



The Garden Gate



April 2010

President's Note

Dear Master Gardeners,

I love spring anywhere, but if I could choose I would always greet it in a garden. ~Ruth Stout

I want to begin by thanking all of the participants in the planting of the city baskets on March 26th. Nancy Hastings and staff from All Seasons do the prep work and Certified Master Gardeners Penny Barton, Jan Rumore and Gail Swan provide the coordination to make it a very successful event. This year was no exception. Your leadership makes for a fun day and gets us all thinking about our own spring planting.

The high level of interest in home and community gardens combined with an interest in creating and maintaining public viewing gardens is creating an increasing list of requests for support for our expertise from the community. As much as we would like to do it all we have to carefully consider our resources. At the April Membership Meeting we reviewed the requests and focused on our mission of providing educational programs in support of disseminating information that could be shared throughout the community. Even limiting our newly selected projects to educational programs, we still have a large number of projects for which we need your help.

April is a very busy month filled with spring clean-ups - preparing gardens for the spring and summer. We also have committed to assisting with providing education and assistance to the Northside Edible School Yard with an opportunity for additional school gardens to come. Please review the Event Calendar attached to the newsletter and do all that you can to participate in those events. If you have questions contact the chair of the event directly either by phone or email.

Their contact information is listed in the directory.

Our primary responsibility, the Plant Clinic, opens April 22nd. Martha Fortunati has been busy preparing for the big opening. We are all very grateful for her efforts and her leadership and look forward to kicking off the season later this month. I wanted to emphasize the commitment you make when selecting your days to work the plant clinic and to remind you that it causes a hardship if you fail to appear on your scheduled day. It is imperative that you make arrangements for alternate coverage if you determine you have a conflict. Changes and reminders to the Plant Clinic process are included in this newsletter.

As always, if you have questions or comments please don't hesitate to contact me.

Happy April and Happy Gardening!

Zoe M. Bolton, President

zbolton@gmail.com

264-1210





Plant Clinic Update 2010

The Plant Clinic season 2010 is April 22 through September 30, Tuesdays and Thursdays, 9am-3pm. Trainees must complete 24 hours in the Plant Clinic. Recertifying Master Gardeners must complete 9 hours and are encouraged to sign up now so the trainees are assured of adequate mentoring. Please call the extension office at 208-263-8511 to sign up.

It is the responsibility of each trainee and each Master Gardener to arrange a substitute if you are unable to work in the Plant Clinic on your scheduled day. You must also notify the extension office.

Attached to this newsletter is a copy of the Plant Clinic procedures. Please review the procedures before working in the Plant Clinic. For your convenience there is also a copy affixed to each work area in the Plant Clinic.

Used ink cartridges from the Plant Clinic photocopy machine will now be saved and returned to the Staples office supply store for a discount on future purchases. Place the used ink cartridges in the box in the cabinet above the photocopy machine.

Books may not be removed from the Plant Clinic except by a committee chairperson for a sanctioned event such as the fair booth.

Due to the elimination of one extension office staff position which results in an increased work load for Patti Speelmon, the following three changes will occur:

1. When the Plant Clinic is open on Tuesdays and Thursdays, clients will enter the Plant Clinic through the back door. There will be two signs directing clients from the front sidewalk to the back door. Place one sign near the front southeast corner of the building with the arrow pointing east. Place the second sign at the back northeast corner of the building with the arrow pointing west. At the Plant Clinic back door is a permanent sign attached to the building. Place the original Plant Clinic sign at the road as before.
2. Address an envelope for the Plant Clinic client and attach it to the photocopied information to be mailed to the client.
3. On Mondays, Wednesdays and Fridays when the Plant Clinic is closed, there will be a "self help station" in the lobby where Plant Clinic clients can complete the general gardening form and put their sample in a ziploc bag.

Thank you to Mikey Haven and the Learning Garden committee for incorporating into the Learning Garden landscaping a pathway to the Plant Clinic. Thank you to Marlisa Keyes for her generous offer of paving stones. Thank you to

Howard Fennimore and Kit Cooley for the construction, painting, and lettering of the two additional Plant Clinic signs. With continuing thanks to Mike Bauer, Patti Speelmon, Marsha Williams, Gail Swan, Janae Dale, Jennifer Costich-Thompson, Penny Barton, and Zoe Bolton for their contributions to the organization of the Plant Clinic. Thank you to Tina Raiha for gracious and professional teamwork.

MARTHA FORTUNATI, Plant Clinic Coordinator

**Tuesday-27****AM 9—noon**

CMG Chris McIntosh

And Bonnie Cavanaugh

TRN Jan Wilfert

TRN _____

PM noon—3

CMG Blair

TRN Jan Wilfert

TRN Jon Bair

Thursday-22**AM 9—noon**

CMG Blair

TRN Toni North

TRN Kim Peterson

PM noon—3

CMG Howard Fennimore

TRN Toni North

TRN Janis Clark

Thursday-29**AM 9—noon**

CMG Gail Burkett

TRN Stan Miller

TRN Joshua Walters

PM noon—3

CMG Gail Burkett

TRN Stan Miller

TRN Joshua Walters

Tuesday-4**AM 9—noon**

CMG Chris McIntosh

And Bonnie Cavanaugh

TRN Angela Updike

TRN Jon Bair

PM noon—3

CMG Blair

TRN Angela Updike

TRN Penny Goodman

Tuesday-11**AM 9—noon**

CMG Lexie de Fremery

TRN Penny Goodman

TRN Jon Porter

PM noon—3

CMG Blair

TRN Jan Wilfert

TRN Penny Goodman

Tuesday-25**AM 9—noon**

CMG Lexie de Fremery

TRN Jon Bair

TRN _____

PM noon—3

CMG Willie Millard

TRN Lynn Savonen

TRN Jon Bair

Thursday-6**AM 9—noon**

CMG Marlisa Keys

TRN Stan Miller

TRN Jan Hansen

PM noon—3

CMG Zoe Bolton

TRN Stan Miller

TRN Lynn Wilson

Thursday-13**AM 9—noon**

CMG Penny Barton

TRN Janis Clark

TRN Lynn Saronen

PM noon—3

CMG Gail Swan

TRN Jan Hansen

TRN Kim Peterson

Thursday-20**AM 9—noon**

CMG Brianna Staglund

TRN Stan Miller

TRN Lynn Wilson

PM noon—3

CMG Becky Reynolds

TRN Kim Peterson

TRN _____

Thursday-27**AM 9—noon**

CMG Jan Griffiths

TRN Stan Miller

TRN Jenna Bertus

PM noon—3

CMG Tina Raiha

TRN Janis Clark

TRN Jenna Bertus

Plant Clinic "Sub" list.....

Please let Patty know if you are willing to be on the "sub" list. If someone is unavailable to be in the Plant Clinic on their scheduled day, they may contact a "sub".

A Big Thank You
to all of last years
subs"

Editor Contact Information:

Tina Raiha acoolraiha@gmail.com or
Call 610.1069





HEIRLOOM VEGETABLE VARIETIES

Now that the sun has us thinking of spring, and it is time to choose which seeds to plant, why not try some heirloom vegetables in your garden this year? An heirloom variety can be the original species of a plant or perhaps something that your ancestors may have planted: old garden crops that have been selected over the years for desirable traits. (*Selected* is different than *hybridized*. Hybrid vegetables will be dealt with in a future article.)

What are some advantages to growing heirloom varieties? Many have superior taste and nutrition, as they have not been bred, as many hybrids are, for qualities desired in commercial production, such as uniformity and good looks. Some are better suited for home production because they produce throughout the growing season, not all at once. Most are open-pollinated, allowing you to save your own seeds from year to year with certain precautions, which cannot be done with hybrid varieties. Seed saving and seed starting of these varieties can also help to preserve genetic diversity, and growing your own allows you to try “new” old-fashioned tastes, most of which are not readily available in nurseries.

Some types to try are Mary Washington asparagus, Kentucky Wonder beans (all types), Bull’s Blood or Chioggia beets, Calabrese broccoli, Danish Ball Head cabbage, Nantes carrot, Golden Bantam sweet corn, Lincoln peas, Blue Hubbard winter squash, Cherokee Purple tomatoes, Purple Top White Globe turnips, and so many more! It is an adventure just to discover—or rediscover—all manner of tasty vegetables (and fruits). Many seed catalogs now carry heirloom or heritage varieties. Some of my favorites are *Johnny’s Selected Seeds*, *Pinetree Garden Seeds*, *Territorial Seeds*, and *Abundant Life Seeds*. Books like William Woys Weaver’s *Heirloom Vegetable Gardening* are also valuable resources. Don’t forget to talk to long-time gardeners about what they or their parents and grandparents have grown: a great way to discover old treasures.

Because of the challenges of our climate here in North Idaho, choose varieties with the least days to maturity, which are cold hardy. (For more varieties and details on growing vegetables in our area, check out the “Short-Season, High-Altitude Gardening” series of bulletins available from the UI Extension.) It is not impossible to find heirloom vegetables that fit the bill for the microclimates here, although many can take longer to mature, and may be susceptible to certain diseases. With a little research and extra care, and by using season extenders, and good garden hygiene and maintenance, you can reap a diverse, flavorful, and bountiful harvest.

Kit Cooley

IMPORTANT ANNOUNCEMENT

**Missing from the Plant Clinic:
Botany for Gardeners**

**If you have this book please return it to the Plant Clinic.
REMEMBER, Plant Clinic books must not be removed
from the plant clinic.**

The free Square Foot gardening class

is on the 24th of April instead of the 20th
All Seasons Garden and Floral
31831 Highway 200 East * Sandpoint
208-265-2944

Spokane Garden Expo 2010 – Saturday,
May 8, 2010 9am – 5pm

Spokane Community College, 1810 N Greene St
“Gardening in the Wild, Wild West—Giddy up, Gardener!”
Over 200 garden-related exhibitors ♦ Nursery plants for
sale, artists, crafters, organizations, services.
Education Seminars and Demonstrations
Door Prizes given away all day!



PRE-SPROUT POTATOES: Cut up your seed potatoes and lay them on a tray in a single layer and put them in a sunny area in your house. Three to ten days later, when the sprouts are about one inch long plant them outdoors.

(From: The Old Farmer's Almanac Garden Guide)

RECYCLE CONTAINERS FOR STARTING SEEDS

Fruit Pots: Empty rinds of grapefruits, lemons, limes and oranges make excellent little starter pots. You can transplant rinds directly into the garden soil.

Paper Drinking Cups: Those pleated paper drinking cups you find at water coolers make great expandable little pots for starting seeds. Place the open end of the cup against your mouth and give a strong blow. The cup will expand to more than double its size. When you are ready to transplant just slit the sides and place in the garden.

Recycled Paper Pots: Using a soup can as a mold, wrap two sheets (one page folded in half) of newspaper around the outside of the can. Cut and fold the leftover paper to shape the bottom and tape it to hold it in place. Run a piece of tape around the center to strengthen the sides, and then slip the paper off the can. Add potting soil and plant seeds. Slit sides before planting in garden.

Recycled Planters: You can use empty milk cartons, soup cans, styrofoam cups, yogurt and cottage cheese containers and take out food containers as planters. Clean them out thoroughly and be sure to put in drainage holes before planting.

(From: "Trowel and Error" by Sharon Lovejoy)

If anyone has a gardening hint or tip they would like to share in this section please contact me at: 264.3214 or rplace@directv.net

Information recycled by Becky Reynolds

Oldies But Goodies

Here are two articles from our website that can be of use this time of year. Both are cheerfully written by Valle Novak. They can be accessed by the links here or going to our site and looking for the titles under the articles heading.

Tater facts

<http://pubs.logicaexpressions.com/pub0015/LPMArticle.asp?ID=9>

Clematis and Peonies

<http://pubs.logicaexpressions.com/pub0015/LPMArticle.asp?ID=13>



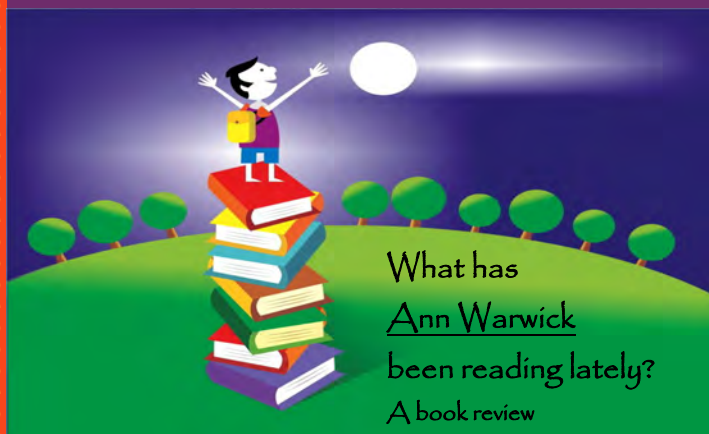
For Sale-On Sale-Barter-Swap

One appr. 5 gal. ceramic, glazed tan colored, round pot. \$5 Tina, 610.1069

Bare Root Fruit Tree Sales

The Co-op April 9

Moose Valley Farms April 17- 24



The Vegetable Growers Handbook, by Frank Tozer, published 2008 by Green Man Publishing. List price \$22.95, available on Amazon.com for \$17.95.

This vegetable growing manual is written in encyclopedia form, with vegetables listed in alphabetical order, which makes them easy to find. The information is concise, and covers soil requirements, germination temperatures, as well as days to germinate at different temperatures, nutritional content of the vegetable, how much to plant per person, expected yield per square foot, planting instructions, water requirements, pests that may attack, storage, and how to save seeds. The book lists the characteristics of common varieties of each vegetable for the reader to be able to choose what is best for his or her site. There are even recipes included for some garden plants. There is a section on edible weeds, and a section on herbs.

This book is user friendly, comprehensive, and easy to understand. I just bought it, but believe it will become my constant resource for information on all aspects of vegetable growing.

We're on the web

www.sandpoint.org/bcmastergardeners



If you told me I could have only two or three tools, one would be the Hula Hoe (or Stirrup Hoe). I saw a hula hoe at a garage sale in 2004. The elderly gentlemen did not want to sell it, as it was his favorite tool. When I told him I was a new gardener, he graciously gave it to me and asked to me take care of it enjoy my gardening.



The hoe comes in a long and short handle. I use both almost every time I garden. It is unlike a regular hoe since it does not move the soil but aerates it, and removes weeds, rocks, leaves, and some grasses. The sharp blades cut both on the

forward and backward strokes. You can use the back of it to smooth the soil, so the bed looks nice. I use it in flower beds, vegetable beds, and around shrubs. The short handle is great in tight spots where a long handle gets in the way, or in a raised bed so you can sit on the edge and work (for us older gardeners, it's nice to sit). Long handled about \$15, short handled \$10. Don't forget to buy local! You can find most tools, gardening supplies, seeds, plants, shrubs, trees and soil at nurseries and stores right here in our own backyard.

What's your favorite tool? If you want to write about it, go for it, or let me know and I'll write it with you.

Jan Griffitts



Each year, CMGs must complete nine hours of volunteer work and trainees sixteen (excluding plant clinic hours). There are many great opportunities with each event and ongoing program. Be sure to look at the event calendar on a regular basis and call the Chair(s) to become involved with the event or program you are interested in. Refer to the Membership Directory for their contact information. *Happy Volunteering!*



Advanced MG

Chair: Janae Dale

The Master Gardeners taking **Jennifer Costich-Thompson's** series are really enjoying it and looking forward to learning more. I think Jennifer is going to have to give up her day job and follow her true calling.

Do not hesitate in purchasing your tickets for the next Advanced Master Gardener class. **Dr. Linda Chalker-Scott is the author of three books and the holder of numerous degrees and titles in the horticulture, landscape and gardening realm.** May 18th 6pm. Send a check, payable to: BCMGA for \$10, to the extension office today for your ticket. This presentation is open to Master Gardeners from other states and counties. Any spare tickets will be available at the door.



Mickinnick Trail

Chair: Jan Griffiths

We meet the first and third Wednesday May through October and work from 9 am until noon. We often meet earlier in the warmer months. Being with other gardeners is educational and fun. You may put in as little or as many hours as you want. **If you like solitary work, you can go any day once you have learned what to do. Please call me and I will go through it with you anytime.** I can also share with you the history and a list of the native plants and critters of this well loved and often used trail. The trailhead is on Woodland Drive off Schweitzer Rd.



Native Plant Arboretum

Chair: Linda Kirchman

April 30 Arbor Day Celebration. The Kinnikinnick Native Plant Society invites the community to the North Idaho Native Plant Arboretum from 10:30 a.m. to 1 p.m. for their 12th celebration of Arbor Day. The Arboretum is located in Lakeview Park, next to the Bonner County Historical Society and Museum. Enjoy a variety of activities including conifer tree identification and habitat tours, composting, fire ecology and tree coring, an overview of global warming, as well as a poster and poetry contest for students. There will be a free seedling distribution of native shrubs and trees.



Healing Garden

Chair: Valle Novak

CALLING ALL GARDENERS
In the Spring 2010 issue of Northern

Reach, there is a very nice article on the Healing Garden. With this article, we can expect more visitors than ever to this wonderful service garden in our very special community. May 29 is the annual "Spring for the Garden" event. How exciting to be a part of getting the garden looking amazing for this daylong festival.

Linda Plaster has scheduled three clean up days: April 17, May 22, and May 28. Meet at the Garden between 9 and 10 am. Rain will cancel.

Valle Novak takes care of the roses at the Garden and would like some volunteers for that. Call Valle at 265.4688.

Jay Baker also knows his way around the garden and can get you started volunteering there as well. Call Jay at 263.3026.



Home and Garden Show

Chair: Brenda Fletcher

April 17 and 18 at the Bonner County

Fair Grounds will be the 25th Annual

Panhandle Building Contractors Association (PBCA)

Home & Garden Show. Showtime: Saturday 9:00 am –

5:30 pm & Sunday, 10:00 am – 4:00 pm

SATURDAY APRIL 17

10:00 AM ♦ STARTING SEEDS INDOORS ♦ tips and demo

Jennifer Costich-Thompson, Master Gardener

NOON ♦ WORMS R US ♦ How To Compost with Worms

see a display! Janae Dale, Mike Williams CMGs

1:30 PM ♦ PRUNING FRUIT TREES ♦ tips and demo

Peregrine Tree & Landscape ♦ Rich Del Carlo

Owner and Certified Arborist

2:30 PM ♦ CONTAINER GARDENING TIPS for vegetables

The Flower Farm ♦ Cindy Scott and Dennis Moore

Owners

3:30 PM ♦ HOW TO BUILD A COMPOST BIN Q&A session

Howard Fennimore, CMG ♦ Bin display in booth

SUNDAY APRIL 18

11:00 AM ♦ HERBS – Growing, Preserving, Using

Florascape Nursery ♦ Manuela Eiring

Owner and Horticulturist

NOON ♦ CREATE YOUR OWN STUNNING

HANGING BASKETS

All Seasons Garden and Floral ♦ Nancy Hastings

Co-owner

3:00 PM ♦ PROPAGATION through CUTTINGS

North Star Farms ♦ Laurie Brown

Co-owner and Master Gardener

Important Reminder For our yard sale in August, please remember to pot up and save any plants you may have. Also any other items you may be getting rid of.

Thank you, Janae



Nursery Tour

Chair: Penny Barton

We will meet on **Tuesday April**

20th, 8:30am, at the extension office. We will visit

Priest Gardens in Priest River, Florascape Nursery in

Westmond, and Ponderay Gardens in Ponderay. Please

bring a brown bag lunch and some bottled water. We

will be carpooling. This tour is open to all Master Gar-

deners and is a great way to meet and spend some time

with the new class.



Northside School

Garden Club

Chair: Gail Burkett

**YOU CAN BE A MENTOR,
ISN'T THAT COOL?**

April 19th, 2:45pm, is onion transplant day at this gar-

den. We will need a lot of help to make this a really

good day for the kids. There are 40 children in this gar-

den club and this is an opportunity for you to work with

children who have an interest in gardening and embrace

any new knowledge you can provide to them. The ses-

sions contain the basics and practicum of seeding, trans-

planting and planting. **We need a minimum of two vol-**

unteers for the following Mondays: April 12, 19, 26,

May 3, 10, 17, 24. The sign-up sheet and contact infor-

mation is on the bulletin board in the conference room

at the Extension Office, or call Gail.

Directions: from Hwy 200, between Hicky Rd. and Sun-

nyside Cutoff Rd. Find Culburn-Culver Rd. and head

north about three miles. The school is on the right side .



Home Horticulture

Chairs: Gail Swan,
Don Childress, Janae Dale

Pick up your registration form and full class descriptions at the extension office. You can email inquiries to bonnermg@uidaho.edu

4/21: John Hastings-Lawn Alternatives. With the green movement and water wise gardening, this popular theme will make sense to all.

4/28: Valle Novak-Cold Hardy Roses. Valle will show us all the basics and specifics of this popular cultivar.

5/26: Nicole French-Hands on Spring Flower Arranging Nicole will bring vases and flowers and you may bring some of your own flowers too. Cost of this class is \$20.



City Baskets

Chairs: Penny Barton,
Jan Rumore, Gail Swan

Planting this year went off without a hitch and was great fun. About 26 gardeners planted, ate snacks and enjoyed each other's company, getting done a little early this year at about 12:30. There were some snacks that weren't used which were donated to Panhandle Special Needs. This worked out great for them as they had a meeting coming up. Gail Swan has been down to look at the baskets and reports that they are really doing nicely.

Be on the lookout for an email regarding barrel planting that will be done at All Seasons but is also for the city. Not as many gardeners are needed for this as only a half a dozen or so barrels are planted. But Gail said this is especially fun because the gardeners get to pick which plants to use.



Master Gardener Garden Tour

Chair: Penny Barton

I am looking for several more gardens to put on tour this year. If you have any gardens that you would like to recommend, please get in touch with me. I am NOT looking for perfect gardens, but ones that will inspire the on looker to go home and be creative themselves.

Even this time of year I can tell if a garden will work for the tour; the bones are still there to see after the foliage is gone.

The Tour will be on Sunday June 27th 10 am to 4 pm



Sandpoint Farmer's Market

Chair: Janae Dale

The market is excited to have us once again, share our wealth of information to all the folks that attend. **Sign up with Janae to work the information table: May 8, June 12, July 10, or August 14, 9am to 1pm.** We need two gardeners to staff the table. One must be a CMG. This really is a fun and enjoyable way to spend a Saturday. Hours count towards the general volunteer hour requirement.



Priest River Community Garden

Chair: Tina Raiha

Beginning Saturday April 24, 10 am, we will meet weekly at this garden to lay it all out: put up fence, move rocks, put down weed barrier, spread gravel, form beds, etc, etc. Any time you can give us is greatly appreciated. Real wet conditions will cancel. Call me to confirm.

Stay tuned for less back breaking volunteer opportunities.



Event	Date*	Chair(s)	Notes
Home Horticulture Classes	Mar-May	Don Childress, Gail Swan, Janae Dale	Ext Office 6pm
Advanced MG Program – Plant ID Series	April 16, 30, May 7, 14, June 4 and 18	Janae Dale	Speaker = Jennifer Costich-Thompson Ext Office 9am Registr. Closed
Mickinnick Trail – Spring Kickoff	4/14	Jan Griffiths	8:30am
Home and Garden Show	4/17-4/18	Brenda Fletcher	BC Fairgrounds
Healing Garden – Spring Kickoff/Clean-up Days	4/17, 5/8, 5/22	Valle Novak	9:00am
Edible School Yard	4/19	Gail Burkett – transplant onion starts	Northside School 3pm
Nursery Tour-Class of 2010	4/20	Penny Barton	Meet at ext. 8:30 am
Plant Clinic Opens	4/22	Martha Fortunati	Extension Office, End date October 7
Native Plant Arboretum – Spring Kick-off	4/28	Linda Kirchmann	10am - Arboretum
Arbor Day Event	4/30	Linda Kirchman	10:30am—Arboretum
Learning Garden – Spring Kickoff	May	Mikey Haven, Gail Swan	Extension Office
Membership Meeting	5/5	Zoe Bolton	Ext Office 9am
Sandpoint Farmers Market	5/8	Janae Dale	Information Booth
Native Plant Society – Plant Sale	5/15	NPS Event	
Advanced MG Program – Dr. Linda Chalker-Scott, author of "The Informed Gardener"	5/18	Janae Dale Tickets on Sale Now	Panhandle State Bank, downtown Sandpoint 6-8pm
Membership Meeting	6/2	Zoe Bolton	Ext Office 9am
Spring for the Garden Faire	6/5	Community Event	Healing Garden
Sandpoint Farmers Market	6/12	Janae Dale	Information Booth
BCMG Home Visit	6/12	Becky Reynolds, Ann Warwick	Jan Wilfort
Sandpoint Garden Tour	6/27	Penny Barton	
BCMG Home Visit	6/30	Becky Reynolds, Ann Warwick	Penny Barton



4 th of July Parade	7/4		
Membership Meeting	7/7	Zoe Bolton	Ext Office 9am
Sandpoint Farmers Market	7/10	Janae Dale	Information Booth
BCMG Home Visit	7/14	Becky Reynolds, Ann Warwick	Val Ripley, Lynn Pietz
Membership Meeting	8/4	Zoe Bolton	Ext Office 9am
Sandpoint Farmers Market	8/14	Janae Dale	Information Booth
BCMG Home Visit	8/14	Becky Reynolds, Ann Warwick	Ellie Lizotte, Becky Reynolds
Hope Farmers Market	8/20		BCMG Theme; 2-5:30pm
BCMG Home Visit	8/21	Becky Reynolds, Ann Warwick	Kit Cooley - Host
Bonner County Fair	August	Gail Locke	BC Fairgrounds
Yard Sale	Summer	Janae Dale	
Membership Meeting	9/1	Zoe Bolton	Ext Office 9am
BCMG Home Visit	9/18	Becky Reynolds, Ann Warwick	Barbara Moore
Home Hort Classes	Fall	Don Childress, Gail Swan, Janae Dale	Extension Office
Membership Meeting	10/6	Zoe Bolton	Ext Office 9am
Graduation/Recognition Reception	October		
Membership Meeting	11/3	Zoe Bolton	Ext Office 9am
Membership Meeting	12/1	Zoe Bolton	Ext Office 9am
Holiday Reception	December		

*Actual date(s) to be inserted

** Note date change

I. General

- 1) To sign in for a date to work in the plant clinic, call or come into the extension office, the number is 208/263-8511
- 2) It is your responsibility to arrange a substitute if you are unable to work in the plant clinic on your scheduled day. You **must** notify the extension office also
- 3) Hours: Tuesdays and Thursdays 9:00 – 3:00
 - A. Office will be closed from 12:00 – 1:00 pm for lunch. You may work through the lunch hour, but do not interrupt the office staff during this time
 - B. Office is closed one week in August for the Bonner County Fair
- 4) Communication –if you are working on a request and are unable to finish it while you are there, make sure to leave enough information behind so the next person can pick up where you left off. Put paperwork in the **PENDING FILE**
- 5) Timeliness –it is very important that requests not be left unanswered for a long time. It is very helpful to check through the requests regularly to see that there are not any that have been waiting. Initial contact with the client should be made by phone within 2 business days. If additional information is needed at that time advise the client that it could take up to 48 hours (2 business days) for an answer
- 6) Determine if client is a commercial grower. Refer all commercial questions to the extension horticulturist in office.

II. Upon Arrival

- 1) Sign in at front desk
- 2) Put Plant Clinic sign out by road

III. Daily Tasks

- 1) Walk-in Clients
 - A. Enter in log book –assign reference number
 - B. Fill out form –**make sure to get phone number, address AND email**
 - C. Interview client about problem
 - D. Fill out additional information sheets as necessary
 - E. Label all samples with client name and reference number
 - f. Request additional samples if necessary
- 2) Phone Calls
 - A. If you are able to answer the question over the phone, fill out paperwork and file as “Completed”
 - B. If the client needs to bring in a sample, paperwork can wait until they arrive
- 3) Check Plant Clinic door for new requests
 - A. Call client to get information on request form
 - B. Have them bring in a sample if necessary
 - C. File requests
 - i. Pending –if all information has been gathered from client, these are the ones we are actively working on
 - ii. Pending Client –if waiting for client to bring in sample
 - iii. Complete –if all work is done, information sent to client
- 4) Check pending file for additional work –do oldest request first

- 5) Research activities
 - A. Work on identification/diagnosis of problems and research treatments
 - B. Priority:
 - i. Client in office
 - ii. Perishable samples
 - iii. Pending requests –start with oldest first
 - iv. Pending file –call back any client whose file is 2 weeks old or happens to have sample for any that are 2 weeks old
 - C. For U of I soil testing information refer to horticulturist or front desk

6) Before leaving for the day

- A. **Phone all MG's signed up for the next Plant Clinic Day**
- B. Bring in Plant Clinic sign (this should be done at 3pm)
- C. Sign out at front desk
- D. Record your time on your volunteer hours record sheet

IV. Forms

- 1) Select appropriate form based on type of request
 - A. Insect –green form
 - B. Plant/Weed –tan form
 - C. Plant Problem –white form
 - D. General Gardening –pink form
- 2) Fill in your name, date, sample (Y/N)
- 3) Fill in client contact information
- 4) Fill in type of request information
- 5) Put reference number on each form and on sample if submitted
- 6) If there is more than one request per client, complete a separate form and assign a separate number for each request
- 7) File forms
 - A. If waiting for a sample –Pending Client File
 - B. If all information is present –Pending
 - C. If completed –file under completed requests, alphabetically by client last name

V. Completed Requests

- 1) Contact client to discuss problem, options
- 2) Mail client any information needed, especially pesticide recommendations
- 3) Check off boxes on form
- 4) File under Completed Requests, alphabetically by client last name

VI. Samples

- 1) Keep in refrigerator (if possible) until they can be examined
- 2) Make sure all samples are labeled with reference number
- 3) Identifying/diagnosing perishable samples is priority
- 4) Submit samples to UI if necessary, include copies of our forms

VII. Use the following resources in this order in solving a problem

- 1) Reference materials –books, CDs, internet, MG Handbook
- 2) UI publications on file
- 3) Other Master Gardeners
- 4) Resource People –see list
- 5) University of Idaho specialists

VIII. If possible, give organic, cultural and non-organic control measures

IX. Many UI publications are for sale. Refer to office staff if they want to purchase

X. Record all contacts on Contact Record form for walk-in clients

XI. Please return all references to the correct shelf