

# Procedures Relating To Volunteer Hours For Orange County Master Gardeners

Updated August 2006

## **The Orange County Master Gardeners Handbook states:**

“A Master Gardener is a trained volunteer who offers to home gardeners his or her time and expertise to provide current, accurate, research-based horticultural information specific to the local area.”

## **To Be A Certified Master Gardener you must:**

- “Complete the training classes.
- “Pass a final examination
- Complete 50 hours volunteer work (internship) within the 12 months following the training period.
- “Complete 25 hours volunteer work in each subsequent year.
- “Complete 15 hours of enrichment or continuing education in each subsequent year.
- “Be current on payment of membership dues.
- “Hours for approved volunteer activities and continuing education enrichment should be submitted monthly.
- “All volunteer hours should have an educational aspect.”

## **Activities that count toward Volunteer Hours:**

- “Any educational activity where you provide information on horticulture and gardening to the public.
- “A volunteer activity that has been approved by the OCMG Board.
- “Answering horticulture answers on the OCMG Helpline.
- “Plant clinics, talks, demonstrations or tours.
- “Consulting or organizing a community or school garden, but not the physical work required to maintain the garden once it is organized.
- “Writing newspaper articles, newsletters, preparing brochures.
- “Time spent in organization, research, planning and preparation of a talk, clinic, leaflet or other OCMG project or event.
- “Art work, posters, flyers, displays that benefit the program.
- “Time spent on committees or as a coordinator for an OCMG purpose.
- “Typing, clerical work or other administrative duties for the program.
- “Picking up and delivering supplies for a talk, clinic or other program function.”
- Paid work is not counted as volunteer hours.

See the Handbook for a list of approved Volunteer Venues.

### **Activities that count toward Enrichment/Continuing Education Hours:**

- “Attending the monthly enrichment programs offered by OCMG.
- “Participating in field trips.
- “Attending horticultural lectures or classes.
- “Reading books, magazines or other materials relating to the horticulture.
- “Watching television programs (listening to radio programs) on horticulture.”

### **Preparation of Volunteer Hours Report:**

- Fill out the Form monthly. Make a copy for your own file. Submit as indicated on the form.
- Keep records of different years separate (i.e. July to June 2003 on separate sheet from July to June 2004, etc.). Hours are counted on a fiscal year.
- Keep a copy of hours you submit. Check totals listed on report each month.
- Hours count! Travel, work at home and shopping hours also count towards event, speech or presentation you are working on.
- List only approved venues (see OCMG Handbook.)
- Figure hours only whole or half hours (not less than 30 min.)
- Total the hours on the Form.
- Please give full information on Form: 1) dates worked; 2) type of work; 3) location of work; 4) number of hours (including travel).
- Also, give complete information about enrichment/continuing education.

Hours are reviewed by the President/Board for approval.

Submit Volunteer Hours Report Forms personally at a meeting; mail or e-mail to:

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309 N. Sandpiper Dr.  
Long Beach, CA 90803

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