

## UME Master Gardener Program Transfer Policies, Definitions, and Procedures

Transfer Definitions	
<b>Basic Training Transfer</b>	This UME Master Gardener Intern has successfully completed UME Master Gardener Basic Training with one of the UME Master Gardener county/city programs and has scored 75% or higher on the UME Master Gardener Basic Training Final Exam. This UME Master Gardener Intern will transfer to a different UME Master Gardener county/city program directly following UME Master Gardener Basic Training to complete their annual UME Master Gardener volunteer requirements.
<b>In-State Transfer</b>	This UME Master Gardener is an Active UME Master Gardener that is in good standing with their UME Master Gardener county/city program. This Active UME Master Gardener will transfer to a different UME Master Gardener county/city program to continue their volunteer service.
<b>Out-of-State Transfer</b>	This Master Gardener is in good standing with their State's Master Gardener Program and will transfer to a UME Master Gardener county/city program.
<b>Other Transfer Type</b>	This category includes additional transfer scenarios which are not covered by the above transfer types.

Transfer Procedures	
<b>General Guidelines</b>	Volunteer Management System (VMS) Transfer Tutorial Video <a href="https://youtu.be/v_nsS2tRyE8">https://youtu.be/v_nsS2tRyE8</a>
<b>Basic Training Transfer</b>	The UME MG Volunteer will complete and sign their portion of the Transfer Form and submit it to their current county/city UME MG Coordinator. The current coordinator will complete the "Transfer Notes" section, sign, and share the form with the volunteer's future coordinator. The future coordinator will review the form, sign it, and keep it on file. The coordinator receiving the transfer will email the volunteer to welcome them to the program, provide pertinent information, and include a copy of the completed Transfer Form. The previous coordinator should be cc'd on the email. Both UME MG Coordinators should then follow the instructions in the <a href="#">VMS Transfer Tutorial Video</a> to transfer the volunteer's VMS account to the new program.
<b>In-State Transfer</b>	Follow the procedures for a Basic Training Transfer.
<b>Out-of-State Transfer</b>	The Out-of-State Transfer will complete and sign the Transfer Form and provide it to the county/city UME MG Coordinator for the program that they would like to join. The UME MG Coordinator should contact the transfer's previous coordinator to verify the volunteer's participation with the program. The UME MG Coordinator is responsible for determining the qualifying transfer requirements for their program and for communicating those requirements to the Out-of-State Transfer (e.g. complete UME MG policy forms, view UME MG Basic Training Modules, pay the county/city basic training fee, complete the UME MG Basic Training Final Exam, etc.). Once the Out-of-State Transfer has completed the program transfer requirements, the UME MG Coordinator should create a VMS account for the volunteer.