### Code Explanations – August 9, 2017

**Environmental**

401 – Recycling, Tox Away, etc.

**MG Association/SWIMGA Business**

- Newsletter (No code #, but is listed with other MG Assoc.)
- Webmaster Duties (incl. Facebook and other social media; no code #, but listed with other MG Assoc.)
- Officers and Board (No code #; incl. officer, board, and committee chair work)

606 - Refreshments (for SWIMGA meetings; 1 hour/meeting for donated items)

610 – Fall Conference

650 - Plant Sale Prep and Day

651 - Plant Sale Donations (1 hour per flat)

699 - Miscellaneous

**Demonstration Gardens**

302 - Hartman Arboretum

305 – Habitat for Humanity

309 - Mesker Zoo Garden

311 - Parkview Nursing Home

313 - Reitz Home

315 - Sunrise Park

316 - UE Rose Garden

318 - Vanderburgh 4H Center

319 – Wesselman Woods Nature Preserve (WWNP) (all gardens)

324 – School Gardens (listed under Youth Programs)

326 – Warrick Co. Gardens (only those NOT reported to Warrick Co.)

330 - Community Gardens

331 – Posey Co. Gardens, all

334 – Angel Mounds Native American Garden

336 – Oaklyn Library Wildflowers

337 – USI Herb Garden

360 - MG Display Garden at Evansville State Hosp.

399 - Miscellaneous

**Contacts**

The CONTACTS column is to be used by you to count the total number of people that you teach. This includes people you teach in classrooms or at demonstrations, as well as “over the backyard fence.”

Do NOT count people when you are participating in a continuing education program (like at a SWIMGA meeting), or for large SWIMGA events like the Plant Sale. They are already counted by the Extension office.

**Project Chairs**

All work performed by project chairs for their project/garden, including paperwork, should be recorded under the code for that project.

**Continuing Education**

901 - Monthly SWIMGA meetings

902 - Advanced MG Training, Other Extension (includes State MG conference, regional MG programs, PLMS, extension workshops)

905 - Garden club programs (only count educational seminars)

907 - Botanic gardens (includes seminars, guided tours led by staff/volunteers)

999 - Miscellaneous

Continuing education is where YOU are the student. It needs to be recorded on the record sheet. However, your education should NOT be added to your total of volunteer hours.

For example: if you turn in 25 hours under code 360 (MGDG), and 10 hours under 901 (listening to speakers at monthly meetings), you do NOT have a total of 35 hours of volunteer work!! You have 25 hours of volunteer, and 10 of continuing education.