



Kerry Smith, State Extension Master Gardener Program Coordinator

Alabama Cooperative Extension System at Auburn University

Service Report Update developed by Jack LeCroy, Lyn Webb, Skip Coulter, Kerry Smith

(August 2022 – August 2023)

Presentation created by Lyn Webb, Calhoun & Chilton MGAs

Reviewed by Don Lassiter, Wiregrass MGA

Extension
Volunteers



Alabama
Master
Gardeners
aces.edu


The New Service Report

A Better Report Helps Tell a Better Story

What happened as a result of our efforts?
Encourage more MGs to report their hours.
Have a well-defined, meaningful glossary.



https://www.acesagmg.site/login.php



Master
Login
First Visit? C
Email
Password

REMEMBER
preload your
password. St
computers (C
Forget Me fu

Having trou

FORGET ME
brought bac

TROUBLE LO
This allows t


Type here to search

Same URL =
<https://www.acesagmg.site>

https://www.acesagmg.site/index.php

Kerry Smith - Extension (ACES)

Helpline Desk | SuperAdmin | MG Librarian | DuesTracker | Hours Reports | Log-Out




HOME | STRATEGIC ASSESSMENT | DIRECTORY | CALENDAR | MG LIBRARY | HELPLINE CALENDAR | **HOURS** | VOLUNTEER | MY PAGE

Welcome!

Master Gardeners are Extension-trained volunteer educators. Under the direction of the Alabama Cooperative Extension System, this program has a two-fold purpose: to increase the availability of home horticulture information through qualified volunteers and to extend the land grant mission across Alabama.

- Reliable: Our gardening advice and programs are science-based.
- Relevant: Our information is timely.
- Reachable: The Master Gardener Helpline: 877-252-4769



ALABAMA

Type here to search 85°F Mostly cloudy 3:09 PM 8/24/2023

NEW Report Layout

- Entry point is the same
- See glossary definitions to the right of each category

Extension Volunteers •

The screenshot shows the 'extension' website for Alabama A&M & Auburn Universities. The top navigation bar includes links for 'Helpline Desk', 'SuperAdmin', 'MG Librarian', 'DuesTracker', and 'Hours'. Below this is a green navigation bar with 'HOME', 'STRATEGIC ASSESSMENT', 'DIRECTORY', 'CALENDAR', 'MG LIBRARY', 'HELPLINE CALENDAR', 'HOURS', and 'VOLU'. A row of six images (cardinal, tools, leaves, flowers, ladder, soil) is displayed. Below the images are four buttons: 'My Summary', 'Vol Hours' (highlighted in green with a red arrow), 'EDU Hours', and 'Donations'. A 'Select' dropdown is partially visible on the right. The main content area is titled 'Report Volunteer Hours' and contains a table with six rows, each with an icon, a category name, and a '[definitions]' link.

Category	Definitions
Growing Ornamentals	[definitions]
Growing Food Plants	[definitions]
Creating/Sharing Info	[definitions]
Community Partner Events	[definitions]
Support Extension Activities	[definitions]
EMG Program Support	[definitions]

A few words about record keeping. We at Master Gardener Central have taken as many precautions as technology allows safe and secure. This should not prevent you from keeping copies of your hours as you earn them, as you enter them, or fr

Windows taskbar: Type here to search, Edge, File Explorer, Outlook, Chrome, Firefox, Word, Excel, PowerPoint, 77°F

Top-Tier

- Broad topics that are clearly separated

The screenshot displays the user interface of the Extension website. At the top right, there are links for 'Helpline Desk', 'SuperAdmin', 'MG Librarian', and 'DuesTracker'. The main logo 'extension' is prominently displayed, with 'ALABAMA A&M & AUBURN UNIVERSITIES' underneath. A green navigation bar contains links for 'HOME', 'STRATEGIC ASSESSMENT', 'DIRECTORY', 'CALENDAR', 'MG LIBRARY', 'HELPLINE CALENDAR', and 'HOURS'. Below this is a row of five images: a cardinal, garden tools, green leaves, pink flowers, and hands working in a garden. A horizontal menu below the images includes 'My Summary', 'Vol Hours' (highlighted in green with a red arrow pointing to it), 'EDU Hours', and 'Donations'. The 'Report Volunteer Hours' section lists several categories, each with an icon and a link to definitions:

Category	Link
Growing Ornamentals	[definitions]
Growing Food Plants	[definitions]
Creating/Sharing Info	[definitions]
Community Partner Events	[definitions]
Support Extension Activities	[definitions]
EMG Program Support	[definitions]

SERVICE REPORT CATEGORIES (January 1, 2024)

1. GROWING ORNAMENTAL PLANTS

2. GROWING FOOD PLANTS

3. CREATING & SHARING
INFORMATION

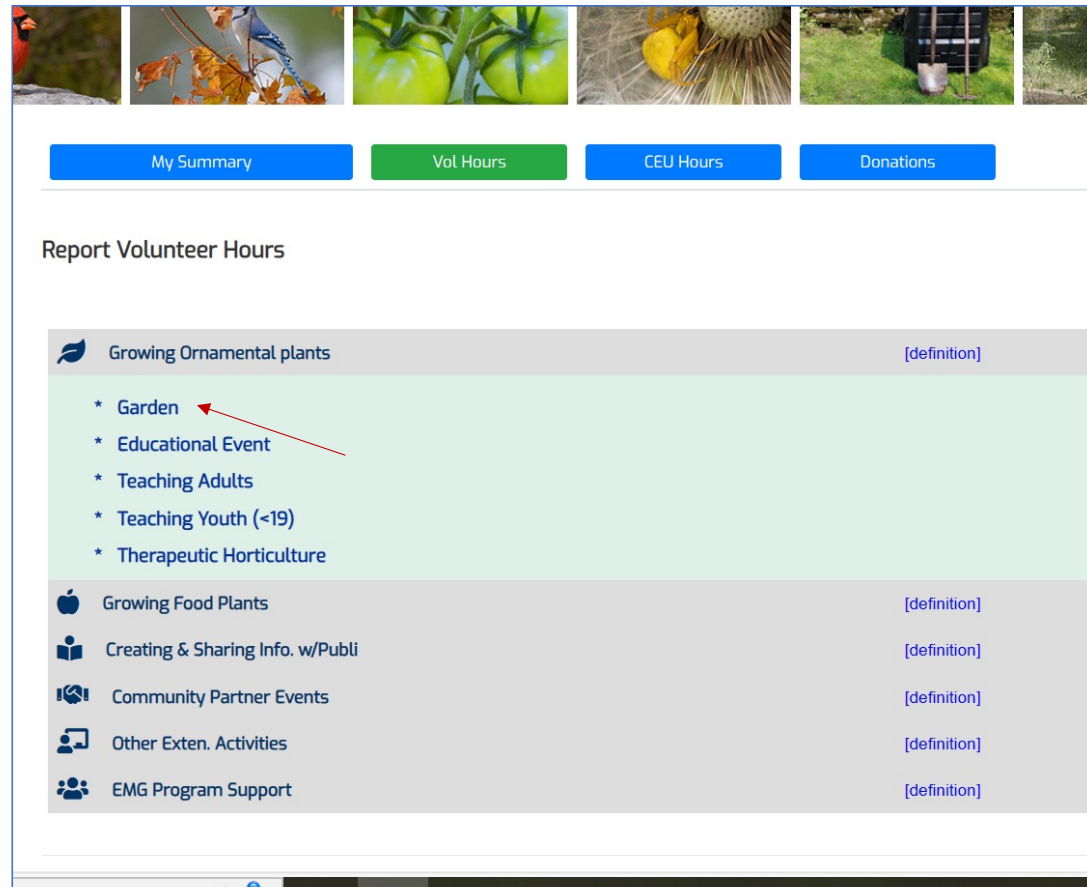
4. COMMUNITY PARTNER EVENTS

5. SUPPORT OTHER EXTENSION
ACTIVITIES

6. EXTENSION MASTER GARDENER
PROGRAM SUPPORT








Second Tier

- Specific activities
- The volunteer activity is reported here.



My Summary Vol Hours CEU Hours Donations







Report Volunteer Hours

-  Growing Ornamental plants [\[definition\]](#)
 - * Garden 
 - * Educational Event
 - * Teaching Adults
 - * Teaching Youth (<19)
 - * Therapeutic Horticulture
-  Growing Food Plants [\[definition\]](#)
-  Creating & Sharing Info. w/Publi [\[definition\]](#)
-  Community Partner Events [\[definition\]](#)
-  Other Exten. Activities [\[definition\]](#)
-  EMG Program Support [\[definition\]](#)

The Report: Growing Ornamental Plants & Growing Food Plants

- Both reports are the same.
- The difference is whether the plants are being grown for consumption or not.

Report Volunteer Hours

-  Growing Ornamental Plants [\[definition\]](#)
 - Garden
 - Educational Event
 - Teaching Adults
 - Teaching Youth (<19)
 - Therapeutic Horticulture
-  Growing Food Plants [\[definition\]](#)
-  Creating & Sharing Info. w/Publi [\[definition\]](#)
-  Community Partner Events [\[definition\]](#)
-  Other Exten. Activities [\[definition\]](#)
-  EMG Program Support [\[definition\]](#)

Garden

Date

Enter Vol Hours

What you did

Number of Contacts

How many people did you help or provide information to at this event? Enter numbers only.

Where

Enter Tax Expenses

Submit/Save

GROWING ORNAMENTAL PLANTS

Choose ONE of the 5 activity types:

- Garden**
- Educational Event**
- Teaching adults**
- Teaching youth**
- Therapeutic horticulture**

Date

Enter Vol Hours

What you did

Number of Contacts

How many people did you help or provide information to at this event? Enter numbers only.

Where

- Caroline Dean Wildflower Trail**
- Grandma's Garden
- Keep Opelika Beautiful sites
- Keisel Park

GROWING FOOD PLANTS

Choose ONE of the 5 activity types:

- Garden**
- Educational Event**
- Teaching adults**
- Teaching youth**
- Therapeutic horticulture**

Date	<input type="text" value="mm/dd/yyyy"/>
Enter Vol Hours	<input type="text"/>
What you did	<input type="text"/>
Number of Contacts	<input type="text"/>
Where	<p>How many people did you help or provide information to at this event? Enter numbers only.</p> <div><input checked="" type="checkbox"/> Bonnie Plants</div> <div>Darden House</div> <div>Keisel Park</div>

GROWING PLANTS (a) (standard definitions)

All these activities represent Extension and/or the Extension Master Gardener Program.

- Some activities are designed to impact the entire community (broad audience).
 - **Plan, establish, or maintain gardens:** These include school gardens, demonstration gardens, public green spaces, botanical gardens, parks, public buildings, city street planters, historical sites, welcome signs, and similar.
 - **Educational event:** Lunch & Learn, school programs, programs at demonstration gardens, workshops, and similar. Volunteers might be involved in event preparations, support, hospitality, or as instructors. Instructors will report their general audience as **Adults** or **Youth**.
- **Therapeutic horticulture:** These activities are for specific groups such as military Veterans, habilitation and rehabilitation centers, seniors at activity centers or residential facilities, and Hospice patients or family members. We use horticulture as a therapeutic tool, with the emphasis on gardening affecting participants mental and physical health.

GROWING PLANTS (b) (standard definitions)

ORNAMENTAL PLANT activities include working with or teaching about plants NOT grown specifically for consumption (flowers, shrubs, trees, etc.).

FOOD PLANT activities include working with or teaching about plants grown specifically for consumption, such as fruits, vegetables, culinary herbs, etc.







Note-1: These activities support Extension Home Grounds' Alabama Smart Yards Program. ([weblink](#)).

Note-2: Time spent researching and preparing a presentation is reported under "Creating & Sharing Information".

The Report: Creating & Sharing Information

- **Researching and creating educational materials**
- **Extension Master Gardener Helpline, Ask-a-Master Gardener, and garden consult: Sharing educational information directly (face to face) and indirectly (non-face to face), or sometimes in small groups (Ask-a-MG).**

Report Volunteer Hours

	Growing Ornamental Plants	[definition]
	Growing Food Plants	[definition]
	Creating & Sharing Info. w/Publi	[definition]
	<ul style="list-style-type: none">• Res./Creating Educ. Materials• Helpline, Ask-an-EMG, Garden consult	
	Community Partner Events	[definition]
	Other Exten. Activities	[definition]
	EMG Program Support	[definition]

Res./Creating Educ. Materials

Date

Enter Vol Hours

What was topic?/ What did you do

Number of Contacts

How many people did you help or provide information to at this event? Enter numbers only.

Where


Enter Tax Expenses

Submit/Save

CREATING & SHARING INFORMATION

CHOOSE ONE ACTIVITY TYPE

- Researching and/or Creating materials that educate**
- Extension Master Gardener Helpline, Ask-a-Master Gardener, and garden consult**

Date 

Enter Vol Hours

What you did

Number of Contacts

How many people did you help or provide information to at this event? Enter numbers only.

(Kerry) Where _____

- A Library program**
- A presentation
- Civic event
- County Fair (Ask-EMG or display)
- Digital article
- Extension Office
- Farmer's market (Ask-EMG)
- Garden Center (Ask-EMG)
- Helpline
- Local newspaper article
- Magazine article
- Municipal landscape consult
- Non-profit's landscape consult
- Residential landscape consult
- School landscape consult
- Social Media website

CREATING & SHARING INFO. (a) (standard definitions)

- **Note-1:** Time spent giving a presentation is reported under “Ornamentals” or “Food Plants”, relative to the workshop’s or presentation’s content.
- **Note-2:** All public-facing materials must be referenced from research-based information.
- **Note-3:** Newsletters and articles prepared for public readership are reported here.
- **Note-4:** Newsletters and articles prepared for the local MG association are reported under “EMG Program Support” + “MGA/AMGA Administration”.

The Report: Community Partner Events

- **Community Partner events** connect Extension and/or the Extension Master Gardener Program with a community partner.
- These are not led by and do not directly represent Extension and/or the Extension Master Gardener Program.
- The community partner is responsible for leading the event.

Report Volunteer Hours

- Growing Ornamental Plants [definition]
- Growing Food Plants [definition]
- Creating & Sharing Info. w/Publi [definition]
- Community Partner Events [definition]
- * Community Partner Event
- Other Exten. Activities [definition]
- EMG Program Support [definition]

Community Partner Event

Date

Enter Vol Hours

What you did for Event

Number of Contacts

How many people did you help or provide information to at this event? Enter numbers only

Community Partner

Enter Tax Expenses

Submit/Save

COMMUNITY PARTNER EVENTS (a) (standard definitions)

The Community Partner is responsible for leading the event. These activities should have a connection to horticulture.

- **Examples:** Davis Arboretum activities, Empty Bowls for Auburn and Opelika, Kiwanis Azalea Sale, Kreher Preserve activities. These may be, but often are not, recurring events.
- **Note-1:** Fundraisers supported for the direct benefit of a community partner should be reported here. The community partner is the organization directly raising the funds and does not share them with the EMG Program.

COMMUNITY PARTNER EVENTS (b) (standard definitions)

- **Note-2:** Report MG-led fundraiser activities under “Extension MG Program Support” because these do support local Extension MG Program activities and priorities.
- **Note-3:** EMG activities in societies, clubs, and other organizations external to our program will not generally count as EMG volunteer hours. When these organizations have a horticultural connection (gardens, trees, bees, etc.), the following activities can count as EMG hours.
 - Serving as the guest speaker = “Ornamentals” or ”Food” + “Teaching adults”
 - Educational program time when the speaker is a recognized expert = “CEU’s”
 - Volunteering with these organizations at one of their events = “Community Partner Events”
- **Note-4:** If activities represent an ongoing partnership AND represent Extension and/or the Extension Master Gardener Program, they should be recorded under “Growing Ornamentals” or “Growing Food Plants” as appropriate. An example is dedicated garden demonstrations at public gardens or parks that are designed, maintained, and used by EMGs or Agents for teaching.

The Report: Support Other Extension Activities

- These volunteer activities directly assist or collaborate with Extension programs outside of those with the Home Grounds team. Extension Home Grounds activities include those related to reporting Growing Ornamentals or Food,

Report Volunteer Hours

- Growing Ornamental Plants [definition]
- Growing Food Plants [definition]
- Creating & Sharing Info. w/Publi [definition]
- Community Partner Events [definition]
- Other Exten. Activities [definition]
- * Support Other Extension Activity
- EMG Program Support [definition]

Support Other Extension Activity

Date: mm/dd/yyyy

Enter Vol Hours:

What you did w/Extension:

Number of Contacts:

How many people did you help or provide information to at this event? Enter numbers only.

Extension Activity: 4H Competitions

Enter Tax Expenses

Submit/Save

SUPPORT OTHER EXTENSION ACTIVITIES

(standard definitions)

Other Extension activities include those with Forestry & Wildlife, Food Safety, Human Nutrition, 4-H, your County Offices, and other activities.

- Examples include *Classroom in the Forest*, *4-H Chick Chain*, *Your Money-Your Life*, *Food Preservation Camp*, helping a Research Center event or project, Extension County Office help, judging 4-H competitions, event registration, event set-up, event hospitality, preparing goody bags, etc.
- **Note-2:** Any activity with Extension that you agree to assist or collaborate.

The Report: EMG Program Support

- **EMG Program Support** includes activities that directly support the Extension Master Gardener Program.
- They impact Extension and / or an MG association (state or local). These activities help the statewide Extension Master Gardener Program run smoothly.

Report Volunteer Hours

- Growing Ornamental Plants [definition]
- Growing Food Plants [definition]
- Creating & Sharing Info. w/Publi [definition]
- Community Partner Events [definition]
- Other Exten. Activities [definition]
- EMG Program Support [definition]**
 - * Support EMG Intern Training
 - * Support Advanced EMG Training
 - * EMG State Steering Committee
 - * Local MGA or AMGA Meeting
 - * Local MGA or AMGA Admin.
 - * Host AMGA Conference/Fall Seminar
 - * Local or State Fundraiser

Local MGA or AMGA Meeting

Date

Enter Vol Hours

What you did

Enter Tax Expenses

EDU Hours?

Submit/Save

EXTENSION MG PROGRAM SUPPORT (a)

(definitions)

ACES support:

- EMG Intern training – any support offered to the training course
- Advanced EMG support – manage, mentor, or serve on advisory committee
- EMG Steering committee – a state committee
- Local MGA/AMGA Meeting - Attending or helping others attend the association meeting, or other organizational support.
- Fundraising efforts such as the Garden Tour and Native Azalea Sale
- The Steering Committee decided to simplify the travel time definition = count round-trip time plus volunteer hours.

EXTENSION MG PROGRAM SUPPORT (b)

(standard definitions)

- **Local MGA/AMGA administration:** Officers, committee chairs, committees, MGA newsletter writers and editors, and other leadership and management duties.
 - **Note-1:** Newsletters and articles prepared for the local MG association are reported here.
 - **Note-2:** Newsletters and articles prepared for public readership are reported under “Creating & Sharing Information”.
- **Host AMGA Conference or Fall Seminar:** meetings, work sessions, planning, registration, writing articles, research, execution, and evaluation of event.

ADDITONAL CATEGORIES (January 1, 2024)

My Summary

2023 Hours

2024 Hours

CEU Hours

Donations

7. CEUS

8. DONATIONS

The Report: CEUs

- **Extension Master Gardener Intern** graded assignment. Automatic report.
- **Extension Master Gardener Continuing Education – 10** hours per year may be obtained in-person, by webinars, meetings, or websites. However, all instructors must be recognized and respected experts in the topic presented.
- **Advanced EMG Training**

The screenshot shows a web interface for reporting educational hours. At the top, there are four navigation buttons: 'My Summary', 'Vol Hours', 'EDU Hours' (highlighted in green with a red arrow), and 'Donations'. Below the navigation is the 'Educational Hours' section, which includes a form with the following fields:

- Date: 10/15/2023
- Edu Category: CEU, Advanced EMG Training
- Enter Edu Hours: [text input]
- Travel Time: [text input]
- What: [text input]
- Where: AMGA Conference (dropdown menu open)

The dropdown menu for 'Where' lists the following options: AMGA Conference, AMGA Fall Seminar, EMG conference-another state, Extension program, Educational Tour, Monthly MGA mtg program, Webinar, Website, and Other. The 'Monthly MGA mtg program' option is currently selected and highlighted.

EXTENSION MASTER GARDENER EDUCATION (b)

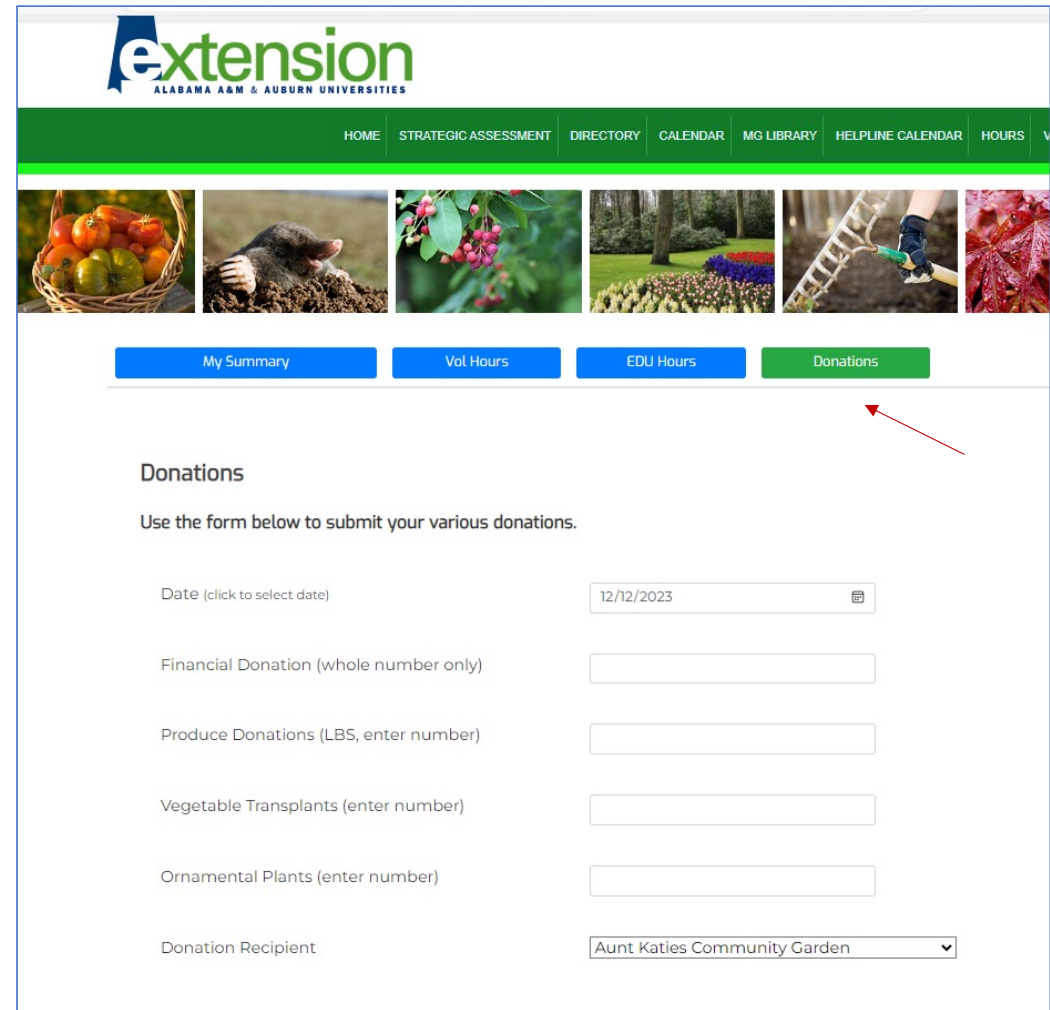
(standard definitions)

- **Note-1:** Public outreach presentations, which are part of Advanced Extension Master Gardener certification, are reported under “Growing Food Plants” or “Growing Ornamentals” as appropriate.
- **Note-2:** CEUs and Advanced EMG certification are the ONLY sub-categories that report Travel Time as a separate entry. This prevents exaggerating the annual report of EMG education hours. You should report travel time round-trip, to and from educational opportunities.
- **Note-3:** Extension Master Gardener Interns do not need CEUs but can attend these events as they choose. If reported, these hours will not count toward the 50 volunteer hours (minimum) required for certification. They will count toward their lifetime record of hours.

The Report: Donations

(This is a brand new in 2024!)

- This is to report your personal donations
 - Monetary – GMGM produce – GMGM transplants – ornamental plants
- “Donation Recipient” is a dropdown list written by your Agent and Hours Manager.
- If the “Recipient” is NOT listed, discuss with your ACES Agent and EMG Hours Manager.



The screenshot shows the 'extension' website header for Alabama A&M & Auburn Universities. A navigation bar includes links for HOME, STRATEGIC ASSESSMENT, DIRECTORY, CALENDAR, MG LIBRARY, HELPLINE CALENDAR, and HOURS. Below the navigation bar is a row of five images: a basket of tomatoes, a mole, red berries, a garden, and a person digging. A menu bar contains buttons for My Summary, Vol Hours, EDU Hours, and Donations. A red arrow points to the Donations button. The Donations form includes a date selector (12/12/2023), input fields for Financial Donation, Produce Donations, Vegetable Transplants, and Ornamental Plants, and a dropdown menu for Donation Recipient (Aunt Katies Community Garden).

VALIDATING SERVICE HOURS (Reminder)

<https://mg.aces.edu/resources/>

- Will it benefit the community?
- Is it associated with a noncommercial group or endeavor?
- Is it related to gardening, the environment, or an Extension program?
- Are you helping people learn?
 - “We improve the lives of Alabamians through research-based horticulture education delivered by a dedicated, trained, and involved Extension volunteer team.”

COUNTING “CONTACTS” (Reminder)

- “Contacts” are defined as the number of people who receive information or instruction from you, the Extension Master Gardener Volunteer.
- Your Extension Master Gardener Volunteer peers ARE counted as contacts when you are providing them with instruction or information.
- Your Extension Master Gardener Volunteer peers are usually NOT counted as contacts when volunteering together or attending a meeting (demo. garden, plant sale, flower bed maintenance, conference, etc.)

Many Thanks!

To the Extension Master Gardener Program Steering
Committee, Service Report Update sub-committee
– Jack LeCroy, Lyn Webb, Skip Coulter –
(August 2022 – August 2023)

.....

Chris Cook, Hemispheres Internet, Inc.





Kerry Smith, State Extension Master Gardener Program Coordinator
Alabama Cooperative Extension System at Auburn University
2024 Service Report

