

Porter County Master Gardener - Categories for Volunteer Hours Reporting

Category	Title	Description
Administration	Administration	MG administration activities not related to Volunteer programs (planning of non-educational and social activities, duties as association officer)
Administration	Administration of Community Service Projects	Administrative activities related to Volunteer projects (committee/planning meetings, volunteer recruitment, duties as association officer)
Education	Purdue Extension Advanced Training	Advanced Master Gardener Training provided by Purdue Extension
Education	Local Programs/MG Association Mtgs.	Educational Programs offered by local extension office, or MG association Mtgs, program must be approved by local MG coordinator
Education	Symposium/garden show	Continuing education hours for attending – see local MG coordinator for approval
Education	Taltree	Lead docent hikes/tours, teach training programs/adult programs, outreach
Volunteer	Garden Projects	City/neighborhood beautification, planting a garden for local food bank, planting and maintaining a school garden, etc. (edible garden, etc.)
Volunteer	Habitat for Humanity	Planning, installing, or maintaining Habitat property landscape
Volunteer	Landscaping for non-profit	Planning, installing, or maintaining landscapes for non-profit entities (churches, civic groups, garden clubs, schools, etc.)
Volunteer	Ask a Master Gardener	Teaching - conducting workshops, giving lectures, making presentations
Volunteer	Community Outreach Projects	Extension-approved community garden education and beautification projects (planning, teaching, technical assistance, maintenance assistance)
Volunteer	Develop Educational Materials	Developing materials – photographs, class outlines, cds, fact sheets, website, displays
Volunteer	Educational Programs	Developing, planning, directing, teaching, or assisting in public education programs (symposium, gardening series, demonstration gardens, garden tours)
Volunteer	Extension Office Hotline	Research and answer calls regarding plants and pests for the general public, organize hotline area files and recycle all outdated materials
Volunteer	Horticulture therapy	Therapeutic horticulture – programs, activities at prisons, hospitals, nursing homes, and institutions serving disabled adults or children
Volunteer	Information Booth	Information booths at Fairs, festivals, farmers' markets, exhibits, etc. (including planning, design, set-up and distribution of information)
Volunteer	Mass Media	MG related radio, TV, blog, web site, podcasting, videocasting
Volunteer	MG training course support	Support activities for the Master Gardener Training Course
Volunteer	Site Visits	Teaching – site visits
Volunteer	Speakers Bureau	When MGs are invited speakers for garden clubs and/or civic groups. Include prep time & travel time (for person giving program only)
Volunteer	Written Material	Writing or producing Master Gardener Newsletter, fact sheets with Cooperative Extension Professional
Volunteer	Junior Master Gardeners	Teaching, Youth / School gardens
Volunteer	Taltree	Gardening, grounds/facilities, events, workshops, classes, office, Native Plant Garden, habitat restoration
Volunteer	Garden Show	Volunteering day of show, prep for show, tear down
Volunteer	Garden Walk	Prep for walk (does not include own garden maintenance), Day of Show