

## Instructions for Master Gardener Time Log Cuyahoga County

The Master Gardener Volunteer Management System was created by the University of California-Davis and used by California MGs. The system works, so problems should be minimal for our use. Each MG will use an email address as a personal ID and will select a password. On-line submissions will be reviewed, and clarification from you may be requested. You will be able to submit and edit your submissions as often as you choose.

Categorizing reported time is critical. Initially, all time was to be forced into categories for the four State Initiatives (Backyard & Local Foods, Environmental Horticulture, Integrated Pest Management, and Invasive Species), but the honest reporting of Administration and Community Service was deemed necessary. Project Categorization Guidelines, attached, were prepared for our Cuyahoga County activities, projects and programs with the objective of reporting hours within the six categories. Line numbers are provided for convenience and may be used as a short-cut reference--they are not official. Distinctions between projects are not always straight-forward or absolute. The selected project should reflect the primary category of the volunteer hours. When an Initiative-specific class or program is being taught within a project generally listed with a different Initiative, list it under Presentations for the Initiative taught. General category descriptions are at the end. Please contact MGV Program Coordinator Pat Koch ([koch.399@osu.edu](mailto:koch.399@osu.edu)) or Educator Jacqueline Kowalski ([Kowalski.124@osu.edu](mailto:Kowalski.124@osu.edu)), for assistance for problem categorizations.

**Volunteer Hours.** Report total volunteer hours, including travel time, in decimal 1/4-hour increments, *i.e.*, 0.25, 0.5, 0.75, 1, rounding up the nearest quarter hour. (Badge time may no longer be claimed as volunteer hours.) You may report the miles driven (rounded to a whole number) as a record for any IRS charitable mileage deductions claimed. Provide a description of the event or activity in which you participated. List the Project from the Project Categorization Guidelines. The project list on the drop-down menu for on-line data entry will match the Project Categorization Guidelines.

A "Population Served" field has been added to the hours reporting form page. Please break down contacts during any presentations or contacts with individuals. Numbers are required of such contacts broken down by numbers of adult males, male youths, adult females and female youths. If you did not have personal contacts, leave the boxes blank. Estimates are acceptable for large groups. If multiple MGs are involved, one person should be designated to submit these data for the entire audience—please make sure the same persons are not counted and submitted more than once.

**Continuing Education Hours.** Report the CE hour credits earned, again in decimal ¼ hours. Use the stated credits or the actual length of the program. Miles driven are not applicable for CE reporting. List the event, class, program or other activity for which CE credits are claimed. For non-MG-approved programs or activities, be sure to submit to MGV Program Coordinator Pat Koch ([koch.399@osu.edu](mailto:koch.399@osu.edu)) or Educator Jacqueline Kowalski, ([Kowalski.124@osu.edu](mailto:Kowalski.124@osu.edu)) a completed form from the Forms web page, or that information in another acceptable format.

### Example:

The following example is based upon the following participation and initial online data submission on June 30:

1. Attend a 2.5-hour Advisory Committee meeting on January 23, driving a total of 28 miles in 1.0 hour.

2. Prepare at home a presentation for 4.0 hours on January 27 for the Library Committee, no driving. This year's topic: Pruning II, so it is a Presentation under Environmental Horticulture
3. Present a 1.5-hour Pruning II presentation on April 30 for the Library Committee, driving 32 miles in 1.0 hour. Also a Presentation under Environmental Horticulture.
4. Clean up the Ben Franklin Perennial Demonstration Garden for 3.0 hours on June 14, driving 18 miles in 1.0 hour.
5. Give a 1.0-hour Presentation on June 21 at the Ben Franklin Perennial Demo Garden on "Common Perennial Plant Pests & Diseases," Driving 18 miles in 1.0 hour.
6. Attend the CE program on Ornamental Trees at the Extension on January 31 for 2.0 CE credits.
7. Attend the From Garden to Table seminar on April 21 for 5.0 CE credit hours.
8. Visit Stan Hywet Hall & Gardens on May 15 for a self-guided garden tour for 1.0 CE credits, and submit to Pat Koch a report of your tour with the information on the tour form from the Forms page of the web site.

### Volunteer Hours

Date	Volunteer Hours (including travel time)	Miles Driven	Event/Activity Description	Project (See Project Categorization Guidelines)
1/23	3.5	28	Advisory Committee meeting	20 – Advisory Committee
1/27	4.0	0	Library Presentation - preparation	162 – Presentations-Environ. Hort.
4/30	2.5	32	Library Presentation - presenter	162 – Presentations-Environ. Hort.
6/14	4.0	18	Ben Franklin Per. Demo Garden	52 – Ben Franklin DG - Perennial
6/21	2.0	18	Ben Franklin Per. Demo - presenter	52 – Ben Franklin DG - Perennial

### Education Hours

Date	CE Hours	Miles Driven	Event/Class/Program Description	Project
1/31	2.0	-	Ornamental Trees	700 - Continuing Education
4/21	5.0	-	From Garden to Table	700 - Continuing Education
5/13	1.0	-	Self-guided tour-Stan Hywet - CE form submitted	700 - Continuing Education