

02/01/23

Purpose: Procedures for honoring Master Gardener members who pass away.

Details: Every year, grants are awarded by LCMGA. If a member of LCMGA has passed away during any given year, one of the grants awarded at the end of that year will be awarded in their name.

- Awarded in the name of Master Gardener members who have passed away.
- Memoriam will be noted in all publicity about the grant which will include the Master Gardener's name and d.o.b and d.o.d. if available.
- When possible, the Master Gardener's family will be notified by letter that a grant has been awarded in honor of their loved one.
- If there is a formal presentation of the grant, the Master Gardener's family will be invited to the award presentation.
- When the recipient of the grant presents about their project and how the money was spent, the Master Gardener's family will be invited to the MG meeting and program.

Sample language: *"A grant has been awarded to John Doe Elementary for their pollinator garden. This grant is given in honor and in memory of Master Gardener Jane X. Doe who passed away on January 1, 2023.*

Stipulation: This honor is reserved for Master Gardener members who pass away. However, the Grant Committee and the Vice President who chairs the committee can make a recommendation to the Executive Committee that a one-time exception be made to this rule.

Website: If information is available, the passing of a Master Gardener will be noted on the organization's website page and in the New Weeds newsletter *"in memoriam"*. Included information will be at the discretion of the website manager and the New Weeds editor.

Duties assigned to:

- The Vice President (person who chairs grant selection committee)
- The member who manages our condolences
- The Grant Award Committee chairperson (if other than the Vice President) and Grant Award Committee members
- Website administrator and New Weeds editor

Duration: Ongoing

LML