

Tips for filling out the hours sheet.

General Information:

- When filling out your hours sheet try to keep in mind the difference between “Volunteer Hours” and “Continuing Education Hours”. Volunteer Hours are when you are giving your time to the association/public to accomplish a goal. Continuing Education Hours are when you are spending time learning (based on approved activities). Page 2 of this document has a table with more clarification on approved activities.
- When recording hours please try to use the Excel spreadsheet file. It tallies all your totals for you, you can save it as you go throughout the year, and you can email the file to Patty vs putting a hard copy in the mail. If you choose not to use the Excel file, **do not expect** Patty or anyone else to calculate your totals for you.

Volunteer Hours:

- Any hours related to the project you are working on should be recorded under your volunteer time for that project. e.g. time spent writing yearly reports, grant applications, attending the project lead meeting, etc. Do not list these activities as an “Other approved activity” or “Continuing Education (C.E.)”
- When helping the UW-Extension office with various requests throughout the year, place those hours under the “*UWEX Support*” section and the appropriate category. No need to list activities separately.
- Volunteer hours related to planning and hosting WESD should be listed under “*WCMGA Support section, Education Committee Activities*”. The select the appropriate category, *Support* or *Community Education*.
- All activities for elected offices and board members should be listed under “*WCMGA Support, Board Member Activities*”.
- Any activities such as garden walks, tours, etc. are not to be counted at volunteer service. If they qualify as a “guided tour” then they are to be recorded under Continuing Education (C.E.).
- Any approved speaking opportunities/presentations to the public are recorded under “*Projects – Short Term Opportunities*” section, “*Adult or Youth Education/Presentation*” (whichever is appropriate.) No need to list them separately under “approved activity”.

Continuing Education (C.E) Hours:

- Reminder that travel time DOES NOT count for Continuing Education (C.E.) hours. ONLY for volunteer hours.
- Review table on page 2 for appropriate C.E. Hours.

How To Record Hours

Categories for Volunteer Hours:

Youth Education (Youth Ed) – volunteer hours dedicated to youth education
 e.g. 4-H projects & activities, county fair, youth clubs & organizations, school classroom presentations

Community Education (Comm. Ed) – volunteer hours dedicated to adult/community education
 e.g. horticulture & environmental stewardship displays & presentations; Farmer’s Market; Plant Health Advisors; trips or tours for the public; group presentations; writing articles for newspapers, newsletters or websites, etc. Hours can include researching and preparing for presentations.

Support Services – volunteer hours dedicated to service projects
 e.g. community beautification, environmental stewardship projects, community committees, and research projects. Coordinating MG activities, newsletters, or UWEX office project. Local MG business meetings, meetings by officers, committees and board members of local MG associations and the WIMGA. **ONLY** for portions of meetings dedicated to planning or working on Extension approved programs or projects can be counted.

NOTE:

- Any activity recorded for volunteer hours is **REQUIRED** to have approval by the WCMGA Board and/or UWEX MGV Advisor.
- Travel time based on the time a MGV leaves home until returning home, minus personal errands, can be included in volunteer service hours.
- Preparation and research time can be included in volunteer service hours.

Continuing Education (C.E.) Hours

Education hours from attending programs offered by:

UW-Extension...

Level 2 MG Training	Horticulture webinars	Research Station Field Days
Weekly summer Hort Update	Materials from UW-Media	International MG Conference
Advanced Hort programs	Collection	Other Ext. programs
Public Radio Show hosting Ext. specialists	WIMGA Annual Conference	Other states’ Ext. programs
	Regional MG Conference	

Groups or businesses that focus on horticulture topics or leadership skill development, such as...

Master Gardeners	Tech Schools	Guided Garden Tours
Garden Centers	Universities or Colleges	WI Gardener on Public TV
Botanical Gardens	Trade Show	WI DNR or other state agencies

NOTE:

- While gardening books, unapproved television programs, the Internet and self-guided garden tours are encourage, the **DO NOT QUALIFY** for Continuing Education recertification hours. The quality of this information is variable and difficult to evaluate.
- The WI Gardener and other selected TV programs approved by the local sponsoring UWEX Agent **DO** qualify.
- Travel time to CE programs **CANNOT BE COUNTED**.