

## Volunteer Hours Categories Guide

Below are some EXAMPLES of activities under each Volunteer activity category. This list is not all-inclusive. If you have questions about how your volunteer activity should be recorded, please check with your Extension Agent.

Developing Education Materials		
Category	Description	Examples
Multimedia for presentations	Non-print educational materials	<ul style="list-style-type: none"> <li>Developing a PowerPoint presentation on a topic of interest</li> <li>Recording/editing/uploading an educational video clip for the internet or a class presentation</li> <li>Developing/maintaining/designing an educational website</li> </ul>
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"> <li>Extension publications, fact sheets, pest alerts, etc</li> <li>Specific MGA newsletter article</li> <li>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.</li> </ul>
Helping & Teaching Gardens		
Category	Description	Examples
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"> <li>Designing, maintaining, or preparing for programs in the garden</li> <li>Hosting or guiding tours through the garden</li> <li>Workshops that use the garden for teaching the public</li> </ul>
GMGM (community food)	Grow More, Give More (GMGM) includes gardens or projects that teach people to grow food crops and/or grow extra to then donate to a food bank or other non-profit organization	<ul style="list-style-type: none"> <li>Teaching people how to grow food crops – in a community garden or at home</li> <li>Maintaining, harvesting, or designing a garden that supports local food charities</li> <li>Gleaning projects that donate to food banks or other non-profits</li> </ul>

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"> <li>• Designing, preparing, or maintaining the garden</li> <li>• PR activities that help to start or sustain the outdoor classroom or similar learning space.</li> </ul>
Therapeutic horticulture	To date, we do not have Registered Horticultural Therapists among our ranks. However, we know that gardening is a healthy habit for many reasons. Read more at these links: <a href="#">AHTA Definitions Horticultural Therapist</a> <a href="#">Plants Do That-Indoors – Where We Heal</a> <a href="#">Plants Do That - Health</a>	<ul style="list-style-type: none"> <li>• Spin-off activities from our successful partnership and research project with the University of Alabama at Birmingham, <i>Harvest for Health</i></li> <li>• Gardening activities with military Veterans, like at Landmark Park</li> <li>• Activities at day care facilities, like McCoy Adult Day Care Center</li> <li>• Activities at senior centers or senior living facilities</li> <li>• Activities at Hospice, with patients or family members</li> <li>• And other activities that mentor people to learn about gardening; with emphasis on people requesting these activities for their mental and physical health</li> </ul>
Tree planting	Planting trees in public spaces	<ul style="list-style-type: none"> <li>• Activity related to and including the planting of the trees</li> </ul>
Public Outreach		
Category	Description	Examples
<b>Advanced MG Outreach</b>	All volunteer hours for the Advanced Certificate are specific to the certificate's topic and decided with guidance from Extension.	<ul style="list-style-type: none"> <li>• teach an MG class</li> <li>• give a presentation/workshop at the state conference or to a local MG association</li> <li>• give or support a community education workshop</li> <li>• develop written materials and Powerpoint presentations</li> <li>• conduct other public programs, assist an ACES agent in program delivery</li> </ul>
<b>Community Landscape Project</b>	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"> <li>• Maintaining planted beds such as roses, herbs, etc at a botanical garden</li> <li>• Maintaining gardens at a public park</li> <li>• Landscaping around public buildings/areas (botanical gardens, courthouses, city halls, historical sites, churches, cemeteries etc)</li> <li>• Maintaining municipal flower beds for city beautification</li> <li>• Installing landscapes at charitable organization buildings (such as Habitat for Humanity)</li> <li>• And other beautification projects</li> </ul>

<b>Community Special Project</b>	NON-landscape activities. Special projects are often, but not necessarily designated by each local MGA.	<ul style="list-style-type: none"> <li>• Assisting fund raiser such as plant sale for botanical garden, special group, plant society, etc (NOT for MGA or ACES fundraisers)</li> <li>• Volunteer work with charities and non-profits (i.e. working at a food bank, miscellaneous at botanic gardens)</li> <li>• Serving on Arbor Day committee</li> <li>• Decorating for open house at a public, historic, etc. buildings</li> <li>• And other NON-landscape related projects</li> </ul>
<b>Harvest for Health</b>	All activities related to this research project partnered with the University of Alabama at Birmingham	<ul style="list-style-type: none"> <li>• Mentor, liaison, or other roles related to this project</li> <li>• Training and Meet &amp; Greet events</li> <li>• Home garden visits and advice</li> <li>• Calling Extension Agent for advice when Mentor needs help, etc., etc.</li> </ul>
<b>Home Garden Consult</b>	Home visits in which you assist a homeowner in determining and resolving a problem in the home landscape. All recommendations must be research-based information and approved by Extension.	<ul style="list-style-type: none"> <li>• It might also include visiting someone to suggest landscaping options and designs. Remember, ALL chemical recommendations must come from accepted Extension recommendations.</li> </ul>
<b>Manage/Teach/ Assist Intern Training</b>	Hours spent preparing, assisting, and/or teaching a Master Gardener Intern training.	<ul style="list-style-type: none"> <li>• Volunteering as Class Coordinator Assistant</li> <li>• Preparing handouts and other tools for instruction</li> <li>• Coordinate snacks, lunch, fieldtrips</li> <li>• Grading exams</li> <li>• Teaching a class session</li> </ul>
<b>MG Helpline &amp; Ask a Master Gardener booth</b>	This is related to any activity that answers residential horticulture questions. 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"> <li>• May also include answering hort. questions in the Extension office</li> <li>• Or answering questions at a booth in public location (e.g. library, retail outlet, fair, civic event, etc.)</li> </ul>
<b>Municipal event/county fair</b>	An event in which you help pass out or display educational related information (MG Program and Extension).	<ul style="list-style-type: none"> <li>• Manning an Extension booth at a farmers' market, flower festival or other public venue</li> <li>• Sharing soil sample kits and publications at a garden ..... (see next page)</li> </ul>

		<p>center, county fair, plant sale, civic event, etc.</p> <ul style="list-style-type: none"> <li>• Hosting a garden information booth at a retail garden center or county fair, market or festival</li> <li>• Preparations and take-down of the display</li> <li>• 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.</li> </ul>
<p><b>Program or workshop for Public</b></p>	<p>Educating the public with research-based information is a primary goal in the MG Program. Programs might be short or long, a single event or on-going workshops. There are also preparatory and behind-the-scenes activities for these events. Count your volunteer time here when you are presenting/teaching at the event and any activities necessary for hosting these events for public audiences.</p>	<ul style="list-style-type: none"> <li>• Assist or present at an ACES sponsored workshop/event</li> <li>• A short program at Rotary, Lion's, Garden Club, or other civic group</li> <li>• A speaker's bureau</li> <li>• A series of workshops at the local Community College</li> <li>• An educational woodland walk at a city park or botanic garden</li> <li>• Or other events where you assist or teach the public about home gardens or nature's gardens</li> </ul>
<p><b>Support Other ACES programs</b></p>	<p>This category includes volunteer activities associated with any other ACES program that is not specific to gardening – Forestry and Natural Resource, Food Safety, Nutrition, 4H, etc.</p>	<ul style="list-style-type: none"> <li>• Assist 4-H program OTHER than JMG or another such youth gardening program</li> <li>• Assist the Food &amp; Nutrition agent prepare for a program</li> <li>• Answer phone calls for the County office when the Office Admin is away</li> </ul>
<p><b>Youth program</b></p>	<p>Youth programs are programs where you work with children or youth.</p>	<ul style="list-style-type: none"> <li>• Teaching activities in outdoor classrooms (time with students; see 'Gardens' for activities like planting/maintenance in the garden)</li> <li>• Preparing a program to teach children or youth in an outdoor or garden setting (Botanic Gardens, School, or other)</li> <li>• Teach or assist with <i>Junior Master Gardener</i> (4-H)</li> <li>• Conduct/teach a program for children/youth at the botanic garden</li> <li>• Help other MGs in these programs</li> </ul>

<b>MG Program Support</b>		
<b>Category</b>	<b>Description</b>	<b>Examples</b>
<b>AMGA Conference Hosting</b>	Activities related to hosting the annual AMGA Conference or Fall Seminar	<ul style="list-style-type: none"> <li>• Committee meetings</li> <li>• AMGA meetings</li> <li>• And other supporting activities</li> </ul>
<b>Fundraiser</b>	Hours spent on fundraisers for local associations. The purpose of these activities is gaining financial resources to fund materials for local volunteer projects.	<ul style="list-style-type: none"> <li>• Preparation for sale event</li> <li>• Days of the plant sale</li> <li>• Days related to the cookbook sale</li> </ul>
<b>Mentor Advanced MG certification</b>	Hours spent mentoring a Master Gardener working on their Advanced Master Gardener study.	<ul style="list-style-type: none"> <li>• Meetings with the Master Gardener</li> <li>• Meetings with the Extension Agent involved</li> <li>• Meetings with other Advanced Master Gardeners related to this mentorship</li> </ul>
<b>MGA/AMGA Administration</b>	Activities serving in leadership roles that support MG associations, both local and state.	<ul style="list-style-type: none"> <li>• Serving as an officer for either your local MGA or the state AMGA</li> <li>• Editing/printing/writing/etc. for a newsletter</li> <li>• Serving on a MGA committee such as the scholarship committee, projects committee, the state steering committee, etc.</li> </ul>
<b>MGA/AMGA Meetings</b>	The business portion of local MGA meetings counts toward volunteer hours. It is not part of counting CEUs.	<ul style="list-style-type: none"> <li>• Travel time to/from meetings is only recorded for officers and those with specific meeting responsibilities (committee chairs, snacks, presenters, etc). This should encourage wider involvement from your membership.</li> <li>• The educational program portion of the meeting = CEUs.</li> </ul>