundation's annual budget proposal
- Launch end-of-year (EOY) review of current fiscal year
- Prepare EOY disbursements of funds, as appropriate
- Launch planning for Q1 orientation of new Board members

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APPENDIX B.

Revenue Intake Form

JCMGF Event:

Date / Shift Time:

Who is handling revenue (PRINT NAME)	Sign when completed
1	
2	
3	

CASH INTAKE			
	person 1	person 2	person 3
100s, 50s			
20s			
10s			
5s			
1s			
coins			
SUBTOTAL AMOUNT	\$	\$	\$

CHECKS / CREDIT, DEBIT, DIGITAL			
# of checks			
# of transactions			
SUBTOTAL AMOUNT	\$	\$	\$

TOTAL REVENUE			
TOTAL	\$	\$	\$
Minus cash box starting amount	-	-	-
NET	\$	\$	\$

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APPENDIX C.

Planning a Social Event

Directors in positions 2, 3, and 5 are responsible for planning social events. These notes are offered as examples only. Future event planners are free to vary as needed. Start with Board discussion of:

- Date, time, estimated attendance, and programming.
- Budget allocation and estimated costs.

ANNUAL SUMMER PICNIC

Programming:

- Optional, not usual.

Location:

- The Rotary Pavilion at [HJ Carroll Park](#) in Chimacum is appropriate for up to 100 people.
- We do not typically pay for this facility since the WSU Master Gardeners are a branch of the County Extension. (If County staff are uncertain about whether to charge us, refer them back

WINTER HOLIDAY PARTY

Programming:

- Master Gardener Awards.
- Optional gift exchange for attendees and games.

Location:

- [Fred Lewis Scout Cabin](#), 3075 Discovery Rd, Port Townsend.
- [Quimper Grange](#), 1219 Corona St, Port Townsend.
- Winter nights get dark early; remind attendees that they may need flashlights to get to/from parking areas.

Alcohol:

- Whether provided or BYOB, you must purchase a [WA State "Banquet Permit"](#) for the event well in advance.

Main/meat dish:

- If using a restaurant or caterer, line up an appropriate source as soon as possible.
- If purchasing meat to prepare, order well in advance and remember to arrange storage. Ask if meat is frozen.

Publicity:

The MG Program Coordinator (PC) publishes a biweekly digital newsletter and can use GivePulse to generate forms and emails to all Master Gardeners and Interns. To avoid scheduling conflicts, contact the PC six weeks in advance.

- Publish a "Save the Date" announcement in the newsletter six to eight weeks prior to the event.
- Construct and test web-accessible forms for the RSVP and potluck sign-up.
- Publish the RSVP and sign-up announcements in the newsletter twice during the month prior to the event.

Tables and seating:

- The Rotary Pavilion at HJ Carroll Park has six large picnic tables and an ADA accessible table.
- Additional tables for the food buffet as well as serving utensils, flatware, linens, cups, and dishes are available to borrow from the MG Program (stored in the WSU Classroom closet in the

Tables and seating:

- Tables and chairs are usually available at the venue. Research in advance. Note table size.
- Determine whether any serving dishes/utensils are available at the venue.
- Table settings, linens, glassware and centerpieces are provided by Foundation members who volunteer

Additional volunteers may be needed to:

- Set up the site beforehand and clean up afterward.
- Arrange pick-up and/or delivery of the main meat dish.
- Retrieve, set up, clean, and return any WSU property that is used.