MASTER GARDENER VOLUNTEER
MICHIGAN STATE UNIVERSITY EXTENSION

Kent County Volunteer & Education Hours Report Form

- ❑ **BASIC** - Course + 40 volunteer hours
- ❑ **RECERTIFICATION** - 5 Education Hours + 15 Volunteer Hours
- ❑ **ADVANCED** - 25 Advanced Horticultural Education Hours + 50 Volunteer Hours

AREA OF SPECIALIZATION (Pick One): ❑ Master Naturalist ❑ Advanced Plant Health Diagnostics ❑ Garden Design AoS

❑ Check here if there are changes in your personal information

Name: _____ Home Phone: ( ) _____

Address: _____ Work Phone: ( ) _____

City, Zip _____ E-mail _____

VOLUNTEER HOURS ONLY

Date	Group Volunteered For	Description of Volunteer Work (**Pick only one**) (Administrative, Hands on Work, Meeting/Planning/Training, Sharing Information, Speaking/Teaching, Writing/Editing/Publishing)	Number of People Served	Number of Hours	
				Extension Required **OR**	Personal Choice

EDUCATION HOURS ONLY

Class Date	Sponsoring Organization	Class Title	Instructor	Actual Class Hours

Mail top copy - Keep second copy

Revised 11/06

VOLUNTEER HOURS AND EDUCATION GUIDELINES

Basic Certification year begins April 1 and ends March 31
Re-Certification year begins January 1 and ends December 31

Reports must be RECEIVED PRIOR TO December 31 for current year credit.

VOLUNTEER HOURS GUIDELINES

Basic Certification: Master Gardener candidates must perform a minimum of forty (40) hours of volunteer service, of which a minimum of twenty (20) hours must be from the list of Required M.S.U. Extension Volunteer Projects, to qualify for basic certification.

Re-certification: The necessary minimum fifteen (15) hours of volunteer time for re-certification in the following years can be chosen from any category and a minimum of five (5) hours of education.

Advanced: Fifty (50) volunteer hours and twenty-five (25) hours advanced horticulture education must be completed within a five (5) year time frame.

Area of Specialization: This category allows MSU Master Gardeners to specialize in focused areas of horticulture.
Examples: Master Naturalist, Advanced Plant Health Diagnostics, Garden Design AoS

All volunteer hours should in some capacity extend horticultural knowledge to the community and/or promote the MSU Master Gardener Program.

Required MSU Extension Volunteer Projects

MSU Master Gardener Lawn and Garden Hotline
(minimum of 10 hours required for certification)

MSU Master Gardener Program Support

- MSU Master Gardener office help (i.e. computer input, filing, mailing, class helpers)
- MSU Master Gardener Planning sessions
- MSU Master Gardener Fundraisers (i.e. plant auction, apparel sales)
- Summer garden tour
- MSU Jr. Master Gardener Program
- Grand Ideas Garden at Kent/MSUE office

Horticultural Information Outreach

- Speaker's Bureau or teaching classes
- Writing articles for publication
- Master Gardener Booths (Home Show, etc.)

Extension Affiliated

- Plant a Row for the Hungry
- Teaching, preparation for Extension classes
- Urban Gardening (teaching, preparation)

Personal Choice Volunteer Projects

*All projects must have an educational outreach component - **MSU Master Gardeners are not to be used for gardening maintenance alone.***

Community Service Gardening

- Beautification projects - only if there is an educational outreach component
- Garden Therapy Programs
- Speaking/Teaching
- Frederik Meijer Gardens Plant Sale - sharing information, answering questions, assisting staff
- Frederik Meijer Gardens Spring, Summer, Fall Clean-ups & Planting Times
- Frederik Meijer Gardens indoor or outdoor horticulture
- Projects at non-profit agencies: churches, schools, libraries, municipalities, public parks and gardens (hours may include planning, meeting and other preparations)
- Arranging educational programs for garden clubs & associations

Other examples are:
Cannon Township Ctr./Cascade Township Offices
Habitat for Humanity
Ronald McDonald House
Voigt House

Other projects may be pre-approved by the MSU Master Gardener Program Coordinator