



## ST. JOSEPH COUNTY MASTER GARDENER VOLUNTEER HOURS & TRAINING REPORT FORM

Your Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Send your Master Gardener Volunteer Report Form to: Master Gardeners, Purdue Extension- St. Joseph Co.  
125 South Lafayette Blvd. Law Building 2<sup>nd</sup> Floor, South Bend, IN 46601 • 574-235-9604

Date	<i><b>VOLUNTEER HOUR REPORT</b></i> Briefly Describe What You Did	HOW MANY PEOPLE DID YOU REACH?	Volunteer Hours TO Report
	TOTAL →		

DATE	<i><b>TRAINING HOURS REPORT</b></i> Describe The Training You Received	TRAINING HOURS
	TOTAL →	

St. Joseph County Minimum Requirements		
Award	Cumulative Volunteer Hours	Cumulative Education Training Hours
Master Gardener	36	36 (Time in Class)
Advanced Master Gardener	70	55
Bronze Master	250	65

## What counts for credit in the Indiana Master Gardener Program?

At times, Master Gardeners get confused about whether they can claim an hour as a VOLUNTEER (Community Service) hour or as a TRAINING hour. If you find yourself wondering, ask the question, "Who was the primary beneficiary of the activity?"

If the public was benefiting from your role in the educational activity, it probably qualifies as a VOLUNTEER hour. On the other hand, if YOU were the primary benefactor of the activity, it probably qualifies as TRAINING for you.

### Examples of acceptable VOLUNTEER hours

- Giving or assisting with a seminar for a youth group, seniors group, service club, church group, etc.
- Answering questions from general public at a Master Gardener booth or a documented consultation (names and time recorded). **DO NOT ABUSE.**
- Teaching a session for next Master Gardener intern class
- Writing an article for the local news media about gardening (Approved, edited and sent to media by Extension office).
- Assisting the local Park system by labeling plants along the nature trail.
- Time spent preparing handouts and visual aids for seminars.
- Serving actively on the Garden Tour committee or MMGA board of directors.

### Examples of Activities that DO NOT Qualify As VOLUNTEER hours

- Answering customer questions while on the job at Joe's Greenhouse as a paid employee.
  - Planting flowers at the local park. (Labor, not education)
  - Designing landscapes for local Habitat for Humanity projects. (Labor, not education)
  - Volunteer to pull garlic mustard for local native plant society. (Labor, not education)
  - Judging 4-H garden projects at a county fair and accepting a judge's fee. (Don't take the fee!)
  - Mowing grass for the local hospital. (Labor, not education)
  - Travel time to a local meeting.
  - Being a host garden on the Garden Tour (too difficult to assess what was VOLUNTEER, what was normal activity)
- Note: You might be able to modify some of these labor-type activities by incorporating some education into the process (example: teach the Habitat for Humanity homeowners how to design, plant and care for their landscape.**

### Examples of hours that qualify as Training Hours

- Attending a seminar in which you did not help to organize the talk.
- Attending a SJVMGA monthly meeting
- Attending a trade show or flower and patio show (don't include travel time)
- Participating in a SJVMGA bus trip to Meijer Gardens or the Chicago Botanical Gardens.

### Examples of hours that cannot be used as Training Hours

- Watching gardening shows on television or video.
- Reading gardening magazines.
- Attending a seminar that you helped organize and will be claiming as VOLUNTEER time for. (You can either claim it as a VOLUNTEER effort or as TRAINING you received, not both!)

### Recertification is achieved by fulfilling the following requirements:

1. Donating a minimum of twelve (12) hours of volunteer service each year, and
2. Completing a minimum of six (6) hours Educational Training each year through any of the following options:
  - Participation in county-sponsored training sessions.
  - Participation in any other programs approved by the local Program Coordinator