

Reminders & FAQs about Master Gardener Hours & Reporting

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Amy Thompson, Monroe County Master Gardener Program Coordinator

Purpose: the program aims to provide information and technical assistance about gardening and home horticulture through trained and certified volunteers

- The information provided through volunteer service should be unbiased & research based. Many Purdue publications are available free of charge at www.the-education-store.com If you're searching for information and you cannot find suitable research based answers then feel free to contact Amy.
- Participants cannot be paid for their volunteer work but they may accept reimbursement for supplies or personal travel expenses.
- Volunteer efforts should have an educational outcome. Sometimes that outcome may not be immediate but efforts should, either over the long or short term, result in an increase in horticultural knowledge in the community.
- Work in public gardens such as WonderGarden, Hilltop Garden and Nature Center T.C. Steele, Wylie House etc. all count because the ultimate goals of these site is education.
- Volunteer work should not occur at for profit businesses
- You are welcome to create your own volunteer opportunities but be sure to ask Amy if the hours you devote will count prior to investing your time.
- Purdue updated some of their volunteer policies at the end of 2014. Incoming intern class members were brought into compliance with these new policies when they enrolled in the program this year. Established Master Gardeners will be asked to come into compliance with the new policies when they renew their membership for 2016. Items required include consenting to annual sex offender registry checks, confirming your identity with a government issued photo ID, agreeing to the behavioral expectations, and pest policy. Another big change in the policy is that people completing the volunteer training program will have 2 years to complete their initial 35 hours of volunteer service required to become a certified Purdue Master Gardener The updated policy manual can be found here <https://extension.purdue.edu/extmedia/mg/mg-5-w.pdf>
- Annual Requirements (January to December each year) to remain active include:
 - Volunteer for a minimum of 12 hours each year and report that activity to the Master Gardener county coordinator
 - Complete and report a minimum of six hours of educational training
- Regular reporting of hours is appreciated and helps you not lose track of the service you provide. I report volunteer hours every year to Purdue at the end of August. Timely reporting of hours so that I can provide with most accurate information in my reporting is appreciated.
- If there is a lapse in service of more than four years from the last active reporting year, the Purdue Master Gardener volunteer will be required to retake the Purdue Master Gardener Basic Training, purchase any updated Purdue Master Gardener manuals or materials, retake and pass the Purdue Master Gardener Basic Training exam with a score of 70 percent or more, submit a signed Purdue Master Gardener Volunteer Application and Agreement (see page 13), provide evidence of a government-issued photo ID, and be subject to the annual sex and violent offender registry checks

- Hours can reported online at <http://www.four-h.purdue.edu/mg>
- If you have questions about which email you used or your assigned password you can contact our office. Jackie is the best contact jclaffey@purdue.edu
- If you changed your password you will need to get a new password through the “forgot password” link on the website. That is handled through campus and we cannot reset your password we can only share the one which was originally assigned to you.
- The badge order is submitted each month on the 2nd Friday. If, when you enter your hours, you believe you should move up a badge level it is helpful if you send a separate email to jclaffey@purdue.edu or afthompson@purdue.edu – it gives us a heads-up.
- We do not review every master gardener’s hours each month. Instead when you hit the SUBMIT button on the web-based reporting system an email is generated that lets us know JOE GARDENER has updated their hours. IF YOU DO NOT HIT SUBMIT WE DO NOT REVIEW THE HOURS. Several folks have entered hours and then wondered why they haven’t been approved. Its because they’re sitting there but we don’t know they need to be reviewed.
- If you are eligible for a new badge then I submit the order to Purdue, Purdue submits it to a vendor, completed badges are sent to Purdue and then they are sent on to our office. I can take a while to receive the badge.
- If at any point you have any question about your status, think you should have gotten a badge, need your \$50.00 refund from the intern class etc. etc. you are more than welcome to contact our office. Email is best afthomspon@purdue.edu, jclaffey@purdue.edu or ckpercifield@purdue.edu. Jackie and Cindi can often answer questions so feel free to ask them if you are having trouble reaching me.
- If you choose not to use the web-based reporting system (we prefer that you do because it saves staff time) then PLEASE use our form for reporting hours. You can find a pdf and word version here http://www.mcmga.net/reporting_hours.htm