

## New VRS Reporting Categories for Volunteer Hours

- Recertification requirements: 20 hours of approved volunteer work and 10 hours of Continuing Education by Oct 31 of each year.
- First time certification requirements: 66 hours of approved volunteer service with at least 46 hours of direct service Education by Oct 31 of each year.

VRS Category	Type	Purpose	Example: Benton County MG
<b>Plant Clinic</b>	Direct	Categorizes work involved in any kind of plant clinic in any location. (includes time spent researching answers)	- 'The desk' at the Extension office - Clinic table in the community (Farmer's
<b>Instructor</b>	Direct	Used for any kind of activity where you act as an instructor, teacher, demonstrator, etc.	Teaching & prep for Plant Problem Scenarios, Seed to Supper, class held at Demo Garden, any time you act as an instructor, etc.
<b>Educational Garden (maintenance)</b>	Indirect	For labor in demonstration gardens, greenhouses, beautification where it involves plant identification and education, etc.	-Demo Garden -Central Park -Fairgrounds Entrance
<b>Educational Garden (instructor)</b>	Direct	Any kind of gardening work which is intended to teach or instruct; not maintain only.	Example: Adams school garden, Youth House Garden
<b>Educational Writing</b>	Direct	Any kind of media, communication, publicity or PR work which is intended to educate or inform to public or Master Gardeners.	-writing for Growing, Gardener's Pen -Posts on our Facebook page
<b>Educational Event Planning</b>	Indirect	Involvement in any kind of Educational Event (includes set-up and clean up, event planning meeting attendance and preparation, etc.)	- BCMGA Seminars - Gearing Up for Gardening - Insights into Gardening
<b>Master Gardener Class Mentor</b>	Indirect	Assuming the role of mentor for MG classes or training	-Mentor, including at home communication & class prep
<b>Fundraiser</b>	Support	Involvement in any kind of fundraising activity.	-Plant Sale
<b>Extension Office Support</b>	Support	Volunteering to help in the Extension Office with administrative tasks, <b>not including plant clinic.</b>	-Filing, folding leaflets, etc.
<b>MG Association</b>	Support	Volunteering for the association, holding an office in the association, attending association meetings, etc.	- BCMGA/OMGA Board Meeting attendance, prep -Attending association business meetings -general committee work
<b>Other Approved Projects</b>	Check with staff	Any other volunteer work which is part of project approved in writing by Elizabeth or Brooke.	

Questions about how to categorize your hours? Please consult with Elizabeth or Brooke.