Greetings Tollgate Gardens Volunteer:
Thank you for choosing the MSU Tollgate Education Center as the site for your volunteer efforts. The gardeners on site take great pride in its appearance and in the positive impression that Tollgate conveys to the SE Michigan Community. You will be joining dedicated people who have given much of their time over the last several years. Visitors to Tollgate often comment on the beauty of the beds and the very apparent care and attention that they receive. The beauty of Tollgate is due in large part to the efforts of people like you who have worked so hard here in the past.

Along with the gardeners on the site, there are many MSU staff members and others who you might see around the grounds. The white farmhouse on Meadowbrook Road houses the offices of Marie Ruemanapp, Acting Director of Extension for the 13 County SE Region of Michigan, Sandy Rosa and Kay Pratt, secretaries for the SE Region. The farmhouse also contains the office of Marlene Fluharty, Executive Director of the Americana Foundation. The Americana Foundation continues to be very active at Tollgate, having funded many projects including the renovation of the Conference Center Heritage Garden Bed, the Enabling Garden, renovation of the Tollgate pond, the Front Farmhouse Garden and provided funding for the Demonstration Garden walkways. Also on the site are Roy Prentice, the Farm Manager, Norbert Leppanen as assistant to the Farm Manager, Ana Zradi, the Conference Coordinator, and Jack Canfield Tollgate Volunteer Extraordinaire. Roy lives in the fieldstone portion of the farmhouse with his wife Cindy and their children.

Thanks again for choosing the MSU Tollgate Education Center. We want your experience at Tollgate to be enjoyable, comfortable, and productive. If you know of something that we can do to make your work here easier, it can often be arranged, if you ask for it.

Tollgate Garden Advisory Council
◊ **Please wear your name tag** while you are on the site. This not only raises the visibility of the volunteer gardener program for visitors to the site, but helps us all get to know each other more quickly. Name tags are made for new Tollgate Volunteers and for lost tags upon request. We suggest you leave them in the Volunteer Communication Center so as to have them available each visit.

◊ **Please sign in** so we can account for volunteers on the site. The sign-in sheet is located in the Volunteer Communication Center.

◊ There are often ongoing meetings in the conference and activity buildings. Please be respectful of those attending these events and refrain from activity in those areas to minimize distractions.

◊ Please be mindful while driving on the site as there are likely to be pedestrians present.

◊ **Park in designated parking areas only.** These areas are distributed all over the property. Unless you are dropping something off or picking something up, please do not park in the roadways.

◊ **Feel free to bring your family to Tollgate.** Keep an eye on your children so that they remain safe, are under control and are not bothering other visitors to the site. Please leave your pets at home.

◊ If you have non-compostable trash, you can throw it in the dumpster located to the rear of the main parking lot or in any other designated trash receptacle that are located around the site.

◊ Any weeds that cannot be disposed of as mulch in your beds should be placed in the designated disposal container available on scheduled activity days. The manure spreader is usually parked next to the newer section of the barn and should be used for this purpose. On non-scheduled days, small amounts of garden debris can be disposed of in the dumpster located to the rear of the main parking lot.

◊ **Please do not remove any plants** from the site. If you use the trail in the woods, you may not remove anything, with the exception of trash. Be sure to bring out anything you took in with you.

---

**Public Hours**

The site is open to the general public from 9 a.m. to 8 p.m. Monday – Saturday

Tollgate is closed Sunday and Holidays
Where to Find Useful Stuff

VOLUNTEER COMMUNICATION CENTER (VCC)
Located in this building are:

- **Clip boards** - Summary of work needing to be completed will be on the individual garden clip boards hanging on the wall.
- The **sign-in sheet** for gardeners working on the site. **Please, remember to sign in** whenever you are on the site.
- The **white board** mounted on the wall inside the Volunteer Communication Center is used as a reminder of special events and work dates.
- **Refrigerator** to store lunch or beverage. Please remove your personal contents at the end of each visit. Water and soda is located here for all volunteers.
- **Phone** for emergency use
- **First-aid kit**
- **Name Tags**
- **Lost and found**

TOOLS
The garden tool storage area (**“tools” on map**) houses many items that you may find useful. Although you will find it helpful to bring your own tools, especially hand tools, to the site. There are some tools available such as shovels, rakes, brooms, and wheelbarrows.

WATER TAPS
Water taps - (see black circle marker dots on map) When you are through with the hoses, **please put them back** where you found them coiled neatly.

WHERE IS THE RESTROOM
You are welcome to use the restroom on the east side of the Activity Center. Many people use this restroom, so please help us keep it clean.
Here are some of the more common abbreviations you may read or hear around the site

**TGV** - Tollgate Garden Volunteers  
The general membership who, in addition to looking after the gardens, may participate in various activities and events such as: give docent tours of the grounds, volunteer for the Spring Plant Sale, Garden Open House and Fall Fair Events, assist at our education classes, serve on committees or hold an elected position. General membership meetings are held on the third Thursday of each month at 7 p.m.

**TGAC** - Tollgate Gardens Advisory Council  
The elected, governing body of the Tollgate Gardens Volunteers. TGAC meetings are held on the first Monday of the month at 7 p.m. with posted exceptions in the newsletter. All TGV members are invited to attend these meetings.

**AGL** - Area Garden Leader  
A gardener who volunteers to oversee the maintenance needs, plant planning and assist in the activity days for a chosen garden area.

**MG** - MSU Master Gardener

**VCC** - Volunteer Communication Center (see map)  
(sometimes called the ‘shed or kennel’ based on earlier uses of this building)  
The place where you will find most volunteer gardener related info  
(SEE “Where to Find Useful Stuff“ page)

**The Troll** - Tollgate Garden Volunteers Newsletter  
The TGV membership newsletter which shares information, lists dates for activities and special events.

**The WEB site**— www.tollgate.msu.edu
The Reporting of Your Tollgate Garden Volunteer Hours

The sign in sheet in the Volunteer Communication Center is used to track the activity level of our volunteers for planning purposes. Please be sure to sign in on each of your visits.

All Oakland and Wayne County Master Gardeners and candidates must complete the necessary forms/procedures per your County Extension instructions. Where appropriate, list “Tollgate” as the location or organization for which you have volunteered. Tollgate does NOT provide this information to the extension offices.

Questions or guidance for working on site:

Consult with the clipboards in the VCC, or contact one of the area garden leaders in advance as to what work assignments are needed in the gardens.

If you have questions you can call the volunteer office 248 347-3860 ext. 251. Although this phone is staffed infrequently, you can leave a message and your call will be returned.

Ask a member of the Tollgate Garden Advisory Council or one of the longer standing volunteers how you can become more involved.

Updates regarding activities are available on the “hot line” 248-347-3860 ext. 500 (this line does NOT take messages)
Thank You

for volunteering with

TOLLGATE GARDEN VOLUNTEERS

MICHIGAN STATE UNIVERSITY

Tollgate Education Center