

Volunteer Service Hour Guide for Yamhill County Master Gardeners™

Hours needed for trainees

- 24 hours “on the desk” in extension office
 - 8 hours during April, May, June
 - 8 hours during July and August
 - 8 hours during September and October
- 8 additional hours of desk duty in office OR off-site
- 33 hours in another approved activity
- Additional hours above 100 will qualify for YCMGA Early Bird Award

Hours needed for recertifying

- 10 hours in “clinic activity”
 - Desk time – in office, farmer’s market, etc.
 - “Ask an Expert” question answering
- 12 hours in approved Continuing Education
 - Workshops on hort knowledge
 - Mini-College, Spring into Gardening seminars, webinars

Below is a description of the VRS categories that apply to activities for Yamhill County Master Gardeners:

-Community Garden: work on a Master-Gardener affiliated or Master Gardener approved community garden. Limited to preparations, working with the public, instructing, etc. Do not include washing of produce and harvesting.

- Demonstration Garden: work on a Master Gardener demonstration garden at the Extension office, fairgrounds or another Extension managed site.
- Educational Conference: work on a single day or multi-day educational conference. Examples include Gardeners Mini-College, Winter Dreams/Summer Gardens, Polk County Fall Fling, Central Oregon Spring Seminar, Josephine County Home Garden Seminar, etc.
- Garden Tour: work on an educational garden tour.
- Greenhouse: work in a Master Gardener Program greenhouse (e.g. upkeep, propagation, etc.), that does NOT include presenting a class or teaching a class. These items should be filed under the category of ‘Instructor’ (for annual Master Gardener trainings, or other Master Gardener trainings) or ‘Speakers’ Bureau’ (for classes presented to the community)
- Instructor: Classes taught to Master Gardeners, during annual trainings or recertification events. Classes presented to the community should be filed as ‘Speaker’s Bureau’.
- Mentor: Serving as a mentor to Master Gardener trainees.
- Office Support: helping out with general office support at or for the Extension office (e.g. filing, database work, computer support, word processing, answering the office phone (not the plant clinic phone hotline), and other support tasks).

- OMGA and Chapter Board Meetings: work done for the Oregon Master Gardener Association or its local chapters. Such work can include attendance at Board meetings, but can also include work done for the association outside of a meeting.
 - Other (Describe): If you do not see a category listed for a volunteer service project on which you have worked, select this option from the pull down menu, and write a brief description of the service in the 'Description' Box.
 - Plant Clinic/Hotline: Plant Clinic is the term used to describe the phone hotline or clinic desk that Master Gardeners in most counties use to receive and answer gardening questions from the public.
 - Plant Clinic in Farmer's Market: Please see description for 'Plant Clinic in Extension Office'.
 - Plant Clinic in Other Venue: Please see description for 'Plant Clinic in Extension Office'.
 - Plant Sale: work on a Master Gardener Plant Sale.
 - Publicity/Communication: work on a Master Gardener newsletter (as an editor or a writer), or to advertise and/or market Master Gardener Program educational events.
 - School Garden: work on a Master Gardener affiliated or Master Gardener approved school garden.
 - Speaker's Bureau: Speakers' Bureau is the name given to a group of Master Gardeners who have expertise in particular subject areas. These MG's are qualified to donate their time as public speakers, to community groups that call the Extension Office and ask for an individual to come and speak on a particular topic. The hours reported can include actual time delivering the talk, as well as time spent preparing for the talk (i.e. researching and writing the talk).
 - Youth Project Other than School Garden: work in a classroom, after-school club, with 4-H or with another youth-oriented project.
- Continuing Education – Attendance at approved educational classes and seminars that qualify for recertification. Trainees do not need continuing education hours due to the numerous education hours acquired during training.

Yamhill County Master Gardeners have many committees and activities that are used as volunteer service time. Below is a list of some of our common volunteer activities and how they should be filed in VRS. Sometimes, the designation may not be completely clear and could fit in a couple of categories. If this is true, please feel free to ask Ronda or Heather; or if you participate in other activities not listed here please contact us as well. Note: we are trying to reduce the use of the “other” category as a catch all for everything.

Code	Project Category Name
Newberg HS/Patton Middle School, etc.	Youth project other than school garden
Speakers Bureau	Speaker’s Bureau
Ask an Expert	Plant Clinic Other Venue
Radio/publicity/marketing	Publicity/communications
Propagation/greenhouse committees	Greenhouse
Plant sale	Plant sale or Plant clinic other venue
Garden tour (at your home)	Garden tour
Farmer’s market	Plant Clinic at Farmer’s Market
Library Committee	Other
Herbarium Committee	Other
Demonstration Garden	Demonstration Garden
Community Garden	Community Garden
Insect Committee	Desk Clinic/Hotline 1 hr (if participate in calling back clients)
Mentoring Committee	Mentor
Spring into Gardening/Camellia/Daffodil	Many – SB, Instructor, Pub/marketing/clinic, etc.
Hospitality	Other

What does not count towards volunteer service hours

- Social activities
- Other non-approved volunteer activities (please ask Ronda or Heather if you have questions)

Using VRS

- <http://extension.oregonstate.edu/mg/vrs/>
 - Link on YC MG page
- Enter Username and Password (need to register 1st time)
- Under Reporting Hours choose Continuing Education vs. Volunteer Service Hours
- Pull down of type of hours to choose from
- Enter date/location
- Write description of service
- Enter hours
- # of contacts through your service – this is very important for reporting our impact
- Mileage (if claiming on your taxes)
- Pounds of produce
- Click “Insert Record”

Please group your entries into VRS when appropriate, they do not need to be entered separately for each volunteer event.