



COORDINATOR

news

Greetings!

As we enter another vibrant summer season, thank you for your continued leadership and dedication to the UC Master Gardener Program. Your efforts in welcoming trainees and supporting new volunteers this year have been remarkable, and we recognize the hard work happening across counties as you manage summer outreach, events, and ongoing program administration. With Reappointment season in full swing, we appreciate your attention to detail and collaboration—these behind-the-scenes efforts truly make a difference and help set the stage for a strong 2025/26 program year.

We're excited to share that each program has received copies of our recently released 2023 & 2024 [Impact Report](#), a beautiful celebration of our volunteerism and collective impact. We encourage you to share these reports with advisors, county directors, Boards of Supervisors, community partners, and key stakeholders to showcase the incredible work happening statewide. Additional copies can be ordered from the statewide office as needed.

Let's continue to stay connected, support one another, and celebrate the incredible impact of our collective work. Thank you for your passion and dedication!



Warm regards,

Missy Gable

Director UC Master Gardener Program



Volunteer Transfer Resources Available

Program Coordinators now have access to two new letter templates designed to streamline the volunteer transfer process between counties. These standardized templates for transfer

requests and confirmations help ensure clear communication and a positive experience when volunteers relocate to different UC Master Gardener Programs across California. Read the complete transfer guidelines and step-by-step process by [clicking here](#).



Apply for a Free UCANR Qualtrics account

Program Coordinators who don't already have a Qualtrics account should apply now, as it's essential for accessing your county's UC Master Gardener Program Trainee Application. Qualtrics allows you to create and distribute surveys and forms with downloadable results. Program personnel can also obtain secondary accounts to provide select volunteers with Qualtrics access under proper oversight.

[Click here](#) to get the complete step-by-step application process and learn about available training resources.



Reappointment ended Statewide July 31

Per the [UC Master Gardener Program Policy Handbook](#), Reappointment ended July 31, 2025. Whether all eligible volunteers in your program have been appointed by your Area/County Director or you still have a few folks who have not yet taken action, there are likely steps you can take to get us across the finish line.

Follow along in the [2025 Step-by-Step Guide to Managing Reappointment for Coordinators](#) available on the [UC Master Gardener Program Coordinator Reappointment page](#). You will need to be logged into BOX (using your UC Davis credentials) to access.

- **Send** list to Director.
- **Collect** insurance payments via check, credit card, or cash.
- Clean your roster by updating volunteer status in VMS.
 - All changes requested via the Reappointment paperwork need to be made manually. If volunteers indicate:
 - “Do not wish to be reappointed” MOVE TO Inactive-Resigned

- “Requesting Limited Active Status” MOVE TO Limited Active
- Resources:
 - [3.6.6 Change Volunteer Status and/or Achievement](#)
 - [4.1.6 Roster Cleanup, Final Numbers, and Insurance Invoicing](#)
- Approve the Statewide Office invoice.
- **Mail letters to Inactive-Resigned, Limited Active, and Honorary.**
 - Templates available on the [UC Master Gardener Program Coordinator Reappointment page](#).

Questions? Join us for [Reappointment Office Hours via Zoom](#) on Tuesdays from 9:00 – 10:00 AM through the end of August.

Troubleshooting Box Access

As of March 2025, the coordinator website is no longer private. We have stopped posting sensitive or coordinator-only information directly on the [UC Master Gardener Program Coordinator website](#). Instead, links to restricted content will redirect to a Box folder managed by the statewide team titled [Statewide UC MC Coordinator Resources](#).

Statewide team-managed Box folder permissions are always set to “People in your company can view and download.” This means, in order to access resources, you will need to identify yourself as an UCANR employee to gain access.

How to access Box:

Step 1: Login to your [ANR Portal](#). Use SSO Login, follow the prompts on the screen.

Step 2: Locate and click [Box.com](#) (login with UC Davis credentials), it can be found under “Useful Tools” in the lower right corner of your ANR Portal homepage.

Step 3: You will be directed to a page asking if you are “Part of UC Davis?”
UCANR employees and persons with UCANR email addresses, including ALL UC Master Gardener Program coordinators, should **always** click the blue “Continue” button to access UC Master Gardener Program resources.

Step 4: Enter your UC Davis username.

Step 5: Clear DUO security (if applicable).

Step 6: Navigate to the box folder: [Statewide UC MC Coordinator Resources](#).

Help with Box: More information on Box for UC Davis, including FAQs and more, is available via the [UC Davis Service Hub](#).

Welcome! New Coordinators

Please join us in extending a heartfelt welcome to the newest member of our coordinator community!

Erinne Rabanal joined UC ANR in Spring 2025 as the inaugural



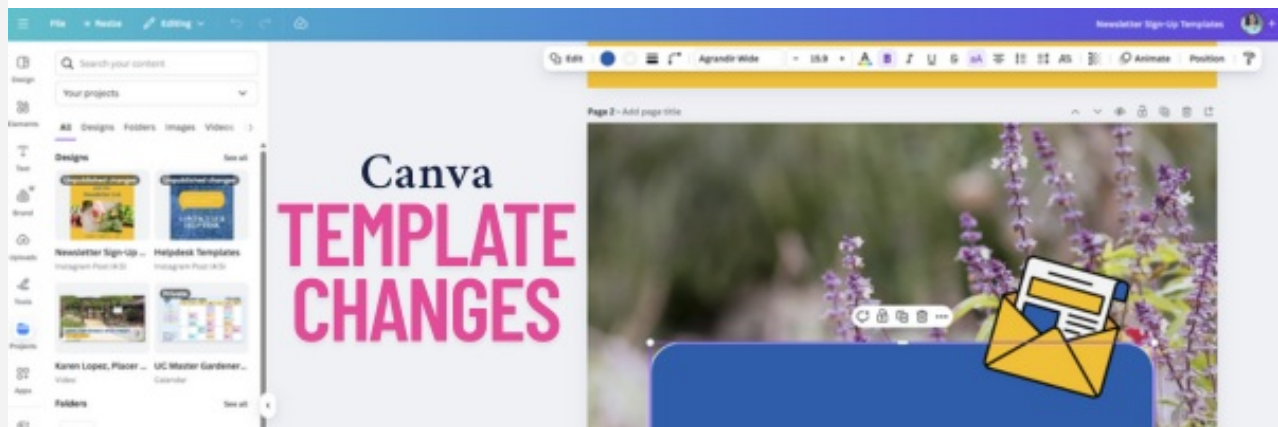
Coordinator for the UC Master Gardener Program in Kern County! Erinne previously worked with the CalFresh Healthy Living program for UCCE Kern. With a background in public health, Erinne is passionate about community health and equity, food access, and empowerment through education – we are delighted that she will be building the newest UC Master Gardener Program. Welcome Erinne!

Email: erabanal@ucanr.edu



Austin Hoffmann serves as the UC Master Gardener Program Coordinator in San Francisco County. A UC Master Gardener Program volunteer since 2022, Austin is the founding member of the San Francisco Farmers' Market project, an experienced nonprofit administrator, and a sustainable agriculture advocate. The first ever UC Master Gardener Program staff member based in San Francisco County, Austin will be building a garden education partnership with the SF Recreation and Park Department. Welcome Austin!

Email: ahoffmann@ucanr.edu



Branded Canva Templates

Canva recently changed how we are able to share and access templates. Please make sure that to use the following instructions to access the [UC Master Gardener Templates](#):

1. Go to the template page [here](#)
2. Click on the template image to open the template
3. The link will open the file in **view-only mode**
4. Once it opens in your Canva account, go to **File** and click **Make a Copy**
5. You'll now have an editable version that you can customize with your own information

Sign up for a free Canva account at: <https://www.canva.com> if you are interested in a Pro Account through UCANR please contact Doralicia Garay dgaray@ucanr.edu



Statewide Evaluation Updates and Resources

Quarter 3 evaluation reports are now available on [Box](#), providing valuable data from public education events between July 2024 and March 2025. These statistics are perfect for communicating program outcomes to stakeholders and the public.

Additionally, the annual All Reasonable Effort (ARE) survey is coming in August to help document our outreach efforts, and our new interactive [Impact Report StoryMap](#) offers a visual way to explore 2023-2024 program data through maps and interactive elements.

[Click here](#) to read about upcoming evaluation training opportunities and access all resources. If you have questions about evaluation, contact Jocelyn Mobley- jmmobley@ucanr.edu



Updates from UC IPM

California's new rodenticide restrictions, which took effect January 1, 2025, have significantly limited which products are available to the general public versus licensed professionals. To help UC Master Gardeners provide accurate information when fielding questions about controlling rats, mice, gophers, and other rodents, UC IPM has updated multiple Pest Notes with current regulatory information and published a helpful blog explaining the newest laws and available options for residents.

Read the complete update on rodenticide changes and access updated Pest Notes [here](#).

Upcoming Training & Events

Webinars:

Fostering a Welcoming Environment and Culture Training

Thursday, Aug. 7, 11-Noon

Zoom Link: <https://ucanr.zoom.us/j/96706058986>

Q and A Session: All Reasonable Efforts

Wednesday, Aug. 20, 2025, 10– 11 am

Watch the recording: [All Reasonable Efforts \(15 mins\)](#)

Q and A Zoom link: <https://ucanr.zoom.us/j/92343166206?pwd=dtk9tXKlbCobk1JJJEZdmj1d6frJvY.1>

Volunteer Application and Qualtrics Basics

Tuesday, Sept. 9, 2025, 1– 2 pm

Zoom link: <https://ucanr.zoom.us/j/95484713711?pwd=kaEHwvDcSjfinEXQxtA2Abd7pXsiC9.1>

Office Hours:

2025 Reappointment, with the Volunteer and Community Engagement Staff

Tuesdays, 9 – 10 am, thru Aug. 19

Audience: UC Master Gardener Program Coordinators, Advisors, County Directors or volunteers leading reappointment

Zoom link: <https://ucanr.zoom.us/j/97573424723>

Resources: <https://ucanr.edu/site/uc-master-gardener-coordinators/reappointment>

UC Master Gardener Communications, with Barbra Bratten

Tuesdays, 11 am -12 pm

Zoom link: <https://ucanr.zoom.us/j/94197406576?pwd=DVS1ulSHgtonzsLAarPS8WnxR2TAic.1>

UC ANR Social Media, with Dora Garay

Wednesdays, 11 am -12 pm

Zoom link: ucanr.zoom.us/j/91408257262?pwd=dXI0a1RZbW5nR054OXcxYUVqckZtdz09

Admin and Policy Support, with Missy Gable

Fridays, 9-10 am

Zoom link: ucanr.zoom.us/j/98021015391?pwd=CFAeiJZf5ionWPcVvAbKbADmmdPxoH.1

Recorded Webinars:

From Spreadsheet to Spotlight One Sheet

[Watch on YouTube](#) (June 2025)

Professional Development:

Extension Skills – Professional Development | Extension Foundation

[This resource hub from the Extension Foundation](#) offers professional development opportunities designed to build key competencies for Extension professionals. The "Extension Skills" section focuses on practical, high-impact skill areas including communication, evaluation, engagement, innovation, and more. Courses and content are curated to support career growth, collaboration, and the application of evidence-based practices across the Cooperative Extension System. Ideal for both new and seasoned educators, this site helps build capacity for success in modern Extension work.

Thanks for reading this month's issue! To submit questions, topic suggestions, a spotlight story, project feature, new staff feature, or feedback, email Statewide Communications Specialist, Barbra Braaten at bbraaten@ucanr.edu.

Our Mission “To extend research-based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California.”





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