

## VOLUNTEER HOURS AND EDUCATION GUIDELINES

**\*BASIC CERTIFICATION:** Reported Volunteer Hours are due one year after your last date of class.

### **Volunteer Hours Guidelines**

Master Gardener candidates must perform a minimum of **40 hours of volunteer service**. Volunteer hours are to include a minimum of 20 hours from the \*Required category and 20 hours from the Personal Choice category - see list below for sample choices.

### **\*Required Category Volunteer Projects**

Hot-Line  
Ask a Master Gardener – May project  
4-H Projects  
Master Gardener Booths  
Writing Articles for publications  
Speak/teach to a group  
Jr. Master Gardener  
Master Gardener Assn. Volunteer Project  
Kellogg Biological Station  
Brook Lodge  
Kalamazoo Nature Center-Horticulture projects  
Ag Action Day  
Loaves & Fishes (Humphrey) Gardens  
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### **Personal Choice Volunteer Projects - examples**

Community beautification

Non-profit agencies such as:

Church

Schools

Library

Sr. Centers

Public parks and gardens

(An example of a Personal Choice project: Kalamazoo in Bloom (formerly Flowerfest) -including planting and clean-up days in Bronson Park)

Other projects may be pre-approved by the Master Gardener Program Coordinator

### **If you reside outside of Kalamazoo county, the following guidelines apply regarding the 20 Required MSU Extension Volunteer Project hours:**

- 10 required hours, from the list below, must be completed in the county where you took the class
- the remaining 10 required hours can be completed in your county of residence.

**RE-CERTIFICATION** Certification year begins January 1 and ends December 31 if you are re-certifying. Reported hours are due **BEFORE January 15** to insure your records are updated for the current reporting year.

**Volunteer Hours Guidelines** - The necessary minimum 15 hours of volunteer time for re-certification in following years can be chosen from any category.

**Education Hours Guidelines** - In addition to 15 hours of volunteer time, re-certification requires a minimum of 5 hours of education per year. Full credit is allowed for MSU Extension or Master Gardener Association-sponsored classes; half credit is allowed for non-MSU sponsored classes.

***Please remember: Volunteer projects should be educational to those you are assisting or the general public who may view your project.***

**ADVANCED STATUS:** An accumulation of 90 volunteer hours and 25 education credits.

[Volunteer and Education Opportunities](#) are listed on this web site. Other projects may be pre-approved by the Master Gardener Program Coordinator.

**Enter your hours in the online reporting system by going to <https://mi.mgrecord.com> If you need your login ID and password, please call the office at 384-8197.**

If you have questions, please call the Master Gardener office at MSU Extension-Kalamazoo at (269) 383-8815.

If you do not have access to the Internet, you may print a hard copy report form and mail to: Master Gardener Program, MSU Extension-Kalamazoo County, PO Box 42, Nazareth, MI 49074-0042