

Hill Country Master Gardener Timekeeping Requirements

PLEASE RECORD ALL OF YOUR HOURS AT LEAST MONTHLY INTO THE VOLUNTEER MANAGEMENT SYSTEM (VMS). IT IS VERY IMPORTANT TO OUR EXTENSION AGENT THAT HOURS ARE RECORDED FULLY AND COMPLETELY.

INTERNS: Required to be certified: 50 hours of volunteerservice with a minimum of 24 hours of phone duty. (Check with your mentor on how and when to record hours.)

CERTIFIED MASTER GARDENERS: Required to maintain certification: A minimum of 25 hours of volunteer service and 6 hours of Continuing Education Units (CEU).

A. Volunteer Service Hours – Time spent on / in / attending:

1. Phone duty - defined as being at the AgriLife Extension Office fielding horticulture inquiries from phone calls, emails, or walk-ins, including researching any such generated horticulture problem, whether that research is done at the AgriLife Office, at home, or on- site. A Horticultural Inquiry Log must be completed and submitted to HCMG for their records.
2. Any event, project or sponsored activity approved by the HCMG (see HCMG website for updated list of approved projects).
3. HCMG committee work.
4. The business (non-program) part of monthly HCMG meetings.
5. Researching a contact-generated horticultural problem. (Horticultural Inquiry Log must be completed and submitted to HCMG office)
6. Any business part (award ceremonies and formal banquets included) of any Master Gardener sanctioned event.
7. Travel time [is only allowed for] Master Gardener Specialists making home visits and by members of the Speakers Bureau making HCMG sanctioned presentations, may include total travel time to/from the home visit site or event. Travel time is limited to one (1) hour of volunteer credit per event.

B. Continuing Education Unit (CEU) Hours – Time spent attending / listening:

1. A sponsored Master Gardener educational horticultural program:
 - a. Guest speakers at the monthly HCMG meetings.
 - b. Auditing classes for the new HCMG students (includes viewing video recordings).
 - c. Special classes/clinics given by a Texas Master Gardener Specialist.
 - d. AgriLife Earth-Kind® On-Line training modules.
2. Local horticultural based activities of an educational nature:
 - a. Formal classroom courses (AgriLife, adult education, college courses, etc.).
 - b. Seminars, webinars, workshops or organized garden tours.

- c. Horticultural presentations at other like organizations (Native Plant Society, garden clubs, etc.)
- 3. State-wide AgriLife-sponsored horticultural related training.
- 4. Texas Master Gardener Specialist Training.
- 5. Training sessions and organized tours at Texas Master Gardenerstate or national Conferences.

A successfully completed Landscape Design Study Course is limited to 12 CEU hours, and completion of a Texas AgriLife Earth Kind On-Line training module is limited to 3 CEU hours per year.

C. Contacts – Defined as the number of people with whom a member has any communication (in person, by phone or email) of a horticultural nature. (This includes groups/clubs to which a member makes a horticultural presentation or conducts a workshop.)

- 1. Contacts are reported as numbers, not names. Contacts are reported according to gender and ethnicity for verification of nondiscriminatory services provided.
- 2. The audience of any presentation/class/speaking engagement/workshop/informal talks will be reported as contacts by the presenter on his/her individual VMS hours' record.
- 3. A member's individual contacts will be reported on his/her individual VMS hours' record.
- 4. Contacts resulting from phone duty and HCMG-sponsored group events, such as Market Days and Information Booths, are reported by the responsible chair, not the individual.

D. Leave of Absence – Certified members may request a Leave of Absence in writing submitted to the HCMG President. A member on LOA is relieved of the hour requirements but must keep dues current. Should the leave require more than 2 years, the Master Gardener class must be retaken (and paid for).

Time Sheet Submission -- The preferred method is to post your hours to the HCMG Volunteer Management System (VMS) <https://texas.volunteersystem.org>. Contact hcmgvolunteers@live.com if you are unable to access the system or need assistance. Alternatively (submission methods are) place the completed time sheet in the 'time sheet inbox' in the HCMG Office, FAX to 830-257-6573 or mail to: Hill Country Master Gardeners – TK, P.O. Box 290464, Kerrville, TX 78029.

As much as possible, the completed time sheet should be submitted no later than the 2 nd day of the subsequent month. All hours should be actual hours in one-quarter (0.25) hour increments, rounded up to the next higher quarter hour.

Revised and Approved by Roy Walston, CEA – 11/17/2016