

Tillamook County Master Gardener's Association Procedures

2.15

Subject: SOUTH COUNTY PLANT CLINICS

Purpose: This document sets out the steps and tasks associated with TCMGA's participation in South County (Pacific City) Farmers Market

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- Task 1** Contact organizers of the Pacific City Farmers Market at the beginning of the calendar year to determine dates for the Market and request their approval to participate.
- Task 2** TCMGA elects to have our booth at the PCFM once each month during the course of the Market. There are no forms or fees required for participation.
- Task 3** Recruit workers (apprentices and Hardy Perennials). A re-certified Hardy Perennial needs to be present at each shift with apprentices. This can be done via email, word of mouth, telephone, at the Master Gardeners' classes and at Board Meetings. The chairperson will determine if volunteers are needed for different shifts during the event and schedule them accordingly.
- Task 4** A training session is scheduled prior to the Farmers Market season for all volunteers, even if they have worked at Plant Clinics and the Farmers' Markets in the past. All volunteers should be familiar with current policies and procedures, how to set up the booth, and what the expectations are for public presentation.
- Task 5** Prior to the day of the event; be sure that the canopy and all supplies are ready for use. Supplies for the South County Farmers Market are stored at the South County FM Chairperson's home.
- Task 6** Materials need to be inventoried, replenished and organized after each event. See Task 7 for a partial list of information, pamphlets, and brochures that should be included.
- Task 7** The Committee Chairperson will ensure that supplies are at the event location one-half hour prior to the start of the event and volunteers should be at the event in time to assist with setting up the booth. Supplies and materials include (but are not limited to):
- Canopy, water or sand jugs for weights, bungee cords
 - Portable table and tablecloth
 - Information pamphlets/brochures (MG info, composting, OSU internet cards, etc.) these vary, depending on what is available in the office
 - Sign-up sheet for OSU newsletters, MG Class interest
 - Resource books, brochures and materials as needed including one of each PNW. The PC Farmers Market has its own collection of resource books. Additional materials may be purchased upon approval from the Board.
 - One client contact log and a few client contact sheets on a clipboard
 - Signs: Two banners, one sandwich board
 - Ladybug rocks and spider rings
 - Volunteers supply their own chairs

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Task 8 During the event, volunteers should greet and answer questions from the public and promote the OSU Master Gardener program. Volunteers should anticipate questions based upon the types of calls and questions received in the Master Gardener office and the gardening season.

- Document all contacts on clipboard
- Complete client contact sheets when necessary; to be returned to the office for problem solving
- Maintain list of people interested in taking future MG classes
- Maintain list of those interested in receiving OSU newsletters
- Maintain list of people who would like to be contacted about the Garden Tour.

Task 9 At conclusion of the event, the booth is dismantled and organized for storage by the South County FM Chairperson.

- Replenish depleted brochures and client information. This will usually be done by the Chair or the Hardy Perennial assigned to do so.
- Remove client sheets and leave in the Ext. Office for Monday volunteers to work on.
- Place new, blank sheets on clipboards for next event
- Let the MG Office Assistant know if brochures or handouts need to be duplicated.

Task 10 The Chairperson must maintain records of contacts made and questions answered. These are to be reported to the Extension Office at the end of the season.

Knowledge, Skills and Abilities

- Be a certified or re-certified OSU Master Gardener (Hardy Perennial)
- Ability to meet with the public and respond to questions and inquiries in a public setting
- Advisable that the South County Farmers Market Chair reside in the area served and be able to store equipment, supplies, and materials at his or her home.
- Have the means to transport the equipment and supplies to the farmers market location.
- Be able to recruit other Master Gardeners, both Apprentices and Hardy Perennials, to help with transporting materials and to work at the clinic.