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									☐

✓ 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