

ENTERING HOURS IN THE CLEMSON REPORTING SYSTEM, SIMPLIFIED

Interns need 40 hours of educational service to be certified, 20 hours of which must be Office Hours. The other 20 hours can be all Non-office hours or a combination of Office Hours and Non-office Hours. Count travel time up to 1 hour total for each activity if travel is involved.

Office Hours, document as **Ask-a-Master Gardener (not Farmers Market)**. Extension Office

- Any Ask-a-Master Gardener booth

Non-office Hours, document as **Educational Program Delivery**

- Any demonstration garden (Compost, Children's, Carolina Yard, Turfgrass)
- Review/revision of PowerPoint presentations
- Assistance at or presenting at a library or garden club
- Authoring an article for the *Gardening in Rich Land* newsletter or RCMGA social media
- Producing a short video for RCMGA social media

For anything else, check with Robin McClellan, Intern/Mentor Director.

Master Gardeners need 20 hours of Educational Service and 10 hours of Continuing Education to remain certified* If any questions, check with Cathy Beattie, Membership Chair.

Educational Service – count travel time up to 1 hour total

- Any work at an Ask-a-Master Gardener booth
- Any work at a demonstration garden (Compost, Children's, Carolina Yard, Turfgrass)
- Any review or preparation of PowerPoint presentations
- Any presentation at a library, garden club, or other venue approved by the RCMGA Master Gardener Coordinator (Jackie Jordan)
- Any work preparing for the annual plant sale or during the plant sale (excluding cashier)
- Authoring an article for the *Gardening in Rich Land* newsletter
- Authoring an article or producing a short video for RCMGA Social Media

Continuing Education – do not count travel time

- Membership meetings in which there is a speaker (1 hour per meeting)
- Master Gardener conferences, jamborees, or symposia
- Programs by Clemson agents
- Programs focusing on horticulture presented by any other organization including native plant societies, garden clubs, other Extensions. Programs covering topics like those in our

Master Gardener Training Manual are acceptable. Examples of presentations that are not approved for Continuing Education include *Making It Grow*, programs on using herbs as medicine, programs discussing agriculture.

Administration – count travel time up to 1 hour total if travel is needed

- Any meeting or preparation for a meeting
- Production of the RCMGA Digest, layout of the *Gardening in Rich Land* newsletter

Community Education – count travel time up to 1 hour total

- Any work in a community garden or a church garden that does not involve educating the public. If the work includes educating the public, document it as Educational Service.

*Documenting less than 20 hours of Educational Service and 10 hours of Continuing Education changes your reporting system status to Active. If you do not document any hours, your reporting system status reverts to Inactive and your background check expires; you will no longer be able to document in the reporting system. To start documenting again, you will need to sign another volunteer agreement and have a criminal background check done (at your cost, if you have had one done before). If it has been five or more years since you last documented in the reporting system, you will need to audit the next MG training class.