

Hancock County Master Gardeners, Inc.

Volunteer Hours Policy

Criteria:

1. Must have educational component (We are "Volunteer Educators")
2. Must serve a public (consumer) horticultural need
3. Must benefit and appropriately promote the Master Gardener Volunteer organization

Categories & Examples:

- **Volunteer (V):** hours performed as service
 - demonstration garden
 - monthly meetings
 - office assistance
 - committee participation (as defined in Constitution and Bylaws)
 - Extension sponsored events (i.e. Let's Go Gardening)
 - Speaking engagements including WFIN Phone Club
 - Extension sponsored/sanctioned Field Trips
 - Teaching Extension/MGV sponsored Classes
- **Workstation (W):** time spent in workstation (see exception below)
 - Time spent in workstation answering or researching hot line calls
 - Time spent answering e-mail inquiries relayed by office staff
 - Acceptable alternate service to fulfill annual requirement:
 - Leisure Living Show
 - Let's Go Gardening (if not counted as Volunteer hours)
 - Hancock County Fair Presentation
 - WFIN Phone Club
- **Education (continuing/advanced training) (E):** Hours spent supplementing initial training
 - Extension supported and/or approved classes & seminars
 - College/University Horticultural classes (actual class time only)
 - Only Coordinator approved MGCV training classes

Annual Requirements:

Interns: 50 Hours: 44 Volunteer and 6 Workstation hours

Master Gardener Volunteer: 25 Hours: 16 Volunteer, 3 Workstation, and 6 Education

** Time is counted from "home to home"*

Examples of hours that **CANNOT** be counted in any category:

- any work done in connection with membership in another organization (i.e. garden club)
- any work done solely for personal benefit (i.e. personal business)
- maintenance of gardens without any educational component

Exceptions to this policy and any special projects must be approved by the County Coordinator and/or Extension Educator