



This handout is intended to illustrate how the 2024 Service Report categories will correlate with Extension Master Gardener activities around Alabama. Additional training materials will be developed.

The new Service Report categories are:

1. GROWING ORNAMENTALS
2. GROWING FOOD
3. CREATING & SHARING INFORMATION
4. COMMUNITY PARTNER EVENTS
5. SUPPORT OTHER EXTENSION ACTIVITIES
6. EXTENSION MASTER GARDENER EDUCATION
7. EXTENSION MASTER GARDENER PROGRAM SUPPORT

1. GROWING ORNAMENTALS:

Includes activities with plants not grown specifically for consumption, such as flowers, shrubs, trees, lawns, etc.

Activities that represent Extension and/or the Extension Master Gardener Program. They are designed to impact the entire community (e.g., green space beautification) or a specific audience (therapeutic horticulture at a habilitation or rehabilitation center, with military veterans or adult activity center, etc.)

Subcategories for entering a report: 1. Plan/establish/maintain a garden, 2. Event prep/support/ hospitality, 3. Teaching Adults, 4. Teaching Youth, 5. Therapeutic horticulture (Optional, 6. Donations)

- Planted native plants in cooperation with AL Power, Slackland Beach
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Potted plants outside businesses along Main St.
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Butterfly Garden at Elementary school
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth (if you were teaching)
- DeSoto State Park, native plant walkway, with plant ID
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Landmark Park teaching gardens
 - Subcategory = Plan/establish/maintain a garden
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Governor's mansion landscape
 - Subcategory = Plan/establish/maintain a garden

- Prattvillage garden
 - Subcategory = Plan/establish/maintain a garden
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Garden for dementia patients (planting, plant care, sensory plants, etc.)
 - Subcategory = Therapeutic horticulture
- City hall garden/landscape
 - Subcategory = Plan/establish/maintain a garden
- Tuesdays with MG
 - Subcategory = Teach adults (under Ornamentals or Food, depending on topic)
- Lunch and Learn
 - Subcategory = Teach adults (under Ornamentals or Food, depending on topic)
- Maintaining city Welcome signs
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Tree Amigos at Coosa Valley Youth Services
 - Subcategory = Therapeutic horticulture

2. **GROWING FOOD**

Includes activities with plants grown specifically for consumption, such as fruits, vegetables, herbs, etc.

Activities that represent Extension and/or the Extension Master Gardener Program. They are designed to impact the entire community (e.g., community or school garden) or a specific audience (therapeutic horticulture at a habilitation or rehabilitation center, for military veterans or adult activity center, etc.)

Subcategories for entering a report: 1. Plan/establish/maintain a garden, 2. Event prep/support/ hospitality, 3. Teaching Adults, 4. Teaching Youth, 5. Therapeutic horticulture (Optional, 6. Donations)

- Eat South urban garden/farm.
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- AL Pioneer Museum, herb gardens
 - Subcategory = Plan/establish/maintain a garden
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- CASA Garden
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Demo Veg Garden at HBG
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Grow More, Give More at Grace Klein
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth or Teach adults (if you were teaching)

- Jeremiah's garden
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Baskets for Agri Plex and grounds work
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Food banks
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- Community Church garden
 - Subcategory = Plan/establish/maintain a garden
 - +Subcategory = Optional, Donations (if you made donations)
- ARC garden, residential homes
 - Subcategory = Plan/establish/maintain a garden
 - Subcategory = Teach youth or Teach adults (if you were teaching)
- Tuesdays with MG
 - Subcategory = Teach adults (under Ornamentals or Food, depending on topic)
- Lunch and Learn, Tomato workshops
 - Subcategory = Teach adults
- Harvest For Health
 - Subcategory = Therapeutic horticulture

3. **CREATING & SHARING INFORMATION**

Activities that represent Extension and / or the Extension Master Gardener Program. They are designed to impact the entire community (e.g., social media) or a specific audience (e.g., Helpline).

Subcategories for entering a report: 1. Researching information that educates (for presentations or media), 2. Creating materials that educate, 3. Helpline, Ask-a-MG, or garden consult

- Farmers Market, Ask-a-MG
 - Subcategory = Helpline, Ask-a-MG, or garden consult
- Info. booth
 - Subcategory = Helpline, Ask-a-MG, or garden consult
- Ask-a-Master Gardener
 - Subcategory = Helpline, Ask-a-MG, or garden consult
- Advising park project
 - Subcategory = Helpline, Ask-a-MG, or garden consult
- Facebook
 - Subcategory = Researching info. and/or Creating (depending on activity today)
- Newsletter
 - Subcategory = Researching info. and/or Creating (depending on activity today)

4. **COMMUNITY PARTNER EVENTS**

These events connect Extension and/or the Extension Master Gardener Program with a community partner. These are not led by and do not directly represent Extension and/or the Extension Master Gardener Program. The community partner is responsible for leading the event. These activities should have a connection to horticulture. (County Fairs, Seasonal Civic Events, Arbor Day, Habitat for Humanity house landscape Helping an organization outside of Extension)

Subcategories for entering a report: 1. Community partner event (what & who), (Optional, 2. Donations)

- National Garden Day, Butterfly house plantings
 - Subcategory = Community partner event (what & who)
- City Christmas Parade
 - Subcategory = Community partner event (what & who)
- Palisades Park, decorate with Christmas lights
 - Subcategory = Community partner event (what & who)
- Arbor Day
 - Subcategory = Community partner event (what & who)
- Donate gifts for municipal event Subcategory = Community partner event (what & who)
 - Subcategory = Community partner event (what & who)
 - +Subcategory = Optional, Donations
- Earth Day and Fall Festival events
 - Subcategory = Community partner event (what & who)
- Water Festival
 - Subcategory = Community partner event (what & who)
- County fair booth & crop registration
 - Subcategory = Community partner event (what & who)
- United Way Day of Giving
 - Subcategory = Optional, Donations
- Landscaping for Habitat for Humanity recipients
 - Subcategory = Community partner event (what & who)
 - +Subcategory = Optional, Donations
- Worked with Day Lily Society planting and creating various beds
 - Subcategory = Community partner event (what & who)
 - +Subcategory = Optional, Donations

5. **SUPPORT OTHER EXTENSION ACTIVITIES**

A volunteer activity that directly assists or collaborates with Extension programs **outside of those with the Home Grounds team**. Extension Home Grounds activities include those related to reporting categories 1, 2, & 3.

Subcategories for entering a report: 1. Other Extension activities (what and who), (Optional, 2. Donations)

- 4-H judging
 - Subcategory = Community partner event (what & who)
- Chick Chain or Your Money-Your Life
 - Subcategory = Community partner event (what & who)

- Extension Office work
 - Subcategory = Community partner event (what & who)
- Classroom in the Forest
 - Subcategory = Community partner event (what & who)
- Field Day at Extension Center
 - Subcategory = Community partner event (what & who)
- Food Preservation Camp
 - Subcategory = Community partner event (what & who)
 - +Subcategory = Optional, Donations

6. **EXTENSION MASTER GARDENER EDUCATION**

Extension Master Gardener Interns' graded assignment to register in the Service Report. Annual CEU's for all Certified Extension Master Gardeners. Training hours for Advanced Extension Master Gardener certification.

Subcategories for entering a report: 1. Extension MG Intern assignment, CEUs, Advanced Extension MG Training.

*This is the ONLY place where drive-time will be counted separately. This prevents exaggerating the statewide annual report of CEU's. When CEUs are part of attending a MGA meeting, the drive time counts along with the volunteer hours of the business meeting portion.

- Educational tour
 - Subcategory = CEU (Date, # CEU Hours, Where, What, *Drive Time)
- Monthly local MGA meeting speaker
 - Subcategory = CEU (Date, # CEU Hours, Where, What)
 - (Note: Drive time to these events is counted in with the business meeting time, under category #7)
- AMGA Annual Conference or AMGA Fall Seminar
 - Subcategory = CEU (Date, # CEU Hours, Where, What, *Drive Time)

7. **EXTENSION MASTER GARDENER PROGRAM SUPPORT**

Activities that directly support the Extension Master Gardener Program. They are designed to impact Extension and / or an MG association (state or local). These activities help the statewide Extension Master Gardener Program run smoothly.

Subcategories for entering a report: 1. EMG Intern training support, Advanced EMG support, EMG Steering committee, MGA / AMGA meeting, MGA / AMGA admin., Host Conf./ Fall Seminar, Fundraiser, (Optional, 8. Donations/philanthropy)

- Plant sale
 - Subcategory = Fundraiser
 - +Subcategory = (Optional, 8. Donations/philanthropy)
- Mentors for intern classes
 - Subcategory = EMG Intern training support
 - +Subcategory = (Optional, 8. Donations/philanthropy)

- Greenery Sale
 - Subcategory = Fundraiser
 - +Subcategory = (Optional, 8. Donations/philanthropy)
- Greenhouse
 - Subcategory = Fundraiser
 - +Subcategory = (Optional, 8. Donations/philanthropy)
- Garden tour fundraiser
 - Subcategory = Fundraiser
 - +Subcategory = (Optional, 8. Donations/philanthropy)
- Scholarship fund
 - Subcategory = (Optional, 8. Donations/philanthropy)
- University scholarship and money to science teachers (donation, philanthropy)
 - Subcategory = (Optional, 8. Donations/philanthropy)
- Attended monthly MGA meeting
 - Subcategory = MGA / AMGA meeting