



## Oklahoma County Master Gardeners Service and Education Hours Explanation and Examples

### Volunteer Service Hours

Volunteer Service Hours are those hours that you spend as a Master Gardener volunteering in a variety of ways **that benefit your local Extension office and your local community.**

**Date of service** can have several applications. It does not necessarily only pertain to service on a single day. If you volunteer over a period of a week or a month and your service can be attributed to one category, you may use 'Date of Service' as a **week-ending or month ending date**. There is no need to input 5 separate dates for work that took place over a week's time.

Example 1: You have volunteer 4 days in 1 week on a project. Use 'Date of Service' as the week-ending date, or last day you worked on that project, and input your total hours of service for that week. In the 'Description of Service' box, input "**weekly service**" and whatever project you worked on.

Example 2: You volunteer several hours over the course of the year, for your work on a project. Use 'Date of Service' as the last day of the month, or last date you worked that month, and input your total hours of service for that month. In the 'Description of Service' box, input "**monthly service**" and whatever project you worked on.

**For SERVICE HOURS ONLY – you can add your drive time.**

**Number of Contacts for Service Hours:** Input the **total number of public contacts** (i.e. clients) that you served. For example, *if you delivered a talk to 25 people, you would input 25 contacts.*

***\*\*However, if you volunteered in the Resource Center, and you answered 25 questions, from 10 different people, you would input 25 contacts – because each question counts as a separate public contact.***

If you have worked with another Master Gardener while doing your service hours, make sure to tally the total number of contacts and divide them equally between the two of you. **Do not double report contacts.**

When indicating mass media types of contacts (such as news articles, social media posts, etc.) just provide the total number of subscribers.

**All projects/hours, other than those specifically listed here, that you submit as your volunteer hours for must be pre-approved by Julia Laughlin.**

## Service Hours

**Service Activities:** Hours that you spend as a Master Gardener volunteer on a variety of horticulture projects that benefit your local Extension office and your local community. Include any committee meetings or work you perform associated with these categories.

- **Answering Gardening Questions:** when you work in the Resource Center.
- **Public Presentations:** when you speak on behalf of the MG Program.
- **Writing/Media Outreach (Including Social Media):** when you also work on Audio Visual, Websites, Constant Contact, newsletters, SignupGenius, Marketing & public information committee, Materials, and the pictorial directory.
- **Demonstration Gardens:** when you work in the demonstration gardens or the Greenhouse at the Extension office.
- **Youth Education:** when you work on any Junior Master Gardener Program.
- **Community Outreach Events:** when you work at a Farmer's Market, Garden Tour, Plant Sales, and New Master Gardener Classes.
- **Hospitality Activities:** when you work at MG monthly meetings, HG 101, New Master Gardener Classes, Member Support activities, and Merchandise Sales.
- **Food Production:** when you work/help (including providing food) in the Community Vegetable Garden at the Health & Wellness Center.
- **Beautification Projects:** when you work in a **designated** Master Gardener **affiliated garden** such as the Zoo, Cowboy Museum, or Will Rogers Gardens.

## Education Hours

**Education Hours:** Hours that you spend training or receiving education in Horticulture above the basics. (OSU)

- **MG Volunteer Led Training:** when you attend Learning Labs, New MG Classes, HG 101, or any other MG led training.
- **Extension Led Training:** when you attend horticulture workshops or conferences **sponsored by** OSU, Oklahoma County OSU Extension or other county Extension offices.
- **Non-Extension Led Conferences and Meetings:** This includes, but *is not limited to*, Master Gardener meetings with educational content such as the monthly meetings, Mentor meetings, etc. **The business meeting does not count.**
- **Self-paced Learning:** must be approved by MG Educator.
- **Garden /Horticulture Tours:** visiting a public garden with an educational component including signage, a tour guide, or audio components. Master Gardener sponsored field trips to nurseries or horticultural operations can also be used as education.
- **Other:** must be approved by MG Educator.