

MASTER GARDENER



YAVAPAI COUNTY

# Public Outreach Training

*April 24, 2024*

*Version 1.2*



THE UNIVERSITY  
OF ARIZONA

# Public Outreach –

## Examples

- Staffing information tables (e.g. fairs, festivals, Farmers' Mkts, etc.)
- Giving talks to groups (e.g. Speakers' Bureau)
- Staffing Master Gardener Help Desk (Ext Ofc)
- Giving advice to neighbors
- Volunteering in public places like schools, museums, community gardens, etc.



# Questions... and Answers

You will be answering a lot of questions and providing a lot of information

- General information about Cooperative Extension
- Horticulture information



# General Information Questions

- Where are the Extension offices? When are they open?
- Do we test soil?

See handout: ***Services Offered by Extension***

## Services Offered by Extension

3/24/2024

### Days and hours of operation

<b>Camp Verde Office</b> 2830 N. Commonwealth, Camp Verde 928-554-8992 (Master Gardener) <a href="mailto:verdevalleymg@gmail.com">verdevalleymg@gmail.com</a> Monday – Thursday, 9am–12pm & 1pm–4pm	<b>Prescott Office</b> 840 Rodeo Drive, Bldg C, Prescott 928-445-6590 (Master Gardener Ext 222) <a href="mailto:prescottmg@gmail.com">prescottmg@gmail.com</a> Monday – Thursday, 9am – 12pm & 1pm – 4pm
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**Website:** <http://extension.arizona.edu/yavapai>

**Soil testing** – Both offices perform pH soil tests, for free. Publication AZ1111 lists laboratories that conduct more in-depth soil and water testing. Texas A&M offers a thorough soil test at a reasonable price. <http://soiltesting.tamu.edu/>

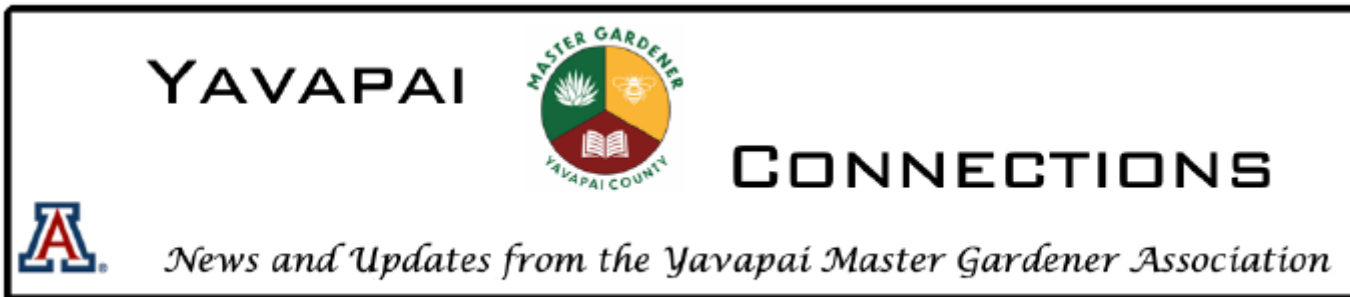
### Plant ID

Bring sample, including as much of plant as possible (leaves on stem, flower, picture of over-all plant is helpful). Grasses almost always need flowers to identify.

# Newsletters



- Cooperative Extension monthly newsletter
- You sign-up on our website to be on distribution-
- Includes calendar of events/training, past activities, new publications
- Highly recommended – will keep you informed about Yavapai Cooperative Extension

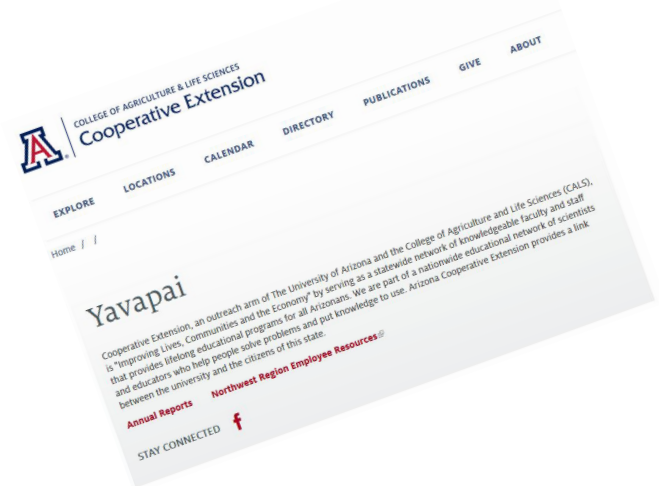


**April 2024**

- Monthly Master Gardener Association newsletter
- Mary Barnes will email it monthly
- Includes many Continuing Education opportunities that may not have been emailed

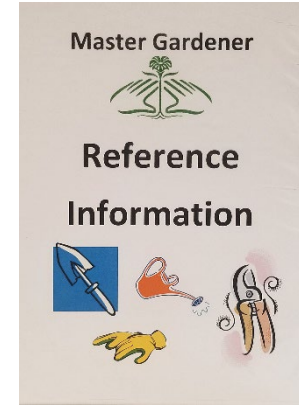
# Resources

- ❑ Our website –
  - U of A Publications
  - Yavapai County Bulletins
  - Backyard Gardener publications
  - Native and Naturalized Plant Database
- ❑ Other Extension websites (CA, UT, NM, WA, CO, NV preferred)
- ❑ Books and bulletins in the Extension office
- ❑ Master Gardener Manual



# Resources cont.

- Reference binder and books in Travel Totes
- Microscope in Ext ofc to view plant/insect samples
- Other Master Gardeners








# Yavapai County Home Page




<https://extension.arizona.edu/yavapai>






## Yavapai Gardening

Information on plant identification, landscaping, insects, plant diseases, wildlife, growing edibles, etc..

<b>Backyard Gardener</b>  Covers a range of horticultural topics and other locally relevant issues. <b>Upstate and Suburbanized Backyard Gardener</b> <b>ORIGINAL BACKYARD GARDENER</b>	<b>Plant Databases</b>  Identify native, naturalized and invasive plants. <b>NATIVE AND NATURALIZED PLANTS OF YAVAPAI COUNTY</b> <b>INVASIVE PLANTS OF NORTHERN ARIZONA</b> <b>NON-NATIVE INVASIVE PLANTS OF ARIZONA</b>	<b>Landscaping</b>  Plant selection, how to plant, irrigate and maintain landscapes. <b>LANDSCAPE QUALITIES &amp; LINES</b>
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<b>Insects</b>  <b>INSECT IDENTIFICATION &amp; MANAGEMENT</b>	<b>Plant Diseases</b>  <b>PLANT DISEASE IDENTIFICATION AND MANAGEMENT</b>	<b>Wildlife</b>  <b>LIVING WITH &amp; MANAGING WILDLIFE</b>
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<b>Growing Edibles</b>  <b>GROWING HERBS, VEGETABLES, BERRIES, GRAPE &amp; HERBS</b>	<b>Fruit Tree Pruning</b>  <b>TECHNIQUES FOR PRUNING FRUIT TREES</b>	<b>Master Gardener Classes</b>  <b>HOW TO BECOME A MASTER GARDENER IN YAVAPAI COUNTY</b>
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## Yavapai County Natural Resources

Residential and small acreage management of land, water, animals, landscapes and edible gardens. "New in Town" info.

## Yavapai County Natural Resources

Residential and small acreage management of land, water, animals, landscapes and edible gardens.

<b>Resource Management</b>  <b>Living In Arizona's central highlands- what to know before moving to the area.</b>	<b>Water Conservation</b>  <b>Learn where our water comes from and conservation methods.</b>	<b>Wells and Septics</b>  <b>Water testing, well and septic management.</b>
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## Yavapai Master Gardener

Yavapai County Master Gardener documents and link to information on Master Gardener Volunteer training and Home Horticulture classes.

# Public - Horticulture Resources

# Yavapai Gardening Page

## Backyard Gardener



Covers a range of horticultural topics and other locally relevant issues.

[Updated and Reformatted Backyard Gardener Publications](#)  
[ORIGINAL BACKYARD GARDENERS >](#)

## Plant Databases



Identify native, naturalized and invasive plants.

[NATIVE AND NATURALIZED PLANTS OF YAVAPAI COUNTY >](#)  
[INVASIVE PLANTS OF NORTHERN ARIZONA >](#)  
[NON-NATIVE INVASIVE PLANTS OF ARIZONA >](#)

## Landscaping



Plant selection; how to plant, irrigate and maintain landscapes.

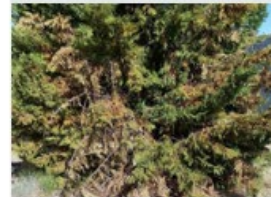
[LANDSCAPE BULLETINS & LINKS >](#)

## Insects



[INSECT IDENTIFICATION & MANAGEMENT >](#)

## Plant Diseases



[PLANT DISEASE IDENTIFICATION AND MANAGEMENT >](#)

## Wildlife



[LIVING WITH & MANAGING WILDLIFE >](#)

## Growing Edibles



[GROWING FRUITS, VEGETABLES, BRAMBLES, GRAPES AND HERBS >](#)

## Fruit Tree Pruning



[DECIDUOUS FRUIT TREE PRUNING VIDEOS >](#)

## Master Gardener Classes



[HOW TO BECOME A MASTER GARDENER IN YAVAPAI COUNTY >](#)

# Yavapai County Natural Resources

Residential and small acreage management of land, water, animals, landscapes and edible gardens.

## Resource Management



Living In Arizona's central highlands - what to know before moving to the area.

## Water Conservation



Learn where our water comes from and conservation methods.

## Wells and Septics



Water testing, well and septic management.

“New in Town”



## Yavapai Master Gardener

Yavapai County Master Gardener documents and link to information on Master Gardener Volunteer training and Home Horticulture classes.

# Yavapai Master Gardener

Master Gardeners are trained volunteers who provide educational information to Cooperative Extension clientele.

[Training: Master Gardener Volunteers and General Gardening \(Home Horticulture\)](#)

## Report Hours Electronically<sup>®</sup>

- Use your NetID
- "Submit" and then "Save" to submit hours
- Click on Yavapai to receive another input screen
- [Examples of category entries PDF](#)
- [Guidelines for Reporting Hours PDF](#)
- [Step-by-step input screen instructions](#)

## Frequently Asked Questions

[Chronology of the Growth of the Yavapai County Master Gardener Program](#)

[Master Gardener Association Annual Reports](#)

## Master Gardener Assistance

Master Gardeners are available to provide science-based plant and insect information in a variety of ways.

If you have **gardening questions** or **would like a speaker** for a meeting contact us

- Prescott Help Desk ✉ [prescottmg@gmail.com](mailto:prescottmg@gmail.com), 928-445-6590 Ext 222
- Camp Verde Help Desk ✉ [verdevalleymg@gmail.com](mailto:verdevalleymg@gmail.com), 928-554-8992

If you would like Master Gardener assistance for a **special project**, we would like to receive your **application** to determine how best we can meet your needs. For more information please contact our Volunteer Coordinator✉

[barnesm@email.arizona.edu](mailto:barnesm@email.arizona.edu)

## Master Gardener Volunteer Documents

- Calendar
- MG Program and Association Documents
- Links to Continuing Education, Event Table Resources, Speakers Bureau Documents, Master Gardener Class Resources, Yavapai Gardens Newsletters
- And more



Links to page with all of our MG Program documents



# Bulletin Identification

What to plant -



Yavapai Gardening

External Link

Yavapai  
County  
Bulletin

- **City of Prescott Water Smart Plants and Landscape Ideas** 
- **Cottonwood, Verde Valley, Sedona Landscape Plants Bulletin #32B**
- **Deer and Rabbit Resistant Plants AZ1237** ← U of A Publication
- **Soil Solarization Backyard Gardener #28** ← Reformatted BYG

Can also get to UA  
publications from the top of  
every webpage

Search Site 

PUBLICATIONS GIVE ABOUT



View Edit

U of A Publications

## Yavapai

Cooperative Extension, an outreach arm of The University of Arizona and the College of Agriculture and Life Sciences (CALs), is "Improving Lives, Communities and the Economy" by serving as a statewide network of knowledgeable faculty and staff that provides lifelong educational programs for all Arizonans. We are part of a nationwide educational network of scientists and educators who help people solve problems and put knowledge to use. Arizona Cooperative Extension provides a link between the university and the citizens of this state.

 Upcoming Events

[VIEW CALENDAR](#)

MoYava Summer Camp

July 07, 2019 2:00pm to July 11, 2019 11:00am

# UA Publications

## Publications

**Search**

Enter one or more items including Title, Author, Description and Keyword

**Pub Number**

Enter the publication number without the "AZ" prefix. To search for publication AZ1234, enter only 1234.

**Date**

E.g., 04/19/2024

Starting from

**Date**

E.g., 04/19/2024

Going to

- Animal Systems
- Consumer Education
- Farm Management and Safety
- Food Safety, Nutrition and Health
- Gardening and Horticulture
- Insects and Pest Management
- Marketing and Retailing
- Microbiology
- Natural Resources and Environment
- Plant Diseases
- Plant Production and Crops
- Water
- Youth, Family and Home Management
- Other

**Search**

**Reset**

# More Resources

- Frequently Asked Questions (*Handout*)
- Insect, Wildlife, and Disease Management (*Handout*)
- *Over the Counter Pesticides (see example – filed in Extension Office)*

*Always provide science-based Information*

# Over-the-Counter Pesticides and Alternatives

University of Arizona Cooperative Extension, Yavapai County

3/25/17



## Insecticides / Miticides / Larvicides / Fungicides



(See next section for "3-in-1" products)

Products Available October, 2015

Active Ingredient(s)	Some Common Names	Signal Word	Conventional				Least Toxic			Notes
			Insecticide	Miticide	Larvicide	Fungicide	Insecticide	Miticide	Larvicide	
2-butoxyethanol w/ myclobutanil	<ul style="list-style-type: none"> <li>Spectracide Immunox Fungus &amp; Disease Control for Lawns</li> </ul>	Caution							X	
acephate	<ul style="list-style-type: none"> <li>Orthene Fire Ant Killer</li> </ul>	Caution	X		X					

## Herbicides

Products Available October, 2015

Active Ingredient(s)	Some Common Names	Signal Word	Broadleaf			Grass		Stump	Pre-emergent		Post-emergent		Contact	Systemic	Selective	Non-selective	Warm weather	Cool weather	Notes
			Broadleaf	Grass	Stump	Pre-emergent	Post-emergent		Pre-emergent	Post-emergent									
2,4-D	<ul style="list-style-type: none"> <li>Gordon's LV400 2,4-D Weed Killer Solvent Free</li> </ul>	Caution	X						X				X	X			X		Lawns, pastures, rangeland, corn, small grains & non-crop
2,4-D w/ Dicamba & mecoprop-p	<ul style="list-style-type: none"> <li>Bayer Lawn Weed and Crabgrass Killer</li> <li>Fertilome Weed Free Zone</li> <li>Green Thumb Lawn Weed Killer</li> <li>Ortho Weed B Gon</li> <li>Spectracide Weed Stop</li> </ul>	Caution	X						X				X	X			X	X	Above 45° & below 90°

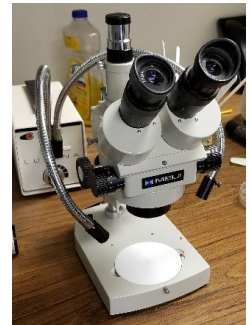


# Difficult Questions

Ask client to contact the Master Gardener Help Desk (Ext Ofc) for-

- Pasture/rangeland questions
- Questions from municipalities, businesses, ranchers, livestock areas – e.g. herbicides
- Anything you can't answer or are not sure of

Microscope is often required to determine cause of plant damage



*The Help Desk MG will refer to Matt if appropriate.*

# Site Visits

- ❑ Site visit policy if client contacts us - **we do not make site visits**

*However, a couple MGs may make visits if they feel safe*

1. Post site-visit log in office so we know where you are going
  2. Post Help Desk log after visit
- ❑ If a friend/neighbor asks your advice and you do research/visit their yard – you may report volunteer time
    - Notify the Help Desk so they can log it as a completed Site Visit

# Research and Client Follow-up

- Caution on using personal phone or e-mail
- Use your UA E-mail
- Extension office phone and e-mail is available

# Taboo & Controversial Topics

Religion & Politics

Conversations  
with clients

1 on 1 MG  
conversations

Speaker  
Bureau talks

MG group  
discussions

Articles of  
clothing

*“Let’s stick to gardening”*

*We are federally funded be cautious on advice regarding marijuana plants, e.g. OK to identify insects.*

# Even gardening topics can be controversial .....

- GMOs

“GMO technology has been used for human benefit and each application of the technology should be viewed individually rather than vilifying it in all cases” (e.g. making human insulin through genetically modified bacteria)
- Glyphosate (e.g. Roundup)

“As Master Gardeners, we understand that glyphosate can be a valuable tool in managing invasive and persistent weeds and it is used by many homeowners for this reason – it is their decision since it is not illegal to do so. There are also some alternative ways to manage persistent weeds and we can also suggest these methods to our clients (solarize w/plastic, digging, etc.)”



# Volunteering



# Before volunteering ....

- Finish Master Gardener Volunteer training
- Complete the DCC (Designated Campus Colleague) process
- Obtain DPS card if you will work with children, e.g. at a school

# Information Tables

- ❑ We staff information tables at events, such as
  - Farmers' Markets
  - Festivals & Fairs
  - Plant Sales
  
- ❑ All volunteers should know how to set-up and how to engage the public





# Prepare for Event Information Table

- Know something about the event or the theme for that day
- Be prepared (may stand for long periods; bring hat, sunscreen, water, chair, etc.)
- Wear MG name tag (required)
  - *Wear nametag on your right side*
- Please leave your pets at home

# Engage the Public

- Stand up to be at eye level
- Use direct eye contact
- Smile, be enthusiastic, listen attentively
- Use receptive body language
- Start the conversation with a question (open-ended questions are best – i.e. not questions w/ yes or no answer) – and be interested in the answer
- We should not be in front of the table like circus barkers to engage people. If you are standing behind the table and make eye contact people will stop if they are interested.



# Avoid

- Comments or personal views that could be interpreted as being of a religious or political bias
- Chewing gum/eating at an information table
- Talking on a cell phone or texting
- Engaging in conversation w/other MGs while ignoring visitors/clients
- Knitting, reading a novel, etc.
- Wearing strong scents
- Being late or leaving early
- Leaving the table unattended



# Last But Not Least

- You don't need to have all the answers, but offer to find out or refer them to a good resource; don't fake it
- Follow through on your commitment to a specific date/time – your team members are counting on you; notify coordinator ASAP if you can't meet commitment

# Hang the Master Gardener Banner



Attach to posts



Attach to back of EZ-up

Or use branded tablecloth



## Booth Set-up Example

Reference materials for MGs at back or side of booth





# Event Tables – Themes



## Butterfly Gardens

*Adults feed on nectar*  
*Caterpillars (larvae) feed on leaves, stems & fruit*





Poster

## Butterfly Gardens – Reference





2/14/2019

Butterflies go through a four-stage developmental process—egg, larva or caterpillar, pupa or chrysalis and adult.


**Additional resources:**

Landscaping for Wildlife Plantlist  
<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/landscapingforwildlifeplantlists.pdf>

Landscaping for Wildlife – Habitat Elements  
<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/landscapingforwildlifehabitatelements.pdf>

Adults/Larvae and Food Source Examples	
 <p><b>Black Swallowtail adult.</b> Food plants: nectar from butterfly weed, alfalfa, thistle, hoptree (<i>Ptelea</i> spp.)</p>	 <p><b>Black Swallowtail larva.</b> Food plants: leaves of dill, parsley, fennel, carrot, hoptree (<i>Ptelea</i> spp.)</p>
 <p><b>Two-tailed swallowtail adult</b> (Arizona state butterfly) Food plants: Nectar from thistles, milkweeds, lilac, and many others.</p>	 <p><b>Two-tailed swallowtail larva.</b> Food plants: leaves of ash (<i>Fraxinus</i>), hop tree (<i>Ptelea</i>), and chokecherry (<i>Prunus</i>).</p>

Reference for MGs



THE UNIVERSITY OF ARIZONA  
**Cooperative Extension**  
Yavapai County - Master Gardeners



## Invite Butterflies to Your Garden

*Ideal conditions:*

- Warm sites sheltered from the wind are most needed in the spring and fall.
- Rocks or bricks for pupation sites and for adult butterflies to bask on in the sun.
- Wet soil or areas around ponds to attract male butterflies.
- Plants with large flowers in bright, vibrant colors.
- Planting in masses (several plants of the same kind).
- A few woody plants to provide protection from predators, offer shelter, a place to lay eggs, and a place to attach chrysalides.

**Food plants for both the larval/caterpillar stages and the adult butterfly stage.**

- Butterflies (adults) feed on sweet liquids, like nectar from flowers.
- Caterpillars (larvae) feed on leaves, stems, and fruit.

Handout

# Website Has Theme Info



Yavapai Master Gardener



Event Tables

Bottom of MG Documents Page



## Yavapai Event Table Documents

### Butterfly Gardens

- [Poster](#)
- [Reference Document](#)
- [Handout](#)

### Critters in the Garden

- [Poster](#)
- [Reference Document](#)

### Edible Herbs

- [Poster](#)
- [Reference Document](#)

### Galls

- [Poster](#)
- [Reference Document](#)
- [Backyard Gardener - Insect and Mite Galls](#) 

### Houseplant Insects

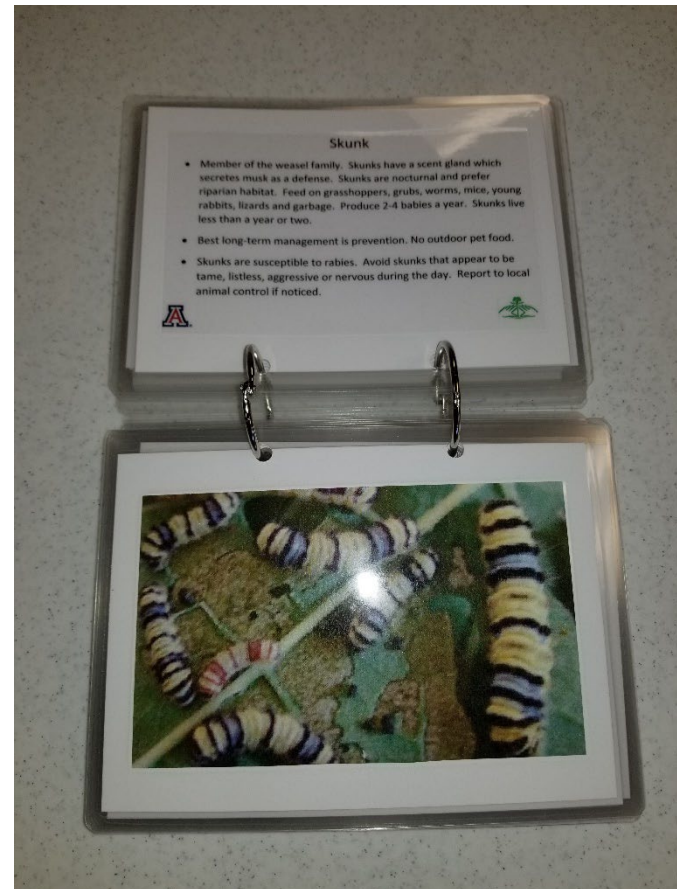
- [Poster](#)
- [Reference Document](#)



# Make the Table Interesting – but not Crowded



# More Options



# Health Safety

- Don't leave give-away materials on front table; keep on back table and hand to clients
- Will have 2 to 3 MGs per information table at a time (may need 4 to set up the EZ-up)
- Follow venue health safety protocol
- Wear mask if you feel it is appropriate

# Speakers' Bureau Talks

Training and Guidelines for giving talks are available on our website (includes branding info)



**Speakers' Bureau Documents**



# Policy on Handouts

- Have another MG review/proof new materials
- MG information tables – many bulletins are in plastic sheet protectors in reference binders in Travel Totes; show the bulletin and tell client how to access on our website
- Talks to groups - preference is to have them make enough copies for their attendees, but we do have some funds for handouts
- Make sure printed materials or presentations you create are branded



# Supply Check-out

## ❑ Types of supplies available:

- Information tables
- canopies (EZ-ups)/weights
  - travel totes (reference materials, plastic stands, tally sheets, etc.)
  - tables
  - bug boxes
  - tree damage samples
  - sandwich boards
  - posters
  - LCD (projector)/screen
  - easel stand
  - laptop
- } Speakers' Bureau talks

## ❑ Reserve supplies in advance

- Camp Verde – Lisa Gerber
- Prescott – Martha Frisella

*Their contact information is at the top of the MGA Directory.*



# Results Tracking

## Information tables

- Tally number of interactions – leave tally sheets in Travel Tote or give to Program Coordinator

Camp Verde Farmers Market 2019

Date	Tick-mark Tally	
5/18/19	### ### ## ### ## ## ##	33
6/1/19	### ## ## ## ## ##	26
6/15/19	### ## ## ## ## ##	34
7/6/19	### ## ## ## ## ##	5
7/20/19	### ## ## ## ## ##	9
8-3-19	### ## ## ## ## ##	1
8-17-19	### ## ## ## ## ##	
8-27-19	### ## ## ## ## ##	11

## After a talk, report to Speakers' Bureau Chair

- Location of talk, subject, number of attendees, gender/ethnic info
- Sign-in sheet

# Styles & Volunteer Opportunities





# Why Behavioral Styles?

- Know your style
  - Helps you select volunteer work you will enjoy
- Know others' styles
  - Promotes teamwork

*It's not about the hours*





CONTROLLING



ANALYZING



PROMOTING



SUPPORTING



# CONTROLLING

## Characteristics

Take Charge

Decisive

Results Focused

Tend to ask “what”

Like to win

Like to have the last say



*Potential Liabilities:* Impatient, Insensitive, Autocratic

# ANALYZING

## Characteristics

Thorough

Organized

Good Planner

Tend to ask “how”

Make lists

Implementers



*Potential Liabilities:* Indecisive, Too Detailed, Risk Adverse

# PROMOTING

## Characteristics

Stimulating

Inspirational

Idea Generator

Tend to ask “who”

Dislike boring explanations



*Potential Liabilities:* Impulsive, Poor Follow-through, Poor Planning

# SUPPORTING

## Characteristics

Team Player

Consensus Builder

Relationship-oriented

Tend to ask “why”

Like positive attention



*Potential Liabilities:* Too Agreeable, Avoids Conflict, Not Demanding Enough

## CONTROLLING



**Mentee** – May want to find own projects; may prefer e-mail

**Mentor** – Overbearing or will want more involvement

## ANALYZING



**Mentee** – May want plan w/ dates; stress if not getting hours; may prefer e-mail

**Mentor** – Could take too long to help mentee make decision

## PROMOTING



**Mentee** – Lots of ideas with trouble following through; may prefer text or phone call

**Mentor** – May find it difficult to follow-up w/ mentee

## SUPPORTING



**Mentee** – May be in it for personal contact; may want more interaction; may prefer text or phone call

**Mentor** – May be more concerned w/ how mentee feels than if they are finding activities

# When Working With ...

## CONTROLLER



Let them be in-charge of something

Allow freedom to do things their own way

## ANALYZER



Provide them with info

Provide some structure

## PROMOTER



Get excited with them – show some emotion

Inspire them to bigger & better accomplishments

## SUPPORTER



Be supportive & show you care

Give them specific plans & activities to be accomplished

# Which Style?

## Farmers Market information table

- Arrange materials
- Greet visitors
- Look-up answers to questions
- Tally interactions
- Packing up
- Chair (coordinate)



# Key Points

- All styles are good; takes all styles to make a dynamic team
- Most people are not at extreme end of any one style; most will step out of default style when needed, but with extra effort
- Any style can be a great leader
- Any style can follow and be a good team member



# What style are you?

Controlling  <i>Bob</i>	<del>George</del>	Analyzer  <i>Sue</i>
Promoting  <i>Fred</i>	<i>Hilda</i>	Supporting



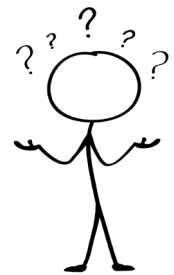
# About Volunteering ....



Volunteer Projects Committee solicits for volunteers – everyone has an opportunity

# When You Volunteer

- Wear your nametag
- Sign e-mail messages with your first and last name
- Reply to messages to acknowledge receipt
- Ask for coordinator's cell phone number & provide yours
- Offer suggestions for improvement **after** you observe the current process



# Volunteer Opportunities

## ❑ MGA Sponsored

- See Projects Status Log
- Speakers Bureau
- MGA Committees

## ❑ Public Requested

- See Projects Status Log

## ❑ Personal Projects

- Check with mentor, notify Mary
- You may be asked to submit application

- Watch for email messages
- Mentor may make suggestions on what you will be interested in



# Current Opportunities – Many Listed on Projects Status Log

MGA Volunteer Projects Status – 2024  
March 23, 2024

<b>Master Gardener Program Projects/Activities</b>				
	<b>Active, Approved Projects</b> (Initiated or sponsored by MGA or requested by the public and approved by MGA)	<b>Project Dates</b>	<b>MG Chair</b>	<b>Status</b>
1.	Acker Park plant identification and QR placement	Start Sept 2023	Sue Gill	Working at direction of Friends of Acker Park as they provide input
2.	Camp Verde Library Landscape	2022 - 2025	Lesley Alward	Library working on hardscape; MGs will be asked to help with education workdays on replanting.
3.	Research Over the Counter Pesticides	Jan – Feb 2024	Mary Barnes	Judy Mannen, Missy Sandeen

You will receive a copy on May 8<sup>th</sup>.

# Hours Requirements

## **To become a Certified Master Gardener**

May 2024 to June 30, 2025

- 50 volunteer hours
- 0 continuing education Hours

## **To recertify each year**

July 1<sup>st</sup> to June 30<sup>th</sup> (fiscal year)

- 25 volunteer hours
- 12 continuing education hours

# How to Report Hours

1 <https://extension.arizona.edu/yavapai>

2



3


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- [Examples of category entries PDF](#)
- [Guidelines for Reporting Hours PDF](#)
- [Step-by-step input screen instructions](#)



## Cooperative Extension

### Yavapai County Volunteer Hours Tracking Form

If you would like to enter multiple entries at once, please use [this Multi-Entry Form](#)

Date \*  

UA Net ID \*

Please indicate whether this entry is Volunteer or Continuing Education hours. \*


Hours (Only enter whole or quarterly fractions of an hour. For example, .25, .50, .75) \*

No Confirmation E-mail

# Yavapai County Volunteer Hours Tracking Form

If you would like to enter multiple entries at once, please use this Multi-Entry form:


[Open Multi-Entry Form](#)

Date 06-10-2023 

*Single Entry Example*

UA Net ID \* barnesm

Please indicate whether this entry is Volunteer or Continuing Education hours. \*

Volunteer 

Drop down menu – select Volunteer or Continuing Education

Yavapai Categories Event Table (eg Farmer's Market) 

Drop down options:

*Help Desk*

*Public Gardens/Landscape/Greenhouse School*

*Event Table (eg Farmers Mkt)*

*Other*

Volunteer Event Table Prescott Farmers Mkt

Hours (Only enter whole or quarterly fractions of an hour. For example, .25, .50, .75)

4.25

No Confirmation E-mail

Submit






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## Yavapai County Volunteer Hours Tracking Form

If you would like to enter multiple entries at once, please use this Multi-Entry form:

[Open Multi-Entry Form](#)

Date \*  

UA Net ID \*

Please indicate whether this entry is Volunteer or Continuing Education hours. \*

Hours (Only enter whole or quarterly fractions of an hour. For example, .25, .50, .75) \*

No Confirmation E-mail



If you have multiple entries, go to the Multi-Entry form.

# Hours Reporting – Multi-entry Form

Yavapai Submissions > Multi Entry Form (YAV)

Save

Apply Changes

Cancel

Please use this form to submit multiple entries of volunteer hours. Be sure to confirm the entries. If you do not wish to receive a confirmation email, please click the box "No Confirmation Email".

For the Hours entries, please enter whole hours / quarter-hour increments (.25, .50, .75).

Please click "Save" when you are done entering hours.

New Submission More ▾

0 Submission records

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

## Report Hours Electronically

- Use your NetID
- "Submit" and then "Save" to submit hours
- Click on Yavapai to receive another input screen
- **Examples of category entries** PDF
- **Guidelines for Reporting Hours** PDF
- **Step-by-step input screen instructions**

Step-by-step screen inputs and tips 

# NetID

- Is part of your UA email address  
e.g. [barnesm@arizona.edu](mailto:barnesm@arizona.edu)
- Use NetID when reporting volunteer and cont. ed. hours
- Use to access UA systems for specific activities - TBD
- UA perks (on pg 5 of DCC Steps) *NetID and password*  
Computer Based Training

As a Designated Campus Colleague, you have access to free Computer Based Training.

<https://it.arizona.edu/service/ua-computer-based-training>

Click on **Edge Learning**

## Access to Outlook, Word, Excel, and Powerpoint

With NetID+, you have access to Outlook, Word, Excel, and Powerpoint.

<http://office.com>

To access documents you created in Word, Excel, or Powerpoint - log onto

<http://office.com> and click on OneDrive

# What Happens Next

Today – Pick-up the final when you leave

May 1st

- Submit Class Evaluation
- Review answers to final and submit scores
- Review Program Policy and sign Terms of Agreement
- Receive Class Completion Certificate

May 8<sup>th</sup> – Class is at American Legion Hall, Cottonwood

- Certification session
- Meet with your mentor to discuss styles and how to sign-up for volunteer opportunities that interest you, etc.
- Enjoy lunch and mingle with certified Master Gardeners
- **Show of hands if you cannot be at the May 8<sup>th</sup> class**
- **Respond to email about feed preferences**

Watch for emails with volunteer opportunities



That is why you will have a mentor .....

