



MG VOLUNTEER AND CONTINUING EDUCATION HOURS FOR THE YEAR 2020

MGV-in-Training must log-in required volunteer hours within one year of completing training. **Recertifying MGVs** must log-in volunteer and C.E. hours by **October 1, 2020** on the online recording system. **Do NOT** send this form to the Master Gardener Program Office in Madison. **Key your timesheets in online at https://volunteers.wimastgardener.org/vms/sec_Login/ :**

For questions- please contact :
Jackie McCarville
Green County UW-Extension
2841- 6th Street
Monroe, WI 53566

MGV Name: _____ Phone (____) _____
 Address: _____ email: _____
 City, State, ZIP: _____

| Date | Project Name, Work Accomplished or Continuing Education Topic | VOLUNTEER HOURS | | | Continuing Education Hours (I learned something) | # Contacts | Pounds of Produce Donated |
|------|---|----------------------------------|---------------------------------|--|---|------------|---------------------------|
| | | Youth Ed (I worked with kids) | Comm Ed (I taught something) | Support Services (I helped with...) | | | |
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| | TOTAL HOURS | | | | | | |

PLEASE CHOOSE ONE:

- I intend to participate in the MG Program next year.
- I am moving on to other things.

Under the Wisconsin Public Records Law, UW-Extension ordinarily must release lists in its custody to the public upon request. Your name, address, telephone number or email address may be included on such a list unless you request confidentiality in writing. The UW-Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested.



If you want your name, address, phone and email withheld from lists that are released upon request, please sign and date the following statement (this must be submitted annually):

I do not want the University of Wisconsin-Extension to reveal my name, address, or telephone number to the public as part of a record or list.

Signed _____ Date _____

Use the first page of this form to record your Master Gardener volunteer activities and C.E. hours. *Keep a copy for your files*, then log-in hours to the online recording system listed by the deadline, unless an earlier date is specified by your training facilitator.

- Intern MGVs** – record volunteer hours for initial certification. Additional Continuing Education hours are **NOT** required the first year (but you can record them anyway). A minimum of 24 hours of volunteer service are required.
- MGVs recertifying** – record both volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 10 hours of continuing education are required annually.
- MGVs inactive for 5 or more years** – record volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 20 hours CE are required. Recertification for the next year returns to 10 hours CE.
- Out-of-State MG seeking WI certification** – contact your local Extension office or the MG Program Office for guidelines.

All volunteer projects and C.E. should be for UW-Extension sponsored programs or projects or community or civic group projects or programs, and **should be approved by the local sponsoring UW-Extension Agent**. **Travel time** is not allowed as part of the MGV time logged. **Preparation and research time** on projects or programs can be included in volunteer service hours.

Record volunteer hours by the following categories:

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. recycling, water quality & environmental displays & presentations, Farmer’s Market, Gardenline, trips or tours for the public, group presentations, writing articles for newspapers, newsletters or websites, etc. This includes researching and preparing for presentations.

Support Services – volunteer hours dedicated to service projects

e.g. community beautification, water quality and environmental projects, community committees, and research projects. Also coordinating MG activities, newsletters, or UW-Ext. office projects, meetings by officers, committees and board members of local MG associations and the WIMGA and local MG meetings, but only for portions of meetings dedicated to planning or working on Extension approved programs or projects.

Continuing Education (CE) – education hours from attending programs offered by:

- UW-Extension.....

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|--|--|-----------------------------|
| Level 2 MG Training | Horticulture webinars | Research Station Field days |
| Weekly summer Hort Update programs | Plants Plus & Articles on the MG website | International MG Conference |
| Advanced Hort programs | WIMGA Annual Conference | Other Ext. programs |
| Public Radio Show hosting Ext. Specialists | Regional MG Conference | Other states’ Ext. programs |
- 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 Shows | WI DNR or other state agencies |