

# Volunteer Time Record

Your Name \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date	Start Time	Stop Time	Answer/Plant Clinic	Continuing Education	Demonstration Garden	Other Educational Delivery	Program Support	Youth Outreach	Totals

Please see reverse side for volunteer hour requirements for veterans and trainees along with explanations of what each category encompasses.

## **Minimum Volunteer Hour Requirements**

### **Trainees:**

**First Year** – minimum 3 hours per month in the **plant clinic** from March through October.  
Minimum 3 hours per month in a **demo garden** (7 months out of the year)  
Minimum 18 hours spread out through various **program support** activities throughout the year.

### **Veterans:**

Minimum 9 hours in a **plant clinic** from March through October. At least one should be the in-office Plant Clinic to get refresher training. Plant Clinic hours should be spread out throughout the Plant Clinic season (March through October) if at all possible.  
Minimum 10 hours in a **demo garden**. More hours may be required throughout the growing season to support demo garden projects and research activities.  
Minimum 11 hours of **program support** activities throughout the year.  
Minimum of 10 hours of MG approved **continuing education** classes. It is recommended that at least a third of these be MG training classes.

**Important Note:** These are the absolute minimum requirements to become a certified Master Gardener or for veterans to remain certified as a Master Gardener. While these are the minimum requirements, many volunteers contribute far more than the minimum requirements. It is important to log all volunteer hours, whether on a paper time sheet for your own records, or on the official on-line WSU Volunteer data base. Liability coverage applies any time you are serving in the capacity of a WSU Master Gardener volunteer as long as it is recorded.

## **Definitions of Volunteer Hour Categories**

- Answer/Plant Clinic is any in-house plant clinic or an off-site plant clinic where the majority of the contacts are seeking specific answers to questions. Activities such as the booth at the SWW Fair or the Home and Garden Show where most contacts receive information about the program or are referred back to the office would best be classified as program support.
- Continuing education is any of the current year's training classes, educational classes provided by WSU Extension, or monthly meeting programs. Veterans should try to include one or more of the current training classes in their continuing education hours.
- Demonstration garden is an activity conducted in one of the three Lewis County Master Gardener demonstration gardens. In most cases, demo garden activities will require more than the minimum requirements in order to maintain the quality of the garden, especially during the summer months.
- Other educational delivery are classes or programs delivered to the public. These can include Gardening for Everyone classes, topic-specific workshops or programs to garden clubs, etc. When conducting these programs or classes, please make every effort to record civil rights data on an Impact Report.
- Program support includes any activity which supports the Lewis County Master Gardener program. It may include activities such as participation in the plant sale, making crafts, working in the office in a capacity other than the plant clinic, attending monthly meetings or committee meetings, etc.
- Youth Outreach is any activity involving youth from pre-K through high school in any type of horticultural learning activity.