

HOW TO FILL OUT THE VOLUNTEER HOURS FORM

*****You are responsible for recording and turning in education and volunteer hours to the MG Coordinator. You will NOT receive any certifications if you do not turn in your hours!!**

1. **Personal Information:** Be sure to check the box in the upper left hand corner if your name, address or phone number have changed since the last time you submitted your volunteer hours. Be sure to put your **COMPLETE** mailing address on the form, and be sure to include the **city, state, and zip code!!!!** (Changes of address for membership must be sent to the Master Gardener Associations separately.)
2. **Volunteer Hours Section:**
 - ? **Date:** The date that the activity occurred.
 - ? **Group Volunteered For:** Name of organization for which the activity was performed. *Example:* Let's Go Gardening, **NOT** Home Depot. Home Depot would be the location, not the group you volunteered for. You could include the location of Home Depot in the DESCRIPTION OF VOLUNTEER WORK section.
 - ? **Description of Volunteer Work:** A short description of work done. *Example:* planting at the U of M - Dearborn demo garden, or Docent for Indian Village Garden Tour. Location **always** needs to be included.
 - ? **# of People Served:** If you volunteer in an information sharing activity, you would put the number of people you spoke to. *Example:* such as answering questions at the MG booth at the State Fair, or answering the Horticulture Hotline. If you do not know the exact number, give a reasonable estimate. If you have absolutely no idea of the number, leave it blank. **DO NOT** give the number of people at the event - only those you come into contact with. This information is used to show the impact of MG volunteering to state and local government officials.
 - ? **Number of Hours:** You can include travel time as part of the volunteer hours reported. Record time in half-hour increments. *Example:* 2 1/2 hours or 2.5 hours, not 1 p.m. - 3:30 p.m. **Note:** All activities should be group-oriented, information-sharing activities, or activities in support of same. In other words, weeding your neighbor's garden does not count for hours, though it makes you a great neighbor!
 - ? **Note:** If you volunteer for the same group/project more than once in a quarter, please add up the hours and cite them **once** on the form. *Example:* Jan-Apr 2004 ~ Earth Works Garden ~ Weeding, working w/ kids, asst. Brother Rick ~ etc. This will save countless hours for the volunteers doing the database entry. (We thank you in advance!!)
3. **Education Hours Section:**

This section is for Recertification or Advanced Certification **only**. Completing and passing the MG Class fulfills initial certification educational requirements. The MG Class does not need to be entered on the Volunteer Hours Form.

 - ? **Class Date:** The date(s) you attended the class/meeting.
 - ? **Instructor or Sponsored by:** Even though the forms says "or" both instructor **AND** sponsor must be included. *Example of Instructor:* Dr. Dean Krauskopf. *Example of Sponsor:* MSU, or MSU Tollgate, or Michigan School of Gardening.
 - ? **Class Title and Description:** *Example:* Indigenous Intrigue: Uses and Sources of Southeast Michigan Native Plants.
 - ? **Actual Class Hours:** Enter amount of time actually spent in class in # of hours, not times. *Example:* 3 1/2 or 3.5 hours, not 9 a.m. - 12:30 p.m.
 - ? **Note:** Speakers **do** count toward **EDUCATIONAL** hours. Attending MG Association or garden club meetings and listening to an educational speaker **does not count toward VOLUNTEER hours.** If you are giving a report at the business meeting portion, volunteering as an educational speaker, or assisting with refreshments and setup at a meeting, party, picnic or banquet, then time spent doing those tasks counts toward volunteer hours. Picnics, parties, etc. do **NOT** count for volunteer hours otherwise, and **NOT** for educational hours at all.
4. **Submitting/Mailing the Volunteer Hours Form:**
 - ? All forms are to be mailed to: MG Coordinator, 640 Temple, 6th Floor, Detroit, MI 48201-2558. Keep your yellow copies! These are your **ONLY** reference in case of discrepancies. You will **not** be notified upon receipt. Your **Yearly Volunteer Hours Report** sent out in March will confirm your yearly hours totals.
 - ? To email the form, download one from www.mgawc.org/volinfo.htm, www.pondgarden.com/volform.exe, or www.msue.msu.edu/mastergardener/wayne/volunteer/index.htm. **Be sure to save a copy for your records.** Email to MG Coordinator. You will receive confirmation via email within 2 weeks.
 - ? Forms are due quarterly. *Example:* Jan.-Mar. quarter – due Apr. 30, Apr.-June – due July 30, July-Sept. – due Oct. 30 and Oct.-Dec. – due **Jan. 15**. Please do not mail forms to me on Jan. 13 and expect them to arrive by Jan. 15. Volunteer Hours Reports are mailed out yearly in March. (as of 2004)

NOTE: You **MUST** be specific!! **ALL** information is required for any certifications. If the information is not clear and/or complete, you will be called, emailed, or your form will be mailed back to you, for clarification and correction!