



Standard Operating Procedure for Transferring Extension Master Gardener Volunteers between Virginia Units

Purpose

To outline the process for transferring Extension Master Gardener (EMG) Volunteers from one EMG Unit to another within Virginia, ensuring a smooth transition and accurate record-keeping. This procedure applies to all EMG Unit Coordinators involved in the transfer of volunteers between units.

Procedure

1. Volunteer Initiates Transfer

- The volunteer must inform their current coordinator of their interest in transferring. This notification should include the reason for the transfer and the proposed date of transition. Written communication via email is acceptable.

2. Notification to New Coordinator

- The volunteer must also inform the new coordinator of their interest in transferring, including the reason for the transfer and the proposed date of transition. Written communication via email is acceptable.

3. Decision by New Coordinator

- The new coordinator reviews the transfer request and decides whether to accept or decline it.
 - **Best Practice:** Although not required, it is recommended that the new coordinator contacts the previous coordinator to inquire about any relevant information regarding the volunteer, such as disciplinary issues or specialized skills and knowledge. This helps facilitate a smoother transition.

4. Approval and Notification to State EMG Office

- If the new coordinator approves the transfer, they must inform the state EMG office via email. The email should include the name of the EMG volunteer and their previous unit. The state EMG office will then facilitate the transfer process in Better Impact.

5. Tracking Volunteer Hours

- Note that the volunteer's hours from their initial unit will not transfer to the new unit in the EMGs Better Impact profile. The new coordinator and the volunteer are responsible for tracking the volunteer's hours for milestone awards.
 - **Important:** Do not add a category of historic hours from the previous unit to the new unit, as this would result in double reporting of hours for the state. Do not add historic hours- keep track of hours from other VCE EMG units outside of Better Impact- make sure you record the hours from the old unit (confirmed by the other coordinator or the state office, according to BI) at the time of transfer.

Responsibilities

- **Current Coordinator:** Ensure the volunteer's intent to transfer is documented and communicated to the new coordinator.
- **New Coordinator:** Review and decide on the transfer request, communicate with the state EMG office, and track the volunteer's hours accurately.
- **State EMG Office:** Facilitate the transfer process in Better Impact upon receiving approval from the new coordinator.