



County 76 Policies & Procedures

- II. POLICY FOR HANDLING PAYMENTS TO MASTER GARDENER, ROOKIE AND AGENT OF THE YEAR AWARD WINNERS**
- a) Within ten days after the state conference the Recruiting, Retention and Recognition (RRR) Project Chair will provide to the County 76 Treasurer the name, address and county of the Master Gardeners of the Year and Rookies of the Year award winners who attended the state conference. The Treasurer will prepare checks in the amount required to offset the award winner's conference registration, up to \$100. The RRR Project Chair will prepare notes and supply the notes to the Treasure to be mailed with the checks.
 - b) Also within ten days of the conference, the RRR Project Chair will notify the Treasurer the names and counties of the Agent of the Year award winners who attend the conference and the amount of the state conference registration they need to be reimbursed, up to \$100. The RRR Project Chair will request that the Treasurer email the Horticulture AOS asking to have the amount of the reimbursement transferred from the County 76 CES account to the award winners county CES county depository accounts. The RRR Project Chair will email the winners county staff chair and the secretary alerting them to the transfer.
 - c) The PNG Leadership Project Chair will notify the Horticulture AOS within ten days of the PNG Leadership conference of the Project of the Year and Excellence in Education award winners who presented at the conference and request the Horticulture AOS transfer \$100 from the County 76 CES account to the CES county depository account. The Chair should also notify the County 76 Treasurer of the request for the money transfers. PNG Leadership chair will send emails to the county staff chairs and secretary informing them of the transfer of funds.

Updated January 2020