

Volunteer Service Hours Information for New and Recertifying OSU Master Gardeners™ in Yamhill County, Oregon

New Class Information: The new class Volunteer Service Requirement (VSR) is 65 hours. The breakdown of hours is as follows:

- 24 hours on the Master Gardener Desk in the Yamhill County Extension office. The 24 hours include 8 hours during spring (April, May, June), 8 hours in summer (July and August), and 8 hours during the fall (September and October);
- 8 hours which can be divided among farmers markets, offsite clinics, or additional desk duty;
- 33 VSR hours may be spent in any approved program related or approved Yamhill County Master Gardener™ Association (YCMGA) activity.
- Volunteer service does not need to be limited to 65 hours. You may accumulate as many additional hours as you would like. New class members completing 100 hours or more qualify for the YCMGA Early Bird Award.
- Educational classes taken in addition to the prescribed training should be noted, but do not count toward VSR completion.
- New trainees are certified for the year following their training, but must recertify in the second year to continue to be a Recertified OSU Master Gardener. Recertification during any calendar year qualifies a Master Gardener to provide educational activities in the following year.

Note: Exceptions may be approved by the current Community Horticulture Program Coordinator for Yamhill County.

Requirements for Recertifying Master Gardeners (New Policy):

- Complete the required paperwork which is the Conditions of Volunteer Service form. This form must be signed annually.
- Complete 10 Continuing Education Hours. Activities that qualify for continuing education are as follows:
 - Master Gardener Training Classes
 - Online Courses: as approved by the Master Gardener Program Coordinator.
 - Workshops: hands on activity with educational focus. These need to be approved by the Master Gardener Program Coordinator before attending, unless hosted by the Yamhill County Master Gardener Program.
 - Lecture: Class offered outside of Master Gardener Training courses. These need to be approved by the Master Gardener Program Coordinator before attending, unless hosted by the Yamhill County Master Gardener Program.
- Complete 20 Volunteer Service Hours. Activities that qualify for volunteer service hours are divided into three types; direct educational hours, indirect educational hours and support hours. At least 10 of your volunteer service hours are a combination of direct and indirect hours and the remaining 10 hours can be support hours (though direct and indirect hours can constitute the full 20 hours).

Direct Educational Hours: Activities that qualify as direct educational hours are those that have the potential to directly increase knowledge about the Master Gardener Program. A Master Gardener must

be current on their certification in order to participate in activities that qualify for direct hours. Below are the categories and the activities that fall into each of those categories:

- Plant Clinic (multiple venues): Extension Office MG Help Desk, Ask an Expert, Farmers Markets, and Master Gardener Events (Plant sales, Fairs, etc.)
- Instructor: Seeds to Supper, Master Gardener Training, Seminar Series, or Conference. This includes the time it takes to research, prepare and give the presentation.
- Educational Gardens: Teaching a class, leading a tour, preparing signage for demonstration gardens, youth gardens, and/or school gardens. Education must be the focus of these activities, not garden labor without education.
- Educational Writing: Writing an article for the Grapevine (Master Gardener Newsletter) or the OMGA Newsletter. This includes the time needed to research and write the article.
- Other Approved Activities – Direct: As determined by the Extension Master Gardener Program Coordinator. These activities must be of an educational focus.

Indirect Educational Hours: Activities that qualify as Indirect hours are activities that facilitate or support the efforts of those who are teaching. These are meant for those that are not directly teaching. Below are the categories and the activities that fall into each of those categories:

- Educational Event Planning: Master Gardener Training Classes, Mini-College, Spring into Gardening, Seeds to Supper, Conferences, or Seminar Series.
- Master Gardener Training Class Mentor: Mentor Committee work and mentoring a Master Gardener Trainee.
- Educational Garden Maintenance: maintenance and upkeep activities in a garden that supports an educational project or program. This includes work in the community garden, demonstration garden, and school gardens.
- Other approved activities – Indirect: As determined by the Extension Master Gardener Program Coordinator. These activities must be supporting an educational activity or project. Some examples would be: Herbarium committee, Library Committee and Insect Committee (unless you are replying to a client's intake – that would be considered Plant Clinic).

Support Hours: Master Gardener activities not focused on educational outreach but whose efforts help to support the mission of the OSU Master Gardener Program.

- Fundraiser: Plant Sale. This includes setup of the event, planning meetings and working at the event.
- Extension Office Support: Front office support, photocopies, filing and other duties related to the Extension Office (This is different than working at the Master Gardener Help Desk in the Extension Office).
- MG Association: Serving as an officer, serving as a board member or in an appointed position, and attending board meetings or OMGA meetings.
- Other Approved Activities – Support: As determined by the Extension Master Gardener Program Coordinator. These are activities that help support the Master Gardener Program.