

Trainee Service Hour Requirements

The Master Gardener mission is to educate and serve the community. When you have completed the MG classes, you are required to contribute at least **66 volunteer service hours by October 31st of your trainee year**. Some trainees choose to contribute additional hours. A bar is added to your MG Badge if you have completed 100 hours or greater of combined volunteer hours and continuing education hours.

The required 66 hours include:

- **40 hours** must be in *Educational Outreach*; of these, 24 hours must be Plant Clinic hours, which includes 12 hours required on the Help Desk (Office Plant Clinic) and the remaining 12 hours either the Help Desk or Community Plant Clinic
- **12 hours** must be in the *Marion Demonstration Garden*
- **4 hours** must be for working during the 2 day *Plant Sale*
- **10 hours** are the *choice of the trainee*

Hours should be reported monthly in the online Volunteer Reporting System (VRS). If you do not have computer access, the Membership Team will arrange to input your hours in the system. Enrollment in the VRS will be explained in class.

MCMGA activities are listed in the VRS Categories for 2019 Reporting Year. Following are the VRS Categories in which most of your hours will be reported. For other activities, please refer to the **2019 VRS Categories** posted under MCMGA Documents on our web page.

40 hours Educational Outreach (educating others)

- *Plant Clinic (direct)* - includes Office Plant Clinic (Help Desk) and other community plant clinics as listed on the VRS Category Information Sheet for MCMGA
- *Educational Garden (instructor) (direct)* – for example conducting a workshop or tour at an educational garden listed on the VRS Category Information Sheet.
- *Instructor (direct)* – for example; teaching as part of a Seed to Supper team

12 hours: Marion Demonstration Garden

- *Educational Garden (maintenance) (indirect)*

4 hours: Plant Sale

- *Fundraiser (support)* – Plant Sale activities on the 2 days of MCMGA Plant Sale. Set-up and take-down will count towards the 10 hours of Choice, not the 4 hours of required Plant Sale time.

10 hours of Choice:

- Choose any MCMGA approved activity in which you are interested.
- **Note:** *Greenhouse activities* - are recorded under Fundraiser but they will not fulfill the 4-hour Plant Sale requirement but will count toward the 10 hours of choice.

Please refer to the 2019 MCMGA VRS Categories that are posted on the webpage

If you have any questions about how to use the VRS, or in which Category to report your volunteer service hours, VRS Specialist and/or the Membership Team will be happy to help you.