

VOLUNTEER SERVICE POLICY

(revised 11/08)

To qualify as “approved” volunteer service,
ALL MG V activities should meet **3 basic criteria**
AND fit into **1 of the 6 categories** described below.

3 BASIC CRITERIA:

ALL volunteer activities should meet ALL of the following criteria:

- 1) The activity has a strong, educational focus related to plants and/or the environment.
- 2) UW-Extension and/or its role is plainly identified in one or more of the following ways:
 - signage with the UW-Extension and/or SEWMG logo, **OR**
 - educational literature provided to participants of the activity (such as *Gardening Resources*, *InfoSource*, the *Gardening Publications* brochure, the *MGV Program brochure*, gardening fact sheets or hand-outs, etc), **OR**
 - the sponsoring organization (if applicable) **acknowledges UW-Extension** and/or the SEWMGs in their literature and/or signage.
- 3) You represent yourself as a **UWEX MG V** while performing the activity by wearing your SEWMG nametag (and introducing yourself and the UWEX/MGV program, if possible.)

6 CATEGORIES OF ACTIVITIES:

ALL volunteer activities should fit into ONE of the following categories:

(NOTE: To make reporting easier, each category is reported as one type of volunteer service on the volunteer time-sheet - *Community Education, Youth or Support.*)

- 1) Plant problem assistance/ Plant Health Advisor (report as *Community Education*)
- 2) Educational public presentations (report as *Community Education*)
- 3) Educational displays, exhibits or booths at public events (such as State Fair, Realtors Spring Show and other misc. events. Report as *Community Education*)
- 4) Support through service to the UWEX office, the SEWMG association, or the Wisconsin Master Gardeners Association (WIMGA) (report as *Support*)
- 5) Youth focused activity (report as *Youth*)
- 6) Gardening project (report as *Community Education*)
 - Gardening projects must also meet ALL of these criteria:**
 - the garden is open and accessible to the general public,
 - **AND** at least 50% of the plants are labeled **OR** there is educational signage on gardening principles or techniques **OR** public educational programs are conducted by UWEX/MGV
 - **AND** a *Gardening Project Profile* has been submitted each year, is approved and on file in the UWEX office (usually submitted by the Garden Chair(s) by December 31st). A list of current, approved gardening projects is maintained on the SEWMG website under “Volunteer Opportunities” and kept at the UWEX office.

If you have any questions or need assistance determining if a volunteer activity meets these requirements, please feel free to contact Sharon, Ann, Kathy or Ellen at the UWEX offices.

About Reporting MGV Service & Continuing Ed Hours

Annual Program Requirements:

- 24 Hours of Volunteer Service **AND**
- 10 Hours of Continuing Education (C.E.) are required every year after certification.

Hours are due by September 15th every year.

- Hours reported by September 15th will be included in the State MGV Program Annual Report and eligible for State service recognition. (Contact Kathy Bosetti Reese if you will not be able to turn in hours by September 15th.)
- Report hours on SEWMG timesheets, available on the SEWMG website <http://milwaukee.uwex.edu/mg> or from the UWEX office. **DO NOT use the timesheet provided by the state MG program office** since ours is a little different. You may submit your hours all at once or periodically throughout the year.
- Mail or deliver timesheets to the Milwaukee Co. UWEX office. **Please DO NOT submit them electronically.**
- Record & report all of your hours even after you have fulfilled your required minimum number. After submitting this year's hours in September, begin recording your volunteer service on a new timesheet for the next year.
- To improve the accuracy of our local program's Annual Report, please clearly state your volunteer work and the nature of the activity i.e. event, presentation, garden care, etc. Use the full name of the activity, the location and what you did there. It is also helpful if you group hours for separate projects on separate sheets.
- List volunteer hours in the appropriate columns as indicated.
 - **Community Ed.** includes plant problem assistance, public presentations, displays/exhibits and booths, and approved gardening projects – even if you didn't formally "teach".
 - **Support** includes all service to UWEX supported programs, to the SEWMG association and to the state WIMGA organization (such as community service projects, being an officer, etc.)
 - **Youth** includes all activities and projects that focus on youth – even if you didn't formally "teach".
- Committee meetings for specific volunteer projects and activities can be counted.
- SEWMG general meetings can be included **ONLY IF** you are serving as an officer or committee chair or co-chair.
- Travel, research, planning and preparation time may be included for specific volunteer activities.
- Travel **MAY NOT** be counted to attend programs for Continuing Education hours.
- For Continuing Education hours, please report the topic, the type of program (workshop, lecture, discussion, etc.), who the speaker or presenter was, and the sponsoring organization, etc.

Service Deposits will be returned when the required number of volunteer hours has been reported to the office on a SEWMG Volunteer Hours Timesheet. Refunds are issued quarterly (approximately).

Continuing Education (C.E.) hours for annual recertification:

Any UW-Extension sponsored programs, presentations, classes or seminars such as:

- Monthly Brown Bag MG WisLine Teleconferences
- Weekly summer Urban Hort Update WisLines
- AudioVisual materials from local UW-Extension programs or UWEX Media Collections
- Plant Health Advisor training & updates
- WIMGA Annual Meetings
- Research Station Field Days
- In-services

Any educational programs, presentations, classes, seminars, trips or tours on horticulture or leadership skill development offered by:

- UW-Extension or the SEW MG, Inc.
- Garden Centers
- Botanical gardens and nature centers
- Tech schools
- Universities or colleges
- Trade Shows (educational portions only)
- Tours (educational portions only)
- WI DNR or other state agencies
- Public radio programs featuring Extension personnel
- Annual MGV Conferences
- Midwest Regional MGV Conferences
- International MGV Conferences
- Other states' Extension program
- Select approved TV programs*

* The state MGV Program Advisory Committee does not specify certain shows but allows any TV programs that follow the horticultural principles promoted by the UWEX and are approved by the local agent or educator to qualify for Continuing Education Hours. Most TV programs that offer research-based information, especially if affiliated with an Extension program, do qualify.

Questions about C.E. hours should be discussed with your county Extension Horticulture Agent or Educator.