

# Bexar County Master Gardeners

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**SUBJECT:** B-5: BCMG Keys and Codes

**POLICY:**

<b>BCMG Onsite Office Keys and Codes</b>	<b>P</b>	<b>VP</b>	<b>T</b>	<b>OM</b>	<b>WCC</b>	<b>MGTC</b>	<b>RC</b>
Office Key and Alarm Code	X	X	X	X	X		X
BCMG File Cabinet Key (4-drawer, iPads)	X	X	X	X	X		
BCMG File Cabinet Key (5-drawer)	X	X	X	X			
BCMG Storage Cabinet (Merchandise/Projector)	X	X	X	X	X	X	
AgriLife Extension Closet Code	X	X	X	X	X	X	X
BCMG Water Conservation Storage Cabinet Key	X			X	X		
BCMG Training Storage Cabinet Code	X			X		X	
BCMG Offsite Storage Unit & Gate Code*	X	X		X	X		X

**P** - President

**VP** - Vice President

**T** - Treasurer

**OM** - Office Manager (The Office Manager may only give access to locked cabinets and closets by permission of another keyholder)

**WCC** - Water Conservation Coordinator

**MGTC** - Master Gardener Training Coordinator

**RC** – Rodeo Chairperson

***(Note: General accessibility to all keys and codes by other MGs must be prevented)***

\*The President may give the gate and storage unit codes to another MG as needed but must inform the full board as soon as possible by email.

**PROCEDURE:**

The BCMG office security code and the AgriLife Extension closet code shall be changed annually as soon as possible after the first of the year.

The list of Master Gardeners who have the combination to the BCMG offsite storage unit will be reviewed annually as soon as possible after the first of the year. The lock will be changed as needed to ensure security.

Any person who has been entrusted with a BCMG key shall surrender it to the President or Office Manager upon leaving employment, their board position or committee, or at the request of the Board of Directors. The Board of Directors may make this request whenever it is determined the individual no longer has need for access to the specific keys or codes.

**RATIONALE:**

This policy recognizes the positions entrusted with the responsibility of accessing the office and/or the contents of storage/file cabinets of restricted materials.

It is recognized that entry to the offsite gate and storage unit codes may be needed to enable the functioning of BCMG committee and/or event chairs.

**DATE APPROVED: 19 March 2020**

**DATE REVIEWED:**