

Guide for Reporting Volunteer & Education Hours

St. Charles County Master Gardeners

Version 2024-05

#	Project	Hour field use	Description
1	Advanced Training	<p>Adv Hrs - Report class time Vol Hrs - Use for travel time if applicable</p> <p>Edu Hrs - DO NOT USE</p>	<p>Enter class name & date in the Hrs Desc field.</p> <p>This project is to be used ONLY for approved Advanced training courses</p> <p>See our weekly MG email for a link providing a list of education training. Courses on the list which are approved advanced training are indicated by "(AT)" For courses not on this list, chapter members may request AT designation for any course of interest and/or taken by sending such request to any member of the AT Committee.</p>
2	Continuing Education	<p>Edu Hrs - Report time for class or Garden Tour Vol Hrs - Use for travel time if applicable</p> <p>Adv Hrs - DO NOT USE</p>	<p>This Project is to report hours when</p> <ul style="list-style-type: none"> * attending garden tours and * horticulture Education via classes and events related to gardening. <p>For current list of available classes, see the link in the MG weekly email. Note: CE is short for Continuing Education</p>
3	Demonstration Gardens - St Charles Ext Ctr	<p>Vol Hrs - Report volunteer time & travel time</p> <p>Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE</p>	<p>DEMO Garden</p> <p>Volunteer hours working in the Demonstration gardens, Greenhouse or Hoop house onsite at the Extension, Brown Road Campus, St. Peters MO</p>
4	Development and Administrative Activities	<p>Vol Hrs - Report volunteer time & travel time</p> <p>Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE</p>	<p>This project is used for activities which support the Master Gardeners of our chapter</p> <p>Examples: MG Website; MG Newsletter; Membership Reporting; research & documentation of AT Courses, classes & events; creation of chapter related documents; Faciliator for Level 1 class; MG attending trainee meet & greet.</p>

#	Project	Hour field use	Description
5	Fundraising Activities (i.e. Plant Sale)	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	The project is used to report volunteer hours for the annual Plant Sale - for only these days: 1. Day prior to plant sale for set-up 2. On the days of the Plant sale 3. Taking down the canopies after the plant sale
6	Garden Shows/Farmer's Markets	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	This project is used for all volunteer time spent supporting our Master Gardener chapter at Garden Shows/Farmer's Markets/Fairs/Other Booths.
7	General Public Assistance/Consultation	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	* Provide the garden name and a description of the volunteer activity in the Hrs Desc field. Use only for serious multifaceted projects. The sharing of research-based information is key with multiple plans developed and provided. Example: Planning the development of a garden at a local church; such as Site view, soil samples takes, soil amendments suggested. After research, site plans are provided, lists of nectar and host plants that are comfortable with sun provided and with or without supplemental water.
8	Horticulture Answer Service	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	This project is used for all volunteer efforts to support the Hortline, including Hort-line desk and time to research questions.
9	Master Gardener Meetings	Vol Hrs - Report volunteer time & travel time Edu Hrs - Guest Speaker + Quiz if applicable Adv Hrs - DO NOT USE	This Project category covers ALL Master Gardener meetings which are in support our chapter For MG meetings with education, the volunteer & education time may be reported on the same record: * Enter meeting & travel time in the field: Vol Hrs * Enter education in the field: Edu Hrs Guest speaker & quiz are reportable as education ** Quiz: report ½ hour of education <i>With successful completion of quiz with passing grade (honor system)</i> ** Guest speaker: report 1 hour of education <i>Report Guest speaker time, generally limited to 1 hour</i>
10	News articles/Newsletter	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	This Project category covers all activities in support of our weekly MG Newsletter and other MG related articles.

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11	NONE or Not Listed	Vol Hrs - DO NOT USE Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	Do NOT use. Contact your MG Membership team for guidance on which Local Project should be used.
12	Offsite Gardens - Put name in description	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	Enter garden name & brief description in the Hrs Desc field. The hours volunteering in an offsite nonprofit garden. Garden improvement including planning and maintenance including weeding & planting.
13	Teaching	Vol Hrs - Report volunteer time & travel time Edu Hrs - DO NOT USE Adv Hrs - DO NOT USE	This Project category covers all activities in support of teaching classes, including research, preparation time, providing assistant to the primary instructor and teaching. Examples: Development & Teaching of Workshops/Short Courses; conducting Demo Garden tours. Preparation & presentation of Plant Parts to the Boys and Girls Club of O'Fallon