

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

Certification is the process of signing the required paperwork, completing the eleven week course, completing the final exam at the end of the course, and completing the 65 hour volunteer requirement.

Hours Breakdown to Certify:

24 hours on the Master Gardener Desk in the Yamhill County Extension Office

8 hours which can be divided among farmers markets, offsite clinics, or additional desk duty

33 volunteer service hours in any approved program related or approved Yamhill County Master Gardener Association (YCMGA) activity.

Notes about certification:

- 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 of more qualify for the YCMGA Early Bird Award.
- Classes taken in addition to the prescribed training should be noted, but do not count toward the Volunteer Service Hours requirement for certification.
- 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 education activities in the following year.

Note about exceptions: Exceptions may only be made upon approval by the current Community Horticulture Program Coordinator for Yamhill County.

Recertification is the process of completing the required paperwork (e.g. the conditions of volunteer service form), volunteer service hours (minimum of 20) and continuing education units (minimum of 10 hours) needed to remain a certified OSU Extension Master Gardener. Certification is valid for one year. Recertification is thus an annual requirement.

Direct and indirect educational hours should constitute at **least 50%** of a Master Gardener's volunteer service hours in their initial year **and 50%** of a Master Gardener's volunteer service hours in their recertification years.

I had stated at the time of adoption that I was concerned about the removal of the clinic desk requirement due to a potential issue with staffing the office clinic desk and farmers' market desks since there are multiple options for filling direct hours. Unfortunately we did have issues staffing these important volunteer duties. Therefore, there will be a clinic desk requirement reinstated into the Yamhill County recertification standards. The 20 hour volunteer service hour requirement stated above will now include 5 hours of clinic desk time for our county (the total is still 20 hours). The remaining 15 hours can be a combination of direct, indirect or support hours (a maximum of 10 support hours will count towards recertification). The 10 hour continuing

education hours will remain unchanged. Trainee graduation requirements are 65 hours of volunteer time, 32 hours of which are clinic desk and this is also unchanged.

Hours Breakdown to Recertify:

20 volunteer hours

5 of these hours need to be volunteered at the office clinic/farmers market/outside clinic event

5 may be a combination direct or indirect hours (or can be all direct hours)

10 may be support hours (they can also be direct or indirect hours)

10 continuing education hours (you are receiving education through an approved class)

Below are the definition of direct, indirect and support hours provided by the OSU statewide MG program.

Direct Educational Hours: Master Gardener activities that have the potential to directly increase knowledge, change attitudes or change behaviors in ways that promote sustainable gardening. A Master Gardener must be current on their certification, in order to participate in activities that qualify for direct educational hours.

- Plant Clinic (no matter the venue): plant clinic is the venue through which Master Gardeners receive gardening questions and provide high-quality recommendations to the general public. Typical venues for plant clinic include: the Extension office (walk-in, phone or email), [Ask an Expert](#), farmers markets, Master Gardener events (e.g. plant sales, fairs), other community events.
- Instructor (at a conference, seminar series, Master Gardener training, speaker's bureau, etc.): includes the time it takes to research, prepare and deliver the presentation.
- Educational Gardens (demonstration gardens, youth garden, school garden, prison garden, garden tour): education must be the focus of these activities, and not garden labor without education. Gardens should be used as teaching and demonstration sites, with appropriate signage and supporting materials. Teaching a class in an educational garden, leading a tour, preparing signage or educational displays, or other educational activities may count towards direct service hours.
- Writing an Educational Article: in a Master Gardener newsletter, for a local newsletter, or collaborating with an OSU Extension faculty member to write an Extension publication. Includes the time needed to research and write the article.
- Other approved activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy

In addition to direct educational hours, there are many activities that facilitate or support the efforts of volunteer educators. These are indirect educational hours. The volunteer is not directly teaching others (via plant clinic recommendations or gardening talks or demonstrations), but is supporting the efforts of others who are serving as direct educators.

Indirect educational hours: Master Gardener activities that facilitate or support the efforts of those who are teaching.

- Educational Event Planning (conference, seminar series, MG training)
- Master Gardener Training Class Mentor: assisting with the annual Master Gardener training course.
- Educational Garden Maintenance: Educational gardens require basic upkeep in maintenance, in order to be effectively used in educational outreach. Thus, garden maintenance and upkeep activities qualify for direct educational volunteer service hours if work in the garden supports an educational project or program, and if garden maintenance and upkeep activities are not the major focus of activity in the garden. If garden maintenance and upkeep becomes the major focus of activity, it is time carefully examine the project, and re-calibrate back to the educational mission and focus of the Master Gardener Program.
- Other Approved Activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy

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

- Fundraiser (plant sale, book sales, etc.)
- Extension Office Support: filing, database management, photocopies, or other duties related to the Extension office
- MG Association: including serving as an officer, board member or in an appointed position in a MG chapter or in the Oregon Master Gardener Association
- Other Approved Activities: as determined by your local Master Gardener coordination, in the context of current OSU Extension Master Gardener guidelines and policy

In order to qualify for MG Service Hours, projects or activities must:

1. adhere to applicable OSU policies and procedures,
2. be approved by the OSU Extension faculty and staff coordinating the Master Gardener Program
3. be reported to OSU Extension