

Instructions for Recording Volunteer Hours, Contact Demographic Data, and Education Hours

Objective: University of Maryland Extension (UME) policies require Master Gardeners to record their volunteer hours, continuing education hours, and demographic data (on the clientele that the MGs serve). Master Gardeners can submit this data using the online tracking system or by completing the appropriate logs and submitting them to the Master Gardener County Coordinator/County Administrator. The participation data that is entered ensures that the Master Gardener Program reaches a wide audience, allows UME to evaluate educational program outreach, and to effectively report to program sponsors.

Volunteer Hours: MG volunteer hours can include educational activities such as classes, workshops, presentations, demonstrations (including preparing and developing materials), displays, articles, research, interpretive walks, guided tours, site visits, and technical assistance to community groups. Volunteer service can also include logistical activities such as organizing events, publicity, set-up/clean-up, grant writing, and program evaluations.

Contact Demographic Data Collection: "Contacts" are the clients served throughout the year. They bring gardening questions to *Ask a MG Clinics*, attend MG classes, workshops, and special events. The U.S.D.A. requires Master Gardeners to report contacts by gender, race, and ethnicity. This is done to ensure that UME effectively serves all citizens. Please use the Master Gardener Volunteer Activity Log to record the number of contacts served for each activity. When more than one Master Gardener is involved in a program/event, please take care that contact data is not submitted/entered more than once. Duplicate data can greatly skew statewide data. Please make your best estimate regarding demographic data. Identify participants as "Undetermined" when undetermined as to the participant's gender, race, or ethnicity.

Activity Code	Activity Description
1 - IPM/Pollinators	Education around integrated pest management, pollinators, natural enemies, weeds, and plant/pest diagnosis.
2 - Plant Clinics	Also known as "Ask a Master Gardener".
3 - Soils/Composting	Also known as "Urban Nutrient Management" which includes education about backyard/community composting, soil testing, improvement/conservation, and fertilizer use.
4 - Environmental Horticulture	Education around proper cultural practices, specific groups of plants, and types of gardening. This education is intended to help minimize or eliminate the negative environmental impacts of gardening.
5 - Bay-Wise Landscaping Program	Activities directly related to Bay-wise program education and certification.
6 - Backyard and Community Food Production	Teaching and promoting local, sustainable food production in fruits, vegetables, and herbs. This includes activities in the "Grow It Eat It" program, including demonstration gardens.
7 - Community Greening (Beautification)	Educating residents about gardens, plantings and sustainable landscapes that improve their communities.
8 - Therapeutic Horticulture	Improving the quality of life for vulnerable populations.
9 - Demonstration and Historic Gardens	Demonstration garden work that is not reported under a specific gardening subject (e.g. GIEI, pollinators, bay-wise). Educational work for historic gardens.
10 - Special Events, Judging, Information Booths	Work completed at a public event that is not reported under a specific gardening subject.
11 - Internal Administration of MG Program	All administrative work that is not directly related to one of the codes above. For example, -screening applicants, organizing basic training, mentoring, communications (newsletter, website, phone tree), fundraising, public relations/marketing, committee work, writing reports, recognition of volunteers, etc.
12 - Subjects Not Covered Above	This code should be used sparingly, if at all.
16 - Native/Invasive Plants	Education and project work around native plants and invasive plants.

*Note: Code numbers 13, 14, and 15 are no longer in use.

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