

NNMG

Directions for Reporting Hours

Maintaining MG status requires 20 hours of volunteer time and 8 hours of recertification training time per year. If you do not volunteer OR if you do not report the hours you volunteered you may forfeit your MG status. You cannot be a member of the NNMG Association if you do not volunteer or report hours. (See NNMG By-laws)

Reports are due quarterly: 1st quarter: *January 1-March 31*; 2nd quarter: *April 1-June 30*; 3rd quarter: *July 1-Sept. 30*; 4th quarter: *Oct.1-Dec.31*.

If hours reports documenting the minimum hours requirements are not received by December 31, the volunteer may no longer remain in active service.

There are 4 types of Volunteer hours:

- **Educational Programming (SLM Ed. Programming) hours** are spent preparing and presenting programs for the general public. The NNMG organizational plan contains four **educational program areas**- Plant Clinics, Children's Education, Teaching Gardens, and Community Education. There are numerous **projects** listed under these program areas, i.e. Irvington Farmers' Market, Extension MG Help Desk, etc. (See NNMG Organizational Plan)
- **Volunteer Management hours** include all time spent conducting the Master Gardener program, including MG monthly meetings, and related MG or Extension activities such as Virginia Master Gardener Assoc. (VMGA) and Extension Leadership Council (ELC). (See NNMG Organizational Plan)
- **Contributed hours** are those spent traveling for MG purposes.
- **Training (Recertification) hours** represent time spent receiving horticultural/organizational skills instruction that improves your performance as a MG.

Interns must have 40 of their 50 payback hours as educational programming hours. Interns may not count recertification training hours toward their payback time. The hours should be recorded, however, for their lifetime totals.

Hours Report Forms can be downloaded from the NNMG web site either as a Word or Excel document. The Word form is designed for hand-written reports for people who don't have Excel. It does not work well filling it in on the computer as the lines will become all askew. You can fill in the Excel form easily, but you may have to change margins on your own computer to get everything to fit. If extra pages are needed for the Excel form, look at the bottom of the form and continue with Sheet 1(2) and Sheet 1(3). You can toggle easily between pages. It would be good to notify the time keepers if more than one page is being sent because they all won't print up together, just each page singly.

Note: Please do not change the hours forms. The lines really get messed up in Word and the Excel formulas are set up for a certain number of lines. The forms are easy to read for the hours' keepers and paper is not usually saved. Thank you.

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How to fill in a report form:

1. Report full or ½ hour divisions (no 10 min., 15 min., etc.). The Excel Hours Report form will calculate all the totals requested. If you fill out sheets by hand, *please include totals where they are asked for.*
2. Enter your name, the year, & the quarter you are reporting.
3. Enter the name of the **program area** (i.e. Community Education) at the top of the block.
4. Inside the block, enter the date you worked and the name of the **approved project** you worked on, including planning meetings.
5. Enter the time you worked under the *Hours* heading, your travel time under the *Contributed* heading, and the number of people you contacted under the *Contacts* heading. The Contacts number is calculated by the following formula: if you and others go to a group, everyone involved can use the total audience number (e.g. a seminar); if people come to you, divide the total by the number of MGs working (e.g. Farmers' Markets). Other MGs are not Contacts.
6. Enter the hours you trained at **approved events** (see NNMG Calendar) in the last block on the forms, **which is already titled *Recertification Training***, and include your travel time under *Contributed*. No *Contacts* are entered in this block. Be sure to report training received at monthly MG meetings. If you work at & attend a project (e.g. Gardening in the NN), be sure to fill in blocks for both working time & training time. You cannot enter travel time twice for events.
7. At the bottom of the page, *Total Contributed* means the total of all your travel time (*Contributed*), not all the hours you volunteered.