

NNMG Hours Report Directions

Volunteer hours are contributed and recorded in four different areas:

Educational Programming hours are those spent preparing and presenting programs for the general public. Interns must have 40 of their 50 payback hours as educational hours. The NNMG's educational programs are run by four different **committees**: Plant Clinics, Children's Education, Teaching Gardens, and Community Education. There are numerous **projects** listed under these areas, i.e. Irvington Farmers' Market, Dreamfields, Hort Hotline, etc. (See NNMG Organizational Plan)

Administration, aka Volunteer Management, hours include all time spent conducting the Master Gardener program. (See NNMG Organizational Plan)

Contributed hours are those spent traveling to various locations to perform volunteer and training obligations.

Training hours are those which fulfill **recertification** requirements for each year. Interns may not count hours spent in new training toward their payback time. The hours should be recorded, however, for their lifetime totals.

In addition, keep track of the number of **Contacts** you made. 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.

How to fill in a report: Report forms can be sent by email. There are two variations of the **Word** form and one **Excel** version. You may have to change "Page Setup" margins to get everything to fit.

1. Enter your name, the year, & the quarter you are reporting. Reports are due at the end of each quarter: *1st quarter*: January 1-March 31; *2nd quarter*: April 1-June 30; *3rd quarter*: July 1-Sept. 30; *4th quarter*: Oct.1-Dec.31.
2. Enter the name of the approved MG **project** on which you worked. **Do NOT include more than one project in a block, even if they are all under the same committee** (i.e. Ext. MG Help Desk & Farmers' Markets should be entered in different blocks even though they both fall under Plant Clinics Committee).
3. Enter the dates, locations and activities for each project. If you need more room go to the next block or add more lines. (If you're using the Excel form, you will have to edit the formulas and watch that you don't entirely mess up the whole thing by adding lines to a block).
4. 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.
5. Enter the hours you trained at approved events (see NNMG Calendar) in the last block, 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 & recertification training.
6. Report ½ hour divisions only (no 10 min., 15 min., etc.) The Excel Hours Report form will calculate all the totals for you. If you are using printed sheets or the Word form, **please enter all the totals requested.**
7. At the bottom of the page, *Total Contributed* means the total of all your travel time (*Contributed*), not all the hours you volunteered.

Maintaining MG status requires 20 hours of volunteer time and 8 hours of recertification training per year.