

Yavapai County Master Gardener – Time Reporting Categories

11/29/2023

The following will aid in filling in the categories on the on-line hours reporting forms (same categories are on single-entry and multi-entry forms).

Note: **Only enter one activity per line.**

Date	UA Net ID	County	CE vs. Vol.	Hours	Volunteer Help Desk Explanation	Volunteer Event Table Explanation	School Explanation	Public Garden/Landscape /Greenhouse Explanation	Volunteer Other (Explain)	CE Explanation	No Confirmation E-mail
		Yavapai									<input type="checkbox"/>

✓ Examples of activities for each category are listed.

Volunteer Help Desk Explanation

Enter **Camp Verde or Prescott**

It includes:

- ✓ Answering inquiries from the public regarding plant and landscaping issues
- ✓ Researching answers
- ✓ Being trained on the Help Desk

Volunteer Event Table Explanation

Enter **location or event** of information table you staffed or supported with supply delivery, etc.

Examples of events:

- ✓ Farmers Market
- ✓ Festival
- ✓ Fair
- ✓ Event such as Wildfire Expo, Earth Day, etc.

School Explanation

Enter **name of school** for activities associated with:

- ✓ School yard habitats
- ✓ School gardens
- ✓ After school programs, etc.
- ✓ Providing instructions to teachers or students
- ✓ Engaging with youth on gardening topics
- ✓ Helping to establish a school garden

Public Garden/Landscape/Greenhouse Explanation

Enter name of garden, landscape or greenhouse; this includes such places as:

- ✓ Sharlot Hall Museum
- ✓ Heritage Zoo garden
- ✓ VA greenhouse and grounds
- ✓ Sedona Heritage Museum
- ✓ Montezuma Well
- ✓ Highlands Center
- ✓ Yavapai College greenhouse

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Volunteer Other (Explain)

This includes everything not covered in the previous categories. Enter **a few words** to briefly describe your activity. Some examples are:

- ✓ Plant sales
- ✓ Yavapai Fair Floriculture and Horticulture
- ✓ Help with 4-H record books
- ✓ Special Extension administrative projects
- ✓ Attend MGA business meeting
- ✓ Plan for MGA events, e.g. recognition picnic
- ✓ Site visit to client locations to provide horticulture advice
- ✓ Executive board and MGA committee activities
- ✓ MGA supplies (managing, repairing, purchasing, checking out and in, etc.)
- ✓ Performing U of A activities required of volunteers, e.g. DCC (Designated Campus Colleague) process
- ✓ Phenology activities
- ✓ Herbarium work
- ✓ Facebook management
- ✓ Newsletter research, preparation, article writing, etc.
- ✓ Speakers' Bureau talks, presentation prep, support

Continuing Education

Enter **title of the talk/presentation/class**. **The following qualify as CE time.**

- ✓ Attending an educational horticultural class or lecture (includes Help Desk Lunch & Learn sessions)
- ✓ Attending a seminar, Library talk, or other informational session
- ✓ Viewing pre-approved recorded horticulture talks
- ✓ Participating in horticulture webinars
- ✓ Mandatory University of Arizona training (Cash Handling, Title IX, etc.)
- ✓ Attending/viewing guest speaker portion of MGA meetings
- ✓ Attending a lead-led or plant labeled plant walk, garden tour, botanical garden, etc.

Please check with the Program Coordinator for continuing education opportunities that qualify.

Note: Research for a presentation is Volunteer time, not Continuing Education