Volunteer Hours and Education Guidelines

Certification year begins January 1st and ends December 31st. Reports **MUST BE RECEIVED BY December 31** for current year credit.

**VOLUNTEER HOURS**

**Basic Certification:** A minimum of 40 hours of volunteer service, of which at least 20 must be on the Plant and Pest Hotline.

**Recertification:** 15 hours per year. MSU Extension or personal projects are acceptable. *(Also see education hours)*

**Advanced Certification:** 50 volunteer hours. *(Also see education hours)*

**Personal choice hours:** Any project that meets the qualifications of the Master Gardener program guidelines. (For example: community service projects for schools, churches, parks, libraries, non-profits, etc.) Remember to submit a Master Gardener Project Approval form to the Master Gardener Coordinator if the activity is new.

**Extension hours:** Any project MSU Extension is directly involved in, runs, or sponsors. This designation is subject to change, and is at the discretion of the Master Gardener Coordinator.

**Extension Projects**

- Down to Earth Newsletter
- Plant and Pest Hotline
- MSU Extension Demonstration Area
- Speakers Bureau
- Ask a Master Gardener (Let’s Go Gardening)
- FUGLUC (Flint Urban Gardening and Land Use Comm.)
- Master Gardener Outreach Booths
- Crossroads Village
- Easter Seals
- Grow Lab
- Hardy Cactus Garden at MSU
- Master Gardener Garden Tour
- Genesee County Fair
- MDOT Rest Stops

*** This is not meant to be a complete list. Projects change all the time. Any ? about volunteering and education can be directed to the MG Coordinator at (810) 244-8530.

**EDUCATION HOURS**

**Credits:** All educational programs, whether MSU or non-MSU sponsored, must be approved by the county Master Gardener Coordinator, and will be granted one hour of credit for every one hour of training. Craft programs will be granted one half-hour of credit for every hour of training upon evaluation by the county MG Coordinator.

**Recertification:** 5 hours of education are required per year. *(Also see volunteer hours)*

**Advanced Certification:** 25 hours of education are required. *(Also see volunteer hours)*

**VOLUNTEERING = DOING**

**EDUCATION = LEARNING**

volunteer/forms – form directions 6/07
GENESEE COUNTY GUIDELINES
HOW TO FILL OUT THE VOLUNTEER HOURS FORM

***You are responsible for recording and turning in education and volunteer hours to the MG Coordinator. You will NOT receive any certifications if you do not turn in your hours!!

1. **Personal Information:** Be sure to check the box in the upper left hand corner if your name, address or phone number have changed since the last time you submitted your volunteer hours. Be sure to put **your COMPLETE mailing address on the form**, and be sure to include the **city, state, and zip code!!!!!!**

2. **Volunteer Hours Section:**
   - **Number of Hours:** Record time in half-hour increments. **Example:** 2 1/2 hours or 2.5 hours, not 1 p.m. - 3:30 p.m. **Note:** All activities should be group-oriented, information-sharing activities, or activities in support of same. In other words, weeding your neighbor's garden doesn't count for hours!
   - **Group Volunteered For:** Name of organization for which the activity was performed. **Example:** Ask a Master Gardener, **NOT** Home Depot. Home Depot would be the location, not the group you volunteered for. You could include the location of Home Depot in the DESCRIPTION OF VOLUNTEER WORK section.
   - **Description of Volunteer Work:** A short description of work done. **Example:** planting at the Hardy Cactus Garden at MSU. **Location always needs to be included.**
   - **Date:** The date that the activity occurred.
   - **# of People Served:** If you volunteer in an information sharing activity, you would put the number of people you spoke to. **Example:** such as answering questions at the MG booth at the County Fair, or answering the Plant and Pest Hotline. If you do not know the exact number, give a reasonable estimate. If you have absolutely no idea of the number, leave it blank. **DO NOT** give the number of people at the event - only those you come into contact with. This information is used to show the impact of MG volunteering to state and local government officials.

3. **Education Hours Section:**
   This section is for Recertification or Advanced Certification only. Completing and passing the MG class fulfills initial certification educational requirements.
   - **Class Date:** The date(s) you attended the class/meeting.
   - **Instructor or Sponsored by:** List both instructor **AND** sponsor. **Example of Instructor:** Mary Wilson. **Example of Sponsor:** MSU Extension, or Daisy Garden Club.
   - **Class Title and Description:** **Example:** Plants of Distinction: New & Underutilized Plants for Michigan Landscapes.
   - **Actual Class Hours:** Amount of time actually spent in class in # of hours, not times. **Example:** 3 1/2 or 3.5 hours, not 9 a.m. - 12:30 p.m.
   - **Attending MG Association or garden club meetings and listening to an educational speaker does not count toward VOLUNTEER hours.** Speakers do count toward EDUCATIONAL hours. If you are giving a report at the business meeting portion, volunteering as an educational speaker, or assisting with refreshments and setup at a meeting, party, picnic or banquet, then time spent doing those tasks counts toward volunteer hours. Picnics, etc. do **NOT** count for volunteer hours otherwise, and **NOT** for educational hours at all.

4. **Submitting/Mailing the Volunteer Hours Form:**
   All **original** forms are to be mailed to: Genesee Master Gardener Volunteer Program, 4215 W. Pasadena, Flint, MI 48504! This is to prevent duplications. Keep a copy! These are your **ONLY** reference in case of discrepancies. Forms are due quarterly. Download one from: [www.msue.msu.edu/genesee](http://www.msue.msu.edu/genesee) (click on Master Gardener, look under Master Gardener Volunteer Recordkeeping). **NOTE:** You **MUST** be specific!! All information is required for any certifications. If the information is not clear and/or complete, your form may be mailed back to you for clarification and correction!

   **REMEMBER:** Only 1 entry per line. **No entries are to be listed anywhere else on the sheet.**