



Annual Reappointment Step-by-Step (for VMS 3.1)

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 1: Collect Digital Reappointment or Resignation Documents from Volunteers:

- Log into VMS
- Select “Manage VMS” from the left navigation bar
- Select “Manage Reappointments”

Once every person on roster has a green “Renewing” or a black “Resigning” next to their name continue to the next step.

Note: If you send the list to County Director prior to having everyone completed, they must complete the following steps multiple times.

The following sections will set up some basic information for your site.

- Projects
- Messages
- News / Docs
- Photo Albums
- Roster
- Reports
- Manage VMS**
- State Admin

- Manage Administrators**
Keep track of who is managing what with the VMS admin management tool!
- Home Page News**
You can add news to each volunteer's VMS home page, or you can elect to use
- Volunteer Options**
Disable one of the options and the feature will not be available to volunteers.
- Home Page Links**
Create links for the home page to anywhere you like.
- New Member Email**
Create a custom message that will go to new members after they are added to
- Program Contact Info**
Manage your program's address, phone, and email
- Manage Reappointments**
View and manage reappointment status and send list to director.
- Manage Interests**
Manage the interests within your program.

Step 2: Send to County Director for Appointment:

Manage VMS | Manage Reappointments

Send List To Director | Email Unappointed Volunteers

Reappointment starts on June 1, 2019 for the 2020 program year

All Master Gardener volunteer records should be kept during the subject program year. Once the program year has ended, records must be destroyed and replaced with the current year's files. Records on Master Gardener volunteers who are no longer appointed must be retained for five (5) years and then destroyed.

Full UCANR Policy available in program handbook .

Select “Send List to Director” from top of Manage Reappointments page. Once you instruct VMS to send list for approval, provide county director with the following instructions:

1. Log into ANR Portal, find “UC Master Gardener Program Reviews” on the right sidebar.
2. Click link - which takes you to a list of Master Gardeners and term statuses.

3. Select "Show only Volunteers with 3 of 3" to avoid appointing someone who has not completed terms.
4. Select Master Gardener volunteer's names for reappointment by clicking on check box on the left- hand side.
5. Click "Confirm Checked Volunteers", via button at the top or bottom of the page.

Step 3: Coordinators must verify all Master Gardeners have been reappointed.

#	Name	Achievement	Status	Appointed	Terms Status	Action
100.	Poppy McGardener	Gold Badge	ACTIVE	Yes	Renewed!	Reset Terms
142.	Lauren L. Snowden	Master Gardener	ACTIVE	Yes	Renewed!	Reset Terms

Verify every volunteer has "yes" under appointed header and bold green "renewed" or black "resigned" under terms status.

Note: If someone was missed, notify County Director to log- in and appoint that person.

Quick Tips and FAQ's:

What if my volunteer doesn't have internet access/ wants a paper copy/ will be on vacation?

If a volunteer cannot recertify online the coordinator can submit recertification papers on their behalf. When a coordinator digitally submits papers for a volunteer, **the county must retain hard copies signed by the volunteer on file.** Submitting digital files for a volunteer should happen on a case-by-case basis, and only as a special accommodation. The coordinator is not signing for them - but rather telling VMS there is a hard copy version on file for these agreements.

#	Name	Achievement	Status	Appointed	Terms Status	Action
100.	Poppy McGardener	Gold Badge	ACTIVE	Yes	Renewed!	Submit Paper

Click "Submit Paper" button on the right of volunteer's name. This takes you to a page that asks the specifics about the type of agreement you are submitting on their behalf and whether they agree to the Code of Conduct and Driving Agreement.

Note: Paper copies of the recertification agreements are available on available on the [coordinator site >> Admin >> Reappointment under Request for Reappointment Form](#)

What if my volunteer does not recertify?

If a volunteer cannot be contacted or upon contact says they no longer wish to continue in the program their status must be changed to "Resigning" to not be billed an insurance fee. To select a volunteer as resigned - select "Submit Papers" and "Wish not to be reappointed".

Note: Although the above action signifies a volunteer as resigning on the reappointment roster, you must also go to their profile (from the Manage Roster tab) and change status from "Master Gardener" to "Inactive/Resigned" in order to remove their access to VMS, and ensure they are not counted on your roster for insurance billing.

If you do move a volunteer into Inactive/Resigned status, a sample dismissal letter is available on the [coordinator site >> Admin >> Reappointment under Request for Reappointment Form](#)

Can I delete a volunteer From VMS?

Yes! A volunteer can be deleted from a program's roster without losing any of the data associated with the profile. In the past it was communicated to not delete volunteers in fear of losing data, this issue has been addressed by IT and is no longer an issue.

What if my County Director can't find the MG Reviews link?

If there has been a change in leadership in the past year, the new County Director may need to be added as a review-level administrator. Please contact the statewide office to have your County Director added as a review-level admin.

Question? Contact us!

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