

Volunteer Hours Categories Guide

Below are some EXAMPLES of activities that would fall under each category. This list is not all-inclusive. If you have questions about how your volunteer activity should be recorded, please check with your agent. Please note there is no longer an "Other" category.

Category	Description	Examples
Public Outreach		
Advanced MG Outreach	All volunteer hours for the Advanced Certificate are specific to the certificate's topic. The requirements are: At least one community/civic education project related to the study outline; At least one project directly linked to the MG Program and ACES.	<ul style="list-style-type: none"> • teach an MG class • give a presentation/workshop at the state conference or to a local MG association • give or support a community education workshop • develop written materials and Powerpoint presentations • conduct other public programs, assist an ACES agent in program delivery
Community Landscape Project	long-term project at a park, school, or streetscape; are primarily beautification and not educational, but has local MGA support	<ul style="list-style-type: none"> • Maintaining planted beds such as roses, herbs, etc at a botanical garden • Maintaining gardens at a public park • Landscaping around public buildings/areas (botanical gardens, courthouses, city halls, historical sites, churches, cemeteries etc) • Maintaining municipal flower beds for city beautification • Installing landscapes at charitable organization buildings (such as Habitat for Humanity) • And other beautification projects
Community Special Project	NON-landscape activities. Special projects are often designated by each local MGA.	<ul style="list-style-type: none"> ▪ Assisting fund raiser such as plant sale for botanical garden, special group, plant society, etc (NOT for MGA or ACES fundraisers) ▪ Volunteer work with charities and non-profits (i.e. working at a food bank, miscellaneous at botanic gardens) ▪ Serving on Arbor Day committee ▪ Decorating for open house at a public, historic, etc. buildings ▪ And other NON-landscape related projects

Harvest for Health	All activities related to this research project	<ul style="list-style-type: none"> • Mentor, liaison, or other roles related to this project • Training and Meet & Greet events • Home garden visits and advice • Calling Extension Agent for advice when Mentor needs help, etc., etc.
Home Garden Consult	Home visits in which you assist a homeowner in determining and resolving a problem in the home landscape.	<ul style="list-style-type: none"> • It might also include visiting someone to suggest landscaping options and designs. Remember, ALL chemical recommendations must come from accepted Extension recommendations.
Manage/Teach/ Assist Intern Training	Hours spent assisting, teaching, or coordinating a Master Gardener intern training are reported under this category. *[this is a NEW placement of this category]	<ul style="list-style-type: none"> ▪ Volunteering as Class Coordinator Assistant ▪ Preparing handouts and other tools for instruction ▪ Coordinate snacks, lunch, fieldtrips ▪ Grading exams ▪ Teaching a class session
MG Helpline & Ask a Master Gardener booth	This is related to any Helpline activity. Around the state these are collectively the: Information line, Hotline, Plant Info line, etc. Helplines are associated with the toll free line - 877-252-4769.	<ul style="list-style-type: none"> • May also include answering hort. questions in the Extension office • Or answering questions at a booth in public location (e.g. library, retail outlet, fair, civic event, etc.)
Municipal event/county fair	Any event in which you help pass out or display educational (MG related, or Extension related) information.	<ul style="list-style-type: none"> ▪ manning an Extension booth at a farmers' market, flower festival or other public venue ▪ passing out soil sample kits at a garden center, county fair, plant sale, etc. ▪ hosting a garden information booth at a retail garden center or county fair, market or festival ▪ preparations and take-down of the display ▪ other activities at a market, fair or festival such as: judging an event at the fair, serving on the planning committee for a fair, festival, etc.
Program or workshop for Public *(NEW title)	Education programs might be short or long, a single event or on-going workshops. There are always preparatory and behind-the-scenes activities for these events. Count your volunteer time here both when you (...continued next page)	<ul style="list-style-type: none"> ▪ Assist or present at an ACES sponsored workshop/event ▪ A short program at Rotary, Lion's, Garden Club, or other civic group ▪ A speaker's bureau ▪ A series of workshops at the local Community College ▪ An educational woodland walk at a city park or botanic garden

	are presenting/teaching at the event and any activities necessary for hosting the event.	<ul style="list-style-type: none"> ▪ Or other events where you assist or teach the public about home gardens or nature's gardens
Support Other ACES programs	This category includes volunteer activities associated with any other ACES program that is not specific to gardening.	<ul style="list-style-type: none"> ▪ Assist 4-H program OTHER than JMG or another such youth gardening program ▪ Assist the Food & Nutrition agent prepare for a program ▪ Answer phone calls for the County office
Youth program	Youth programs are any programs where you work with children or youth.	<ul style="list-style-type: none"> ▪ An outdoor classroom (time with students; see 'Gardens' for planting/maintenance in the garden) ▪ Preparing a program to teach children or youth in an outdoor or garden setting (Botanic Gardens, School, or other) ▪ Teach or assist with Junior Master Gardener ▪ Conduct/teach a program for children/youth at the botanic garden
Category	Description	Examples
Education Materials		
Multimedia (for Presentations)	Non-print educational materials	<ul style="list-style-type: none"> ▪ Developing a PowerPoint presentation on a topic of interest ▪ Recording/editing/uploading an educational video clip for the internet or a class presentation ▪ Developing/maintaining/designing an educational website
Print media	Always remember to cite/reference Extension pub's and research-based information if stating something as a recommendation. If you mention other information such as folk remedies, be certain to clearly define this information as such.	<ul style="list-style-type: none"> • Extension publications, fact sheets, pest alerts, etc • specific MGA newsletter article • This category is only used for written, educational materials that you volunteer to create - not those for payment. While it is acceptable for members to receive payment for garden articles, the time given under these circumstances does NOT count as volunteer time.
Gardens		
Community food	Gardens or projects for which produce is donated to a food bank or other non-profit organization	<ul style="list-style-type: none"> • maintaining, harvesting, or designing a garden that supports this effort • gleaning projects that donate to food banks or other non-profits

Education/ demonstration garden	Gardens in public locations that are only for education purposes or to demonstrate a gardening technique	<ul style="list-style-type: none"> designing, preparing or maintaining the garden hosting or guiding tours through the garden
Horticulture Therapy garden	Info at www.ahta.org	
School/youth garden	These are the activities you do to prepare/create the outdoor space where children and youth will learn. Youth might or might not be present during these activities.	<ul style="list-style-type: none"> designing, preparing, or maintaining the garden PR activities that help to start or sustain the outdoor classroom or similar learning space.
Tree planting	Planting trees in public spaces	<ul style="list-style-type: none"> Any activity related to and including the planting of the trees
MG Program Support		
AMGA Conference Hosting	Any activities related to hosting the annual AMGA Conference or Fall Seminar	<ul style="list-style-type: none">
Fund raiser	hours spent on fundraisers for local associations	<ul style="list-style-type: none"> Preparation for sale event Days of the plant sale Days related to the cookbook sale
MGA/AMGA Administration	Leadership hours spent on association, both local and state, business.	<ul style="list-style-type: none"> Serving as an officer for either your local MGA or the state AMGA Editing/printing/writing/etc a newsletter Serving on any MGA committee such as the scholarship committee, projects committee, the state steering committee, etc
MGA/AMGA Meetings	The business portion of local MGA meetings counts toward volunteer hours	<ul style="list-style-type: none"> Travel time to/from meetings is only recorded for officers and those with specific meeting responsibilities (committee chairs, bring snacks, presenters, etc). This should encourage wider involvement from your membership. The educational program portion of the meeting = CEUs. 'MGA Meetings' includes time given both to local and state MGA meetings.