

## A Primer on Counting and Recording Your Volunteer Hours For Northeast Missouri Master Gardener Clubs

The members of the Northeast Missouri Master Gardener Clubs must complete 20 Service Hours each year (Master Gardener Interns must complete 30 Service Hours their first year). Continuing Education Hours are optional and **no more than 6** Continuing Education Hours may count towards the minimum requirement of total hours. Additional hours in either category are encouraged.

“Hours” are to be recorded in the nearest quarter-hour increment. Please record hours in the following way: 15 minutes=.25 30 minutes=.5 45 minutes=.75

If you spend 2 hours and 45 minutes on beautification, you would record it as 2.75.

The local Master Gardener Advisor, in consultation with the State Master Gardener Coordinator, has final say in all decisions regarding volunteer hours.

<b>SERVICE HOURS</b>
<p>Examples:</p> <ul style="list-style-type: none"> <li>• Planting, weeding, trimming, etc. at public garden/landscape projects (i.e., parks, library, Veterans Memorial, school)</li> <li>• Writing an article for the newspaper or newsletter</li> <li>• Assisting at Garden ‘N Grow</li> <li>• Teaching a class for new Master Gardener training</li> <li>• Preparing and presenting an educational program at a club meeting</li> <li>• Staffing the MG table at the Farmer’s Market</li> <li>• Assisting with the nursing home programs sponsored by the Horticultural Specialist</li> <li>• Cutting grass or other landscaping projects for churches or non-profits (as an unpaid volunteer)</li> <li>• Providing consultation services for friends or neighbors regarding plants or pests</li> <li>• Planning/designing public garden/landscaping project</li> <li>• Preparing gardening displays for fairs, etc.</li> <li>• Answering phone calls in absence of the Horticultural Specialist</li> <li>• Working at the Garden Tour</li> <li>• Working as a horticulture-related conference/workshop host</li> <li>• Attending MG club business meetings</li> <li>• Attending MG club committee meetings</li> </ul> <p>Performing official MG club duties</p>

<b>CONTINUING EDUCATION HOURS</b>
<p>Examples:</p> <ul style="list-style-type: none"> <li>• Attending horticulture-related regional or state seminars, workshops, conferences</li> <li>• Attending MG club field trips to learn new information</li> <li>• Touring public gardens (MO Botanical Gardens, Powell Gardens, etc)</li> </ul>

<b>NO CREDIT HOURS</b>
<p>Examples of what <i>not</i> to count:</p> <ul style="list-style-type: none"> <li>• Time spent traveling to seminars, workshops, club field trips</li> <li>• Performing plant rescues for your own garden</li> <li>• Working in your own garden or another person’s garden (unless other person is physically unable to complete the work himself)</li> </ul>



