

# Mohave County Master Gardener Volunteer – Hours Reporting Guidelines

Effective 9/1/19

## General Guidelines

- When you perform VOLUNTEER activities, you may include **up to** 1 hour “prep time” ( *up to* 2 hours prep time if going between Kingman/Bullhead/Lake Havasu, 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**” the seminar, talk, training, webinar, etc. Reading, watching a video or YouTube, and doing research does not qualify as Continuing Education.
- You may report Continuing Education hours for attending events outside Mohave County; you may **not** report Volunteer time for activities that do not directly benefit Mohave County.
- The Mohave County Master Gardener Program Policy contains guidelines for what qualifies as Volunteer and Continuing Education time. The chart below provides **some** examples for the activities that often generate questions.

Activity	Volunteer (VOL) Hours (include <i>up to</i> 1 hr. prep time for each local activity, up to 2 hrs. for activities outside your area)	Continuing Education (CE) Hours (Only count actual time in attendance. No prep time or travel time may be included)
Monthly Master Gardener Meetings	Business Meeting	
Home Garden Day at the Library	Q&A with public to answer gardening questions	
Answering Hotline Calls	Researching and answering questions via email, phone, or home visit & filling out plant diagnosis form	
Mohave County Cooperative Extension Office Administrative Activities	Time spent in the office answering calls, filing, shredding, organizing seed or reference libraries, etc.	
Writing articles for Wind & Weeds, local newspaper, etc.	Time spent researching and writing article	
Booths at Fairs, Home & Garden Shows, etc.	Time spent preparing booth materials, setting up & tearing down, working in the show booth	
Conferences, Seminars, Webinars, Workshops, and Classes	If presenting, time spent researching, preparing & delivering the workshop	If attending, actual time spent at the presentation
Plant ID Walks, Botanical Gardens, etc.		Participation in a guided tour may be counted as education

Updated 8/19/19