

## **Volunteer/Continuing Education Hours and Reporting Guidelines**

**Master Gardener Mission Statement: To provide research-based information on a wide variety of horticultural and environmental topics to the general public in our communities.**

### **Annual requirements of a Certified Master Gardener Volunteer:**

- ⇒ 24 hours of **Volunteer Service Hours** in 3 general areas: Community Education, Youth, or Support (see below). To further the mission of the Master Gardener Organization, volunteers are encouraged to look for ways to attain the majority of their hours in the Community Education or Youth Categories. Whenever volunteering, please strive to identify yourself as a Master Gardener by wearing a nametag, shirt or using signage.
- ⇒ 10 hours of **Continuing Education Hours** (see back of page)
- ⇒ **Hours reporting** - hours must be turned in by **October 1st** every year (see back of page)

### **Volunteer Service Hours**

#### **Community Education - Projects that teach somebody something.**

1. Garden Projects—garden projects should meet the following criteria:
  - A. Garden is open to the general public
  - B. Efforts should be made to make the garden educational by labeling plants (or providing a pamphlet with a map of plant names), providing signage explaining a horticultural or environmental principle, or holding periodic educational events at the garden.
  - C. A current “Garden Project Profile” should be on file at the UW-Extension office for every garden
2. Plant Health Advisor—work in the UW-Extension office answering horticulture questions
3. Writing an article for a newsletter or newspaper (articles for the newspaper should go through the UW-Extension office and be written as a Master Gardener)
4. Public talk/presentation on a horticultural or environmental topic
5. Educational displays, exhibits or booths at public events
6. Plant sale—must be identified as a Master Gardener and available to educate customers

#### **Youth - Projects that educate youth (the following list is not exclusive—any project educating youth should be counted)**

1. School garden
2. Educating cub/girl/boy scout troops

#### **Support - Projects that support the UW-Extension, JCMGVA or community groups**

1. Any type of support work at the UW-Extension office, generally at the request of the Agriculture Agent.
2. Serving on the JCMGVA board or as a committee or any other type of support to the JCMGVA.
3. Plant digs/seed collections
4. Beautification/ Environmental projects—projects not identified as MG garden project but done as a service to the community—such as participating in a garlic mustard pull or planting a container in a downtown area. These examples could fit into “Community Education” if they could be made to meet the criteria of a Garden Project as defined in “Community Education”.
5. Research—participate in a local or regional research project by collecting data

### **Continuing Education Hours**

1. All UW-Extension (or other states' Extension) sponsored horticultural programs, presentations, classes or seminars. For example:
  - A. Brown Bag MG Wisline Teleconferences
  - B. AudioVisual materials from local UW-Extension programs or UWEX Media Collections
  - C. Plant Health Advisor trainings and updates
  - D. WIMGA (WI Master Gardener Assn.) Annual Meetings
  - E. Research Station Field Days
  - F. Program/lectures archived on the web
2. Any educational program, presentation, classes, seminars, trips or tours on horticulture or leadership skill development offered by:
  - A. JCMGVA or any other Master Gardener Association event
  - B. Garden centers, botanical gardens and nature centers
  - D. Tech Schools, Universities or Colleges
  - F. Trade shows
  - G. Tours
  - H. WI DNR or other state agencies
  - I. Public radio and Public television programs

### **Hours reporting**

1. Hours should be reported by Oct. 1st of each year
2. Report hours on JCMGVA timesheets
3. Record and report all hours even after you have fulfilled your required minimum
4. To improve accuracy, please clearly state your volunteer work and the nature of the activity.
5. List volunteer hours in the appropriate category—Community Education, Youth or Support
6. Travel, research and planning may be included for volunteer projects
7. Travel should not be counted for continuing education hours.
8. For continuing education hours, please report the topic, type of program and who the speaker or presenter was.

**Questions regarding volunteer service and/or continuing education hours should be directed to a JCMGVA officer or the UW-Extension Agriculture Agent.**

**Questions regarding hours reporting should be directed to the JCMGVA secretary.**

**Please ask!!! We are here to help.**