

**Towns-Union Master Gardener Association
Union County Farmers Market
Ask a Master Gardener Booth
Guidelines for 2021**

1. All volunteers **must** work the shift(s) they sign up for.
2. If unable to work, volunteers must call and speak directly to Terry Patten or Tommy Westbrook by Thursday of the week they were supposed to work.

Please do not leave a message or text!

**Please note that any AAMG/Union volunteer who habitually fails to show up
will be removed from the AAMG volunteer list.**

Terry Patten (850) 281-2855 • **Tommy Westbrook** (706) 835 1612

3. Shifts and duties:

Option #1: You may sign up for a 1/2 day shift

First Shift: (6:30AM-9:50AM) Pick up the money bag on Thurs. or Fri. at the Extension Office and all volunteers must be at the UCFM by 6:30 to set up the booth

Second Shift: (9:40AM-1PM) will close up by returning everything to the store room, verify the door is locked and return the money bag to Jammie Murphy in the Extension Office on the next working day. Please notate on a slip of paper Jacob Williams name and list the total number of questions/queries that were asked for the full day and include this in the bag.

Option #2: Work the full day at the Booth

4. Booth workers must sign in - and sign out upon leaving - on the green attendance sheet in the green notebook.

The Green Notebook contains many things such as:

1. a place for weekly questions
2. the sign in and out sheet
3. the money sheet copies
4. a list for prospective student MG Class students

Money Bag and Copied Info Papers:

The First Shift person(s) should pick up the Moneybag/Copies from the Extension Office on Thursday or Friday before their shift at the Booth. The Money Bag and the list of any copies/supplies needed, should be returned on the next working day by the Second Shift person(s) as well as the notation on a slip of paper with Jacob Williams name and the total number of questions/queries that were asked for the full day.

Booth Set-UP

1. There is a strip of blue tape on the concrete floor of each booth and we are to set up behind this tape according to the UCFM manager
2. The pictures below show how to set up and have social distancing as required.
3. Masks are required except when you are behind the shield.
Please know it is very hard to hear questions when you are behind it.
4. Secure the Shield with the clamps provided to keep it from falling forward.
5. Handouts are in the file box and should be given out as needed.
To keep everything as clean as possible for everyone, we are limiting the Informational papers on the table.

End of Day

1. All items other than the sales report and the money bag and key must be returned to the storage room at the right end of the left covered pavilion.
2. Lock only the upper lock (the deadbolt) as the lower lock is damaged and the key may stick.

