



Tech Talk Reappointment & Review

presented by Ralph Thompson, UCCE Master Gardener
UCCE Master Gardener Program of Riverside County



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources | UC Master Gardener Program

Growing Master Gardeners Initiative – 2022-23 Program Year

Slide 1

Annual Reappointment

- ❖ Required for all volunteers working with UC ANR programs
- ❖ June 1 through July 31
- ❖ 4 easy steps!
- ❖ Reappointment prompts will appear on the VMS home screen of all UC Master Gardener Program volunteers beginning June 1
- ❖ All UC Master Gardener Program volunteers must complete three forms to remain active or limited active for the 2023-24 program year
- ❖ Once you complete reappointment, the reappointment window will no longer appear on your VMS screen



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Step One: Select "Please Complete!" on VMS Home page

UC Master Gardener Program of Riverside County News

IMPORTANT:

Please check the VMS Calendar regularly as meetings/events/gatherings/etc change

Continuing Education Opportunities

Sign up on VMS

Growing Master Gardeners

Final Session
Monday, June 5, 2023, 9AM
Calendar Event

Lunch & Learn - Creating a Pollinator Garden

Roger Tansey, UC Master Gardener

Thursday, Jun 22, 2023, 12:00PM
Calendar Event

Your Hours

	This Year	Lifetime
Volunteer Hours	7:00	2,000
Continuing Education Hours	4:00	100

+ Add Hours
View Hours

Reappointment

Releases	Status
Annual Volunteer Agreement and Request for Reappointment	Please Complete!
Code of Conduct/Responsibilities and Rights	Please Complete!
Proof of California Driver License and Automotive Liability Insurance	Please Complete!



Step Two: Click on and electronically sign all three forms

- Home
- Hours
- Calendars
- Projects
- Messages
- News / Docs
- Photo Albums
- Roster
- Reports

Riverside County

Roster | Reappointment

Reappointment

Reappointment starts on Jun 1 for the 2023 program year

View/Print Agreement

Thank you for considering reappointment into the Master Gardener Program. We value your service and thank you for sharing your valuable time as a volunteer. We hope you consider joining us as an agent of the University of California for another year.

Complete the following three sections to fulfill the county requirements for participation in the Master Gardener program. If you are not seeking reappointment, or you are seeking Limited Active status, please complete the Annual Volunteer Agreement and Request for Reappointment form.

Release Name	Date Completed
Annual Volunteer Agreement and Request for Reappointment	6/7/2022 - Please Update!
Code of Conduct/Responsibilities and Rights	6/7/2022 - Please Update!
Proof of California Driver's License and Automotive Liability Insurance	6/7/2022 - Please Update!



Step Three: Verify 'Date Completed' and, if desired, print a copy for your records

Riverside County

Roster | Reappointment

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[View/Print Agreement](#)

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Step Four: Submit Fees

**Fee link will show on the VMS
Home page on July 1st**



Reappointment FAQs. . .

Q1: Who must complete the reappointment process?

- ❖ The reappointment process is mandatory for all **Active** and **Limited Active** UC Master Gardeners including:
 - First Year Master Gardener
 - Master Gardener
 - Gold Badge
 - Platinum Badge



Reappointment FAQs. . .

Q2: How many hours do I need for reappointment?

- ❖ The minimum hours required to remain an active UC Master Gardener volunteer are:
 - 25 Volunteer hours
 - 12 Continuing Education hours

Note: First-year UC Master Gardener volunteers are required to complete a minimum of 50 volunteer hours (with no continuing education requirement) during their first full year as UC Master Gardener Program volunteers.



Reappointment FAQs. . .

Q3: What is the date range for calculating hours for reappointment?

- ❖ Hours are calculated for the period of July 1, 2022 - June 30, 2023.



Reappointment FAQs. . .

Q4: Where do I send my payment?

- ❖ A payment link will be posted on the VMS Home page.



Reappointment FAQs. . .

Q5: I did not complete my minimum required volunteer and continuing education hours during the 2022-23 program year. Am I still eligible for reappointment?

- ❖ Volunteers have two options if they have not completed the minimum required volunteer and continuing education hours.
 - Volunteers may select the "**Not Completed Hours, Seeking Reappointment**" option and work with Rosa Olaiz, the Volunteer Coordinator, to makeup hours
 - Volunteers experiencing barriers to participation that will not immediately resolve should discuss their situation with Rosa Olaiz, the Volunteer Coordinator



Please contact Rosa Olaiz with any questions regarding Reappointment



Previous Tech Talk Topics . . .

- ❖ Secrets of the VMS Calendar (*Sep '22*)
- ❖ VMS Calendar Admin- Entering / Updating Events (*Oct '22*)
- ❖ VMS Home Page & Messaging (*Nov '22*)
- ❖ Recording Volunteer & CE Hours (*Jan '23*)
- ❖ IPM's Diagnostic Tool (*Feb '23*)
- ❖ Plant Identification Apps (*Mar '23*)
- ❖ Collaborative Tools (*May '23*)

Click the **Recorded Sessions** link on the VMS Home page for recordings of past Continuing Education sessions

Tech Talk Videos and slide decks will be available for the upcoming class



***Please record your
volunteer and continuing
education hours in VMS!***





Thank You!



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