**MG Volunteer & Continuing Education Hours for the Year 2015**

**MGV-in-Training** must turn in required volunteer hours within one year of completing training to become certified. **Recertifying MGVs** must turn in volunteer and C.E. hours by **October 1, 2015** to their local county record keeper. **Do NOT** send this form to the Master Gardener Program Office in Madison. **Send your timesheets to:**

**Local Record keeper:** Master Gardener Volunteer Program  
Racine County UW-Extension  
209 North Main St  
Burlington, WI  53105

<table>
<thead>
<tr>
<th>Date</th>
<th>Project Name, Work Accomplished or Continuing Education Topic</th>
<th>Volunteer Hours</th>
<th>Continuing Education Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Youth Ed (I worked with kids)</td>
<td>Comm. Ed (I taught something)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL HOURS</td>
<td>confidentiality requested (see reverse)</td>
</tr>
</tbody>
</table>

**PLEASE CHOOSE ONE:**

- [ ] I intend to participate in the MG Program next year.
- [ ] I am moving on to other things.

New this year!
Individual Wisconsin Master Gardener Volunteer Service & Continuing Education Hours Information

Record your Master Gardener volunteer activities and C.E. hours on the front of this form. *Keep a copy for your files*, turn in hours to the record keeper by October 1.

- **Intern MGVs** – record volunteer hours, a minimum of 24 hours of volunteer service are required for initial certification. Additional Continuing Education hours are **NOT** required the first year (but record them anyway).
- **MGVs recertifying** – record both volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 10 hours of continuing education are required annually.
- **MGVs inactive for 5 or more years** – record volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 20 hours CE are required. Recertification the next year returns to 10 hours CE.
- **Out-of-State MG seeking WI certification** – contact your local Extension agent or the MG Program Office.

All volunteer projects and CE should be for UW-Extension sponsored programs or projects or community or civic group projects or programs, and **should be approved by the local sponsoring UW-Extension Agent. Travel time** based on the time a MGV leaves home until returning home, minus personal errands, and **preparation and research time** on projects or programs can be included in volunteer service hours. (Travel time to CE programs **cannot be counted**.)

**Record volunteer hours by the following categories:**

**Youth Education (Youth Ed)** – volunteer hours dedicated to youth education

- e.g. 4-H projects & activities, county fair, youth clubs & organizations, school classroom presentations

**Community Education (Comm. Ed)** – volunteer hours dedicated to adult/community education

- e.g. displays & presentations on recycling, water quality, environment, Farmer’s Market, Helpline, County Fair booth, tours for the public, group presentations, writing articles for newspapers, newsletters or websites, etc. This includes researching and preparing for presentations.

**Support Services** – volunteer hours dedicated to service projects

- e.g. beautification, water quality or environmental projects, committees, and research projects. Also coordinating MG activities, newsletters, or UW-Ext. office projects, meetings by officers, committees and board members of local MG associations and the WIMGA and local MG meetings, **but only for portions of meetings dedicated to planning or working on Extension approved programs or projects.**

**Continuing Education (CE)** – education hours from attending programs offered by:

- **UW-Extension…..**
  - Level 2 and 3 MGV Training
  - Weekly summer Hort Update programs
  - Advanced Hort programs
  - Public Radio Show hosting Ext. Specialists
- **Groups or businesses that focus on horticulture topics or leadership skill development, such as …..**
  - Master Gardeners
  - Garden Centers
  - Botanical Gardens
- **Horticulture webinars**
- **Materials from UW-Media Collection**
- **WIMGA Annual Conference**
- **Regional MGV Conference**
- **Tech Schools**
- **Trade Shows**
- **Universities or Colleges**
- **Guided Garden Tours**

**NOTE:** While gardening books, unapproved television programs, the Internet and self guided garden tours are encouraged, they **DO NOT QUALIFY** for Continuing Education recertification hours. The quality of this information is variable and difficult to evaluate. The WI Gardener and other selected TV programs approved by the local sponsoring UW-Extension Agent **DO** qualify.

**Request for Confidentiality:**

*Under the Wisconsin Public Records Law, UW-Extension ordinarily must release lists in its custody to the public upon request. Your name, address, telephone number or email address may be included on such a list unless you request confidentiality in writing. The UW-Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested. If you want your name, address, phone and email withheld from lists that are released upon request, please sign and date the following statement (this must be submitted annually): I do not want the University of Wisconsin-Extension to reveal my name, address, or telephone number to the public as part of a record or list.*

Signed ____________________________________________________   Date _____________________