

TRANSFERRING MASTER GARDENER VOLUNTEERS

OUT-OF-STATE TRANSFERS

A MGV who was certified in another state may be admitted into the Ohio MGV Program by meeting the following criteria:

- 1) obtain fingerprint and a background check;
- 2) show that he/she is a MGV in good-standing in the other state;
- 3) complete the Volunteer Involvement packet for his/her file;
- 4) acquire a current Ohio MGV training manual;
- 5) pay the \$10.00 State Support fee;
- 6) acquire an Ohio State University Extension MGV name badge;
- 7) score a minimum of 70% on a final exam administered by the county MGV coordinator;
- 8) meet the recertification requirements listed above.

IN-STATE TRANSFERS

Ohio MGVs transferring from one county to another must also be in good standing and have their file transferred to the new county.

The MGV Coordinators from both counties need to communicate and verify the member and complete the attached form. Only after the original (home) county coordinator has signed off and changed the volunteer's status to "inactive" can the new county add them to their VMS and make their status "active". NEVER delete a volunteer record or all volunteer hours will be lost.

Check List for the Volunteer Requesting Transfer

- ✓ Contact your Coordinator and let them know you wish to transfer to another county.
- ✓ Discuss transferring to a new county with their coordinator. Confirm acceptance.
- ✓ Complete the Transfer form and request both coordinators review your request.
- ✓ County to which MGV is transferring notifies Home Coordinator and confirms "inactive" status in VMS and notes receipt of volunteer file.
- ✓ New County adds MGV to roster (do not duplicate) as "active."