

Primer on Recording Volunteer Service Record

Trainee Master Gardeners must complete **20** volunteer service hours to the "core" CMMG projects (the Extension Center grounds, the Demonstration Gardens, and/or the Greenhouse.), the first year and **10** hours to an approved project.

Active Master Gardeners must complete **20** volunteer service hours and an additional **6** educational hours. **10** of the volunteer service hours are encouraged to be at the "core" project sites (see above). The remaining **10** may be at other MG projects or in your own community. See below under Educational Activities Including Adv. MG Courses for ways to get education hours.

This information is to be submitted annually to the Extension Center prior to November 30.

Contacts—the total number of people served in all activities listed below, not total number of members at meetings

Administrative

- Preparing for and/or attending CMMG meetings, including board, committee, and general membership meetings
- Assisting with program core courses
- Teaching a CMMG class
- Preparing and presenting an educational program at a CMMG meeting
- Giving tours of CMMG projects
- Mentoring new master gardeners
- Assisting the Junior Master Gardener Program

Hot Line/Answer Service—Answering phone calls in the absence of the horticulture specialist

General Communications and PR

- Writing an article for the newsletter or newspaper
- General communications regarding CMMG activities

Consultation— providing consultation services regarding landscaping and plant care (no more than 25% of total volunteer service hours can be counted for this activity)

Beautification

- Planting and maintenance at approved CMMG projects
- Planting and maintenance at churches or other non-profit organizations
- Planning/designing public garden landscaping project

Speakers Bureau—Representing CMMG as a speaker at civic or local meetings

Youth Workshop

- Assisting with youth programs
- Working as a workshop host

Elderly Workshop

- Assisting with nursing home programs or presentation
- Working as a workshop host

Workshops/Short Courses/Conferences—organizing and teaching educational workshops

Fairs/Shows

- Preparing display materials for fairs, shows, etc.
- Representing CMMG at fairs or shows

Fundraisers—all activities related to fundraising projects, plant sale and greenhouse work

Educational Activities Including Advanced MG Courses

- Attending an advanced master gardener course
- Attending regional, state, or national conferences, seminars or workshops
- Attending an educational component of a CMMG meeting
- Attending field trips to learn new information
- Touring public gardens (MO Botanical Gardens, Powell Gardens)

Travel—travel to and from work sites, conferences, field trips, etc. may be counted as follows: Travel hours may not be counted towards the mandatory minimum requirement of 30 (trainee) or 20 (active) volunteer service hours.