Yavapai County Master Gardener – Time Reporting Categories
7/1/2023

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.**

✓ 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
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
✓ 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