

Dear Rutgers Master Gardener Volunteer:

Thank you for your dedication to the Rutgers Master Gardener program in Passaic County. Your volunteer hours are very important to County Freeholders, Rutgers University and the New Jersey Agricultural Experiment Station, and for your own recognition and awards. Please remember to record your volunteer time at approved Rutgers/MGAPC sites.

A volunteer becomes a Certified Rutgers Master Gardener after 70 hours of "doing" (effective 9/2009, 10 hours on the Helpline plus 60 hours in other approved projects). Certification can occur during MG training. After certification, active Rutgers Master Gardeners volunteer 25 hours ("doing") and get 10 hours of continuing education ("learning") **yearly**.

What counts as "doing" or volunteer time?

- The Rutgers Master Gardener Coordinator (Elaine Fogerty) approves the **program or site**. This could include municipal, county or state building beautification programs, horticultural therapy/education projects, and educational programs at schools, libraries, and other sites.
- The **project** receives MGAPC funding (Laurelwood Arboretum, several gardens at NJBG/Skylands, Clifton Boys and Girls Club, Morris Canal Park, to name a few). In addition, if you are on a committee of a recognized Rutgers MG project to review plans, coordinate programs, make budgets, hire port-a johns, WHATEVER, that time counts towards the project "MG activity" column; not administration.
- **Helpline** hours are at the RCE office in Wayne. Please sign the office register also.
- **Outreach hours** are at the approved Rutgers MG/MGAPC site, including planning meetings. Travel time is included.
- **Education hours** are the times that you have taught a group of people at a meeting or site (horticultural therapy/education, classroom lectures, garden tours, for example). PLEASE COMPLETE THE AUDIENCE CONTACT FORM ALSO.
- **Administrative hours** are time at MGAPC and MGANJ meetings, other MGAPC work (newsletter prep, etc), and travel time.

What is NOT approved for volunteer time?

- Working on your own property, your friends' or neighbors' properties.
- Activities and meetings at other garden clubs (unless you are teaching or leading an educational program).

What counts as "learning" or continuing education?

- An educational program with a teacher or leader. **Guided** garden tours, adult education classes, botanical garden programs, RCE training, MGAPC programs, etc.
- Approval is from the Rutgers Master Gardener Coordinator.
- Travel time is not to be included.

## What is NOT approved as continuing education?

- Watching television.
- Reading books or magazines.
- Anything without a teacher or leader.

## How to complete the time sheet correctly...

- Write the date (month and day) in the correct column.
- Tell me where you were and what you did. Example: weeding Lilac Garden; teaching bulb planting at the Clifton Boys and Girls Club.
- Add travel time.
- Actual "doing" or volunteering goes in the "OUTREACH" column.
- If you lead an educational program at a club, school, library or other group, count the hours in the "EDUCATION" column (see next section).

## If you lead an educational program at a club, school, library, or other organization...

- Please complete the **Audience Contact Form**. Write the date, the activity (title of lecture and where), and the number of adults or children in attendance.
- These contact numbers and activities are very important for the Rutgers Master Gardener outreach efforts.

It is vital to keep track of and turn in your volunteer time sheets. When you fill it up, mail or bring it in. Our office has more forms. If you have any questions, please e-mail me: [fogerty@njaes.rutgers.edu](mailto:fogerty@njaes.rutgers.edu)

Thanks for all that you do. It is truly appreciated.

Sincerely,

*Elaine Fogerty*

Elaine Fogerty  
County Agricultural Assistant

enc. time sheet and contact form  
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