



This reporting guide was written by Warren County Master Gardeners, Dana Klimas and Jeanie Byrnes for the Warren County Master Gardeners. Other Counties may find it useful to assist their groups when reporting their service and activities.



## A Guide to Reporting Master Gardener Volunteer Hours

To maintain active Master Gardener status, we need to complete 12 hours of education and 20 hours of service annually. MG Interns are required to earn 40 hours of education, and 40 hours of service during their first year.

These hours are recorded by each individual on the MG Individual Activity Report, which is then forwarded to Jeanie Byrnes ([beachyms@yahoo.com](mailto:beachyms@yahoo.com)) for inclusion in the annual report. This year we are encouraging members to submit their hours quarterly, or semi-annually, to lessen the time required for end-of-year reporting.

- Code 1**      **1 on 1 Technical Support**—phone advice, email, answering anyone’s questions  
Examples: Farmer’s Market booth, Crystal Springs Shade Garden booth, etc.
- Code 2**      **Projects**—  
Examples: Extension Office Flower Bed clean-up, Crystal Springs Shade Garden clean-up, Farmers Market prep, Speakers Bureau, Southern Region MG Conference 2012, etc.
- Code 3**      **Presentations**—includes preparation time  
Examples: Presentations to garden clubs, to interns, to our group, etc.
- Code 4**      **Writing**—news articles, grants  
Examples: Working on MG Website, creating handouts for Farmer’s Market, submitting State newsletter articles
- Code 5**      **Youth**—one on one, projects, writing; Gardening with youth  
Examples: Working with youth on any gardening project
- Code 6**      **Education**—when the Master Gardener is being educated  
Examples: 1 hr of our MG monthly meetings where we have a speaker, March Mondays, 1<sup>st</sup> Tuesdays, attending Intern training classes, garden tours, video training presentations such as Quick Bites, attending seminars at gardening conferences
- Code 7**      **MG Support Organization & Administration**—filling out the volunteer hour report form, calling speakers, serving on Executive Board, assisting in the Extension Office (filing, mailing, general office work), business part of the MG monthly meeting

### Notes:

Travel time may be added into the category where the hours are accrued. There is an exception for the Education category (Code 6) where travel time is not recorded. Please remember to note your mileage for all events/projects, and the data concerning the people contacted, if known. This information is important to the final computation of the value of our volunteerism to the County, State, and University Extension.