

Yavapai County Master Gardener Volunteer – Hours Reporting Guidelines

3/15/2025

General Guidelines

- When you perform VOLUNTEER activities, you may include 1 hour “prep time” (2 hours prep time if going between Verde/Sedona, Prescott, or surrounding areas.).
- When you earn CONTINUING EDUCATION hours you only count the time you are actually “being educated” as Continuing Education. In order for time to count as Continuing Education you must “**attend/view**” the seminar, talk, training, etc. Doing research or reading does not qualify as Continuing Education.
- Associate Master Gardeners do not need Continuing Education hours during the 13 months following completion of the Master Gardener course. However, the hours should be reported as Continuing Education hours if earned.
- You may report Continuing Education hours for attending events outside Yavapai County; you may **not** report Volunteer time for activities outside Yavapai County.
- The Yavapai County Master Gardener Program Policy contains guidelines for what qualifies as Volunteer and Continuing Education time. This document provides **some** examples for the activities that often generate questions.

Activity		Volunteer Hours	Cont. Ed. Hours
Monthly Master Gardener Association Meetings	Business meeting & prep time	X	
	1 hour guest speaker		X
Master Gardener Association Recognition Picnic	Meeting (recognition) portion of the picnic & prep time	X	
Garden Tours	Helpers in gardens on tour day - time spent researching plants, preparing notes, sharing information in the garden, prep time	X	
	Garden hosts use your judgment on number of hours in preparation of and on tour day	X	
	Tour attendees – actual time spent IN the gardens on tour day		X
Plant ID Walks, Botanical Gardens, etc.	Time on the walk or on the tour		X
Mentoring	Hours mentoring or being mentored & prep time	X	
Speakers Bureau Talks	Speaker research, preparation, presentation, prep time	X	
Attending Horticulture Talks	Actual time listening to the talk		X
Garden Conferences	Volunteering at the conference	X	
	Actual time spent IN the seminars		X
Extension Office Help Desk	Time spent in the office (answering questions, doing research, etc.) and prep time	X	