



The OSU Extension MG program has adopted a new policy on recertification. Key to the policy is that at least 50% of the 20 required annual volunteer service hours must go to *direct* or *indirect* education efforts. Categories of volunteer service now reflect these changes and are in effect for the 2016 reporting year and subsequent years.

Balance of Volunteer Service Hours

Because the mission of the OSU Extension Master Gardener Program, as well as the National Extension Master Gardener Program, focuses on educating others about sustainable gardening practices ~ Master Gardener Volunteer Service Hours which support this mission should be given highest priority. 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.

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, farmer's markets, Master Gardener events (e.g. plant sales, fairs), other community events.
- Instructor (at a conference, seminar series, Master Gardener training, speakers 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 indirect 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.

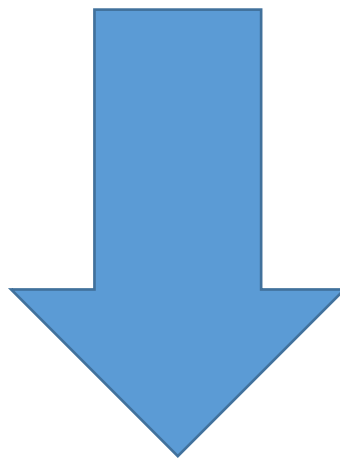
New Categories in use for Reporting Years 2016 & Later

Categories are now also described by their **Direct**, **Indirect** or **Support** type, per the new policy above.

Below is a list of them and how they might be used instead of the old categories in use up to and including Reporting Year 2015 (November 1, 2014 to October 31, 2015).

Most of these categories were in use in 2016 and the current volunteer hour report form has been updated to include them. The 50% Direct & Indirect policy will go into effect in reporting year 2017 for hours reported after October 31, 2016.

If you have any questions about how to categorize your volunteer hours, please consult with your local chapter volunteer coordinator and/or Extension personnel in charge of the Master Gardener program.





POLICY AND CATEGORY CHANGES FOR REPORTING YEAR 2016 AND BEYOND

New Category	Type	Purpose	Might Replace 2015 Categories/Examples
Citizen Science	Indirect	Volunteer time spent on approved citizen science projects.	Approved projects will be posted on http://blogs.oregonstate.edu/gardencitizenscience/
Educational Event Planning	Indirect	Involvement in any kind of Educational Event.	INT'L MG Conference 2017, Educational Conference Educational Seminar Series
Educational Garden In use in 2016. For 2017 & later, please use "Educational Garden (Maintenance)" for Indirect type.	Indirect	For demonstration gardens, greenhouses, beautification where it involves plant identification and education, etc.	Community Garden, School Garden, Demonstration Garden Other Garden, Prison Garden, Beautification Project*
Educational Garden (Instructor)	Direct	Any kind of gardening work which is intended to teach or instruct; not maintain only.	Garden Instructor, Garden Mentor, Garden Demonstration Lecture
Educational Garden (Maintenance) Replaces "Educational Garden" above.	Indirect	For demonstration gardens, greenhouses, beautification where it involves plant identification and education, etc.	Community Garden, School Garden, Demonstration Garden Other Garden, Prison Garden, Beautification Project*
Educational Writing	Direct	Any kind of media, communication, publicity or PR work which is intended to educate or inform the public or Master Gardeners.	Publicity/Communication
Extension Office Support	Support	Volunteering to help in the Extension Office.	Office Support
Fundraiser	Support	Any involvement in any kind of fundraising activity.	Garden Tour Plant Sale
Instructor	Direct	Used for any kind of activity where you act as an instructor, teacher, demonstrator, etc.	Instructor, Mentor, Speakers Bureau, Any Specialist Category
Master Gardener Class Mentor	Indirect	Assuming the role of mentor for MG classes or training	Mentor
MG Association	Support	Volunteering for the association, holding an office in the association, attending association meetings, etc.	OMGA and Chapter Board Meetings
Other Approved Projects	Direct	Other Direct Involvement	
Other Approved Projects	Indirect	Other Indirect Involvement.	
Other Approved Projects	Support	Any other volunteer work which is part of an approved project.	Other (Describe), Youth Project other than School Garden, Beautification Project
Plant Clinic	Direct	Categorizes work involved in any kind of plant clinic in any location.	Plant Clinic/Hotline, Plant Clinic in Farmer's Market, Plant Clinic in Master Gardener Event, Plant Clinic in Other Venue, Ask a MG Booth