

# Guide for Reporting Volunteer Hours - St. Charles County Master Gardeners

Version 2023-08

#	Project	Description	Examples
1	Advanced Training	<p>This project is to be used <b>ONLY</b> 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)"</p> <p>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> <p>Report in <b>Adv Hrs</b> field.</p> <p>Enter class name &amp; date in the <b>Hrs Desc</b> field.</p>	<p>Examples of a few of the 2019 approved Advanced Training courses:</p> <ol style="list-style-type: none"> <li>a. 7/20/19 Propagating Missouri Native Plants</li> <li>b. 7/30/19 Mizzou Turf grass and Landscape Field Day</li> <li>c. 8/17/19 Behind the Scenes at the Food Roof</li> <li>d. 8/23/19 Growing and Marketing PawPaw</li> </ol>
2	Continuing Education	<p>This Project is to report Educational classes and events related to gardening.</p> <p>For current list of available classes, see the link in the MG weekly email.</p> <p>Report in <b>Edu Hrs</b> field.</p> <p>Note: CE is short for Continuing Education in the Examples</p>	<ol style="list-style-type: none"> <li>a. Dig-In Classes</li> <li>b. Seed planting &amp; Seedling transplanting training</li> <li>c. To Prune or Not To Prune (Sugar Creek Gardens)</li> <li>d. Low Maintenance Perennials (MOBOT)</li> <li>e. Educational garden tours [Provide tour garden name &amp; educational learning in description]</li> <li>f. Presentation at a garden meeting [Provide description of presentation]; when garden meeting is our MG Meeting see note below *</li> <li>g. MG Monthly Meeting Quiz successfully completed (1/2 hour CE) *</li> </ol> <p>* NOTE: CE opportunities with reportable meetings may be recorded on one record; See example in Project: MG Meeting</p> <p>h. The following classes offered by our extension are reportable as CE (adopted 8/2023)</p> <ol style="list-style-type: none"> <li>1. Safe Food handling for our pantry garden production</li> <li>2. A hands-on cooking class for what that we grow in our garden (when as <i>an MG group activity at the extension</i>)</li> </ol> <p><b>For each class taken:</b></p> <ol style="list-style-type: none"> <li>1. Report the class time using Local Project: Continuing Education</li> <li>2. Report the CE hours in the Edu Hrs field</li> <li>3. Report your travel time in the Vol Hrs field on the same record</li> </ol> <p>Note: Report a reasonable amount of travel time only</p> <p><b>Not Appropriate Examples:</b> the following types of classes are <b>NOT</b> reportable for MG hours (8/2023 decision):</p> <ol style="list-style-type: none"> <li>1. Classes on canning/freezing/food storage</li> <li>2. A general cooking video with no hands-on</li> <li>3. General Food nutrition</li> </ol>
3	Demonstration Gardens - St Charles Ext Ctr	<p>DEMO Garden</p> <p>Volunteer hours working in the demonstration gardens, greenhouse or hoop house onsite at the Extension, Brown Road Campus</p> <p>Report in <b>Vol Hrs</b> field.</p>	<ol style="list-style-type: none"> <li>a. Demonstration garden improvement &amp; maintenance including weeding, planting, path maintenance, working on MG tools or equipment, cutting grass and composting</li> <li>b. Greenhouse: prepare for the new plants, maintenance</li> <li>c. All care of plants being grown for the plant sale - at the extension gardens or a home:             <ul style="list-style-type: none"> <li>• Planting / re-potting plants</li> <li>• Seed / Seedling transplanting party</li> <li>• Watering in the greenhouse &amp; hoop house</li> <li>• Watered seeding and corrected lighting for plants at home</li> </ul> </li> <li>d. Clean-up of pots after the plant sale</li> </ol>

#	Project	Description	Examples
4	Development and Administrative Activities	This project is used for activities which support the Master Gardeners Report in <b>Vol Hrs</b> field.	<p>a. Support of Level 1 Core classes, such as:</p> <ul style="list-style-type: none"> <li>• Trainee meet &amp; greet with established MG's</li> <li>• Facilitator for Level 1 class</li> </ul> <p>c. MG Website &amp; Calendar support</p> <p>d. Support efforts for Dig-In, such as:</p> <ul style="list-style-type: none"> <li>• Assembled registration packets for MG Dig-In</li> <li>• Worked at registration for MG Dig In program &amp; assisted with facilitating classes for instructors</li> </ul> <p>e. Development of MG documents, such as</p> <ul style="list-style-type: none"> <li>• List of AT courses</li> <li>• Monthly MG quizzes</li> <li>• All MG Chapter related documents</li> <li>• Steering Committee emails, etc</li> <li>• Emails and guidance for MG's</li> </ul>
5	Faust Gardens	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
6	First Capitol Garden	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
7	Forest ReLeaf	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
8	Fundraising Activities (i.e. Plant Sale)	<p>The project is used to report volunteer hours for the annual Plant Sale - for only these days:</p> <ol style="list-style-type: none"> <li>1. Day prior to plant sale for set-up</li> <li>2. On the days of the Plant sale</li> <li>3. Taking down the canopies after the plant sale</li> </ol> <p>Report in <b>Vol Hrs</b> field.</p>	<p>Examples:</p> <ol style="list-style-type: none"> <li>a. Day prior to plant sale for set-up</li> <li>b. On the days of the Plant sale</li> <li>c. Taking down the canopies after the plant sale</li> </ol>
9	Garden Shows/Farmer's Markets	This project is used for all volunteer time spent supporting our Master Gardener chapter at Garden Shows/Farmer's Markets/Fairs/Other Booths. Report in <b>Vol Hrs</b> field.	<p>Local Farmers Markets where we have a booth to represent our MG Chapter. Examples are:</p> <ol style="list-style-type: none"> <li>a. Gardening Expo at Rolling Ridge Nursery in Webster Groves</li> <li>b. St. Charles Farmer's Market</li> <li>c. Lake St. Louis Farmer's Market</li> </ol>
10	Gateway Greening	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
11	General Public Assistance/Consultation	<p>Use only for serious multifaceted projects. The sharing of research-based information is key with multiple plans developed and provided. Report in <b>Vol Hrs</b> field.</p> <p>* Must document garden name and provide a description of the volunteer activity in the <b>Hrs Desc</b> field.</p>	<p><b>Appropriate Examples:</b></p> <ol style="list-style-type: none"> <li>a. Design a butterfly garden at a middle school. 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</li> <li>b. Development of a church garden at [Provide Church name in description].</li> </ol> <p><b>Not Appropriate Examples:</b></p> <ol style="list-style-type: none"> <li>a. Instructing granddaughter on planting hostas.</li> </ol>
12	Horticulture Answer Service	This project is used for all volunteer efforts to support the Hortline, including Hort-line desk and time to research questions. Report in <b>Vol Hrs</b> field.	<ol style="list-style-type: none"> <li>a. Worked at the Hort-line desk.</li> <li>b. Research questions on the Hort-line.</li> </ol>
13	Immanuel Lutheran Church	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
14	Jefferson Barracks	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.

#	Project	Description	Examples
15	Keiner Plaza	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
16	Kirkwood Community Gardens	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
17	Master Gardener Meetings	<p>This Project category covers ALL Master Gardener meetings which are in support our chapter and those activities supported by the St. Charles County Master Gardener program.</p> <p>For meetings with education, you may combine both vol &amp; edu time on the same record when using this Local Project: * Enter Meeting &amp; travel time in the <b>Vol Hrs</b> field;</p> <p>If Education (including quiz) with meeting: * Enter the following types of education time in the <b>Edu Hours</b> field when applicable: ** For Guest Speaker, record 1 hour of education. ** Each successfully completed the quiz with passing grade provided for the MG Monthly meetings, record 1/2 hr of education.</p>	<p><b>Appropriate Examples:</b></p> <p>a. The monthly Master Gardener meetings CE hours &amp; MG Meeting hours may be reported on one record</p> <ul style="list-style-type: none"> <li>• Use <b>Project</b> Master Gardener Meetings</li> <li>• Record speaker &amp; quiz as CE Hours</li> <li>• Record remaining time as Vol Hours</li> </ul> <p>b. Steering Committee meetings</p> <p>c. Meetings about Demonstration garden, such as</p> <ul style="list-style-type: none"> <li>• Herb meeting with herb garden co-leads</li> <li>• Garden leads meeting</li> </ul> <p>d. MOMGA Meetings</p> <p>f. Activities regarding planning for the plant sale, including seed / plant selections and the HUMMERTS Symposium</p> <p>g. Meet with MG volunteers to plan project for the Boys and Girls Club of Saint Charles</p> <p><b>Not Appropriate Examples:</b></p> <p>a. MU Extension Council meetings - Reason: the meeting purpose is not in support of our chapter.</p>
18	Messiah Lutheran Church	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting
19	New Hope Presbyterian Church	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
20	News articles/Newsletter	This Project category covers all activities in support of our weekly MG Newsletter and other MG related articles. Report in <b>Vol Hrs</b> field.	This Project category covers all activities in support of our weekly MG Newsletter and other MG related articles.
21	Old Town St Charles Main Street Gardens	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
22	Other Offsite Gardens - Put name in description	<p>Volunteer hours working in Other offsite nonprofit garden. Please enter garden name in Descripton. Report in <b>Vol Hrs</b> field.</p> <p>* Must document garden name and provide a description of the volunteer activity in the <b>Hrs Desc</b> field.</p>	Garden improvement including planning and maintenance including weeding & planting.
23	Progress South Elementary	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
24	St Agnes Home	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.
25	Teaching	This Project category covers all activities in support of teaching classes, including research and preparation time. Includes Workshops/Short Courses. Report in <b>Vol Hrs</b> field.	<p>a. Preparation &amp; presentation of Plant Parts to the Boys and Girls Club of O'Fallon</p> <p>b. Developed and taught classes for 2019 Dig-in</p> <p>c. Tour guide of MG Gardens [Provide group name for the tour provided]</p> <p>d. Served as teaching assistant to primary instructor at the Boys and Girls Club of O'Fallon</p>
26	The Britton House	Volunteer hours working in this nonprofit garden. Report in <b>Vol Hrs</b> field.	Garden improvement including planning and maintenance including weeding & planting.