

# Tillamook County Master Gardener's Association Procedures

## 2.7

### **Subject: COMMUNITY PRUNING DAY**

**Purpose:** The Goal of Master Gardener Community Pruning day is twofold: to provide apprentices and master gardeners an opportunity to practice their pruning and to help those in the community who need help pruning and are not able to do it themselves and cannot afford to hire a landscape service. Pruning day is usually held the first Saturday in March. It should occur after the pruning class for the Master Gardener Class.

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- Task 1** Once the master gardening classes are scheduled, a date should be set for pruning day. In addition, the application form and the publicity release should be reviewed.
- Task 2** Applicants should be asked for contact information and best time to contact, the address of the property to be pruned, the types and number of plants to be pruned. Businesses are not allowed to apply. We do not prune large trees requiring gardeners to get on ladders and we are not able to haul away debris. This should be clearly stated in the publicity and on the application. Applications need to be submitted to the Extension office two weeks prior to the event. This allows enough time for the chair or someone designated by the chair to drive to the properties to determine if the pruning work is feasible and estimate the time and number of volunteers needed. Applicants should sign the liability waiver at this time as well.
- Task 3** Work through the PR person at TCMGA to put this in the papers and on the radio. PR should be done in January/February time frame.
- Task 4** Once applications are received, the chair or someone designated by the chair should drive to the properties to determine if the pruning work is feasible and estimate the time and number of volunteers needed. The previous chair of pruning day will provide a list of the properties that were pruned in previous years. This service is a one-time only service.
- Task 5** The chair then needs to recruit both apprentices and hardy perennials.
- Task 6** Once the estimates of work are done the chair needs to make up teams of hardy perennials and apprentices. Each team should have at least one hardy perennial (designate one as the lead).
- Task 7** On pruning day it is helpful to supply team leads with Google maps of their properties. Team leads may also want to visit the projects to determine the effort needed.
- Task 8** The team leads need to communicate with their team as to a meeting point and also to the home owners so they know what time to expect the pruning team. It is also helpful to have cell phone numbers for the other team leads in case a team needs additional resources.
- Task 9** Team leads are responsible for having the home owners sign a liability wavier before they start pruning.
- Task 10** Team members should bring any pruning tools they have, water and snack, and dress in layers.

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**Task 11** The chair should provide the Extension office with a list of the properties pruned for reference the next year. This list should also be included with in the Pruning Folder for the Next Chair.

For help with any problem that may arise, refer to: Jean Scholtz or Corrine Dumas

Author: Jean Scholtz, Corrine Dumas.      Approved by TCMGA board: January 13, 2011.  
(Date)

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