

Bexar County Master Gardeners

SUBJECT: M-5 – Reactivation and Transfer of Master Gardeners Certification

POLICY:

Within 3 years of becoming inactive, a Bexar County Master Gardener can apply for reinstatement and be approved by the AgriLife County Extension Agent - Horticulture (CEA-Hort).

A Master Gardener who was certified outside of Bexar County may apply for transfer.

PROCEDURE:

Reinstatement:

An Inactive Bexar County Master Gardener has three years from the date they went inactive to request a return to active status. The MG must submit a letter/email to the CEA-Hort explaining why they went inactive and why they want to be reinstated. If approved for reactivation, the individual will be given a temporary 'Provisional' name badge and must accomplish the following in order to return to full Active status:

- Additional volunteer and education hours may be assigned by the CEA-Hort.
- Pay for a background check as required by Texas A&M AgriLife Extension Service and
- Pay the BCMG dues for the current year

If the individual has been inactive for more than three years, they will be required to pay for and complete the Master Gardener Training Class when next scheduled as approved by the Master Gardener Selection Committee per the standard selection process. If admitted to the class, they must complete the required number of volunteer hours and complete a background check as required by Texas A&M AgriLife Extension Service.

Transfers:

Master Gardeners outside Bexar County who are in good standing with their local County Extension Agent (CEA), may request a transfer to the Master Gardener program in Bexar County. The steps are as follows:

- Fill out a Request for Transfer form and supply a "letter of reference" attesting to their good standing.
 - Attend a BCMG Board/CEA-Hort interview.
 - If accepted, the individual will be a 'Provisional' BCMG and must accomplish the following before becoming a 'Active' Bexar County Master Gardener in good standing.
 - Pay for a background check as required by Texas A&M AgriLife Extension Service
 - Pay BCMG dues for the current year
 - Complete additional training requirements that may be assigned by the AgriLife Horticulture Agent within one year of their acceptance as a 'Provisional' BCMG.
- If additional training is required, the 'Provisional' MG may engage in approved volunteer opportunities.

RATIONALE:

The intent of this policy is to make reinstatement of Inactive Master Gardeners as welcoming as possible while safeguarding the need for current gardening knowledge. This policy is also intended to

guide transferring MGs, if accepted, through the process of becoming a locally knowledgeable BCMG.

DATE APPROVED: 14 October 2021

DATE REVIEWED: