

Polk County Master Gardeners -- Volunteer Recording System Reference 2018

Step 1: Enter Date of Volunteer Service or Education

You may either enter the date manually in the box provided or click on the calendar icon and then scroll to the month and click on the date.

Step 2: Location – Location - Location **Please Select a Specific Location, a Polk Area Location, or “Outside Polk Count.* (do NOT pick “other”)

Really Common Places We Volunteer at or go to for Continuing Education are listed:

- Greater DsM Botanical Garden
- Iowa State Fairgrounds
- PC MG Greenhouse
- Polk County Extension Office

Geographic Areas in Polk County

- **Central:** Downtown DsM, Central DsM, Drake, Beaverdale
- **East:** Altoona, Bondurant, E. DsM, Mitchellville, Pleasant Hill
- **North:** Ankeny, Johnston, Polk City
- **South:** Carlisle to Downtown Des Moines
- **West:** Urbandale, Clive, West Des Moines, Windsor Heights

Farther Away?

“Outside Polk County”

Whether it was another county in Iowa or another state.

Step 3: Find the Polk County Master Gardener Project that you volunteer for in the chart below. The chart will help you to identify the correct statewide “Category”:

Local Project (Polk County Master Gardener Projects—you must select the correct “Category” for PC MG Projects to appear in in this list.)	Category (a statewide bucket)
All Iowa MG Art Show	Event
Art in the Garden Fair	Event
Bus Trip Committee	Event
Farmers’ Market	Park, Public Space or Farmers’ Market
Garden Tour	Event
Greenhouse	Other
Plant Sale	Event
Program Committee	Event
Demonstration Garden – Polk Co.	Demonstration Garden
Demonstration Garden – Polk Co.	Marketing
Demonstration Garden – Pantry Garden Project	Food Security Mini Grant
Discovery Garden	Demonstration Garden
Discovery Garden	Marketing
Enabling Garden	Demonstration Garden
Enabling Garden	Marketing
Enabling Garden – Pantry Garden & Fruit Trees	Food Security Mini Grant

Steering Committee	Other
Teaching Adults (presentations / leading a class)	Event
Represent PC MG at event or w/ media, create or distribute flyers	Marketing
Consult, organize, lead project for public garden	Park, Public Space or Farmers' Market
School Garden or Youth Group Mentoring / Teaching	Youth
Central Iowa Shelter and Services Pantry Garden	Food Security Mini Grant
School Pantry Garden-SNAP grant	Food Security Mini Grant
Other planning meetings & administrative	Extension Office
Continuing Education Requirement	Continuing Education Requirement
Nothing needed in this column-Use for Greater Des Moines Botanical Garden)	Park, Public Space or Farmers' Market
Please do NOT use "community garden" under "Category"	

Step 4-- Description Box: Please briefly describe the educational event or webinar that you attended OR about the volunteer service you provided in the "Description" space for each entry.

Step 5—Save! Remember to use the "Save" button before your next entry!) If you have more to enter, you can "copy" your last entry, make changes, and then be sure to use the SAVE button again. Each time the system will display a box that "congratulates" you if your entry was saved.

Time Saving Tips: Do you volunteer several times per month for the same project? If you volunteer multiple times in the same month for the same project and activity, you may add together all of the times, select the last date in that month that you volunteered and make one total entry. You may also include your transportation time round trip to that activity.

Reminders on Education Hours: Travel time to and from an educational event is not allowed as of January 2018 (previously there was a volunteer category for this which has been discontinued). Webinars (picture and sound) are allowed however *listening to podcasts or radio programs is not. Reading material (even text books) on your own is also not allowed for continuing education credit.* For more information, here is the link to the Master Garden Manual: <https://www.extension.iastate.edu/mastergardener/files/page/files/20180319%20MG%20Volunteer%20Manual.pdf>

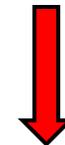
Viewing horticulture webinars is allowed. ISU has many on their websites as do Extension Services in other states. Watch for links in the Master Gardener newsletters or contact Ike for assistance. Link to the Iowa Master Gardener webpage: <https://www.extension.iastate.edu/mastergardener/>

Minimum Hours per Calendar Year: 20 Volunteer Service Hours (you may include travel time to and from volunteer service) / **10 Education Hours** (travel time is not allowed for education)

Review: Putting it in Order from top down, after the date, you'll enter like this:

Location (examples that would be appropriate for each Project are shown in this column)	Category (a statewide bucket)	Local Project (Polk County Master Gardener Projects—you must select the correct “ Category ” for PC MG Projects to appear in in this list.)
Greater DsM Botanical Garden	Event	All Iowa MG Art Show
West: Urbandale, Clive . . .	Event	Art in the Garden Fair
West: Urbandale, Clive . . .	Event	Bus Trip Committee
Central: Downtown DsM . . .	Park, Public Space or Farmers’ Market	Farmers’ Market
North: Ankeny, Johnston . . .	Event	Garden Tour
PC MG Greenhouse	Other	Greenhouse
PC MG Greenhouse	Event	Plant Sale
Polk County Extension Office	Event	Program Committee
West: Urbandale, Clive . . .	Demonstration Garden	Demonstration Garden – Polk Co.
North: Ankeny, Johnston . . .	Marketing	Demonstration Garden – Polk Co.
West: Urbandale, Clive . . .	Food Security Mini Grant	Demonstration Garden – Pantry Garden Project
Iowa State Fairgrounds	Demonstration Garden	Discovery Garden
North: Ankeny, Johnston . . .	Marketing	Discovery Garden
East: Altoona, Bondurant . . .	Demonstration Garden	Enabling Garden
East: Altoona, Bondurant . . .	Marketing	Enabling Garden
East: Altoona, Bondurant . . .	Food Security Mini Grant	Enabling Garden – Pantry Garden & Fruit Trees
Polk County Extension Office	Other	Steering Committee
Central: Downtown DsM . . .	Event	Teaching Adults (presentations / leading a class)
East: Altoona, Bondurant . . .	Marketing	Represent PC MG at event or w/ media, create or distribute flyers
North: Ankeny, Johnston . . .	Park, Public Space or Farmers’ Market	Consult, organize, lead project for public garden
Central: Downtown DsM . . .	Youth	School Garden or Youth Group Mentoring / Teaching
Central: Downtown DsM . . .	Food Security Mini Grant	Central Iowa Shelter and Services Pantry Garden
Central: Downtown DsM . . .	Food Security Mini Grant	School Pantry Garden-SNAP grant
Polk County Extension Office	Extension Office	Other planning meetings & administrative
Polk County Extension Office	Continuing Education Requirement	(Nothing need in this column)
Greater DsM Botanical Garden	Park, Public Space or Farmers’ Market	Nothing needed in this column-Use for Greater Des Moines Botanical Garden)

See an example on the next page



Example: Volunteered at Discovery Garden

Save

Work Details

Education or Volunteer Hours?

To report education hours, select "Continuing Education Requirement" from the Category drop down. The Education Hours field will appear at the bottom of the form. Any other selected Category will reveal the input fields for volunteer hours and contacts.

Instructions

Fields marked * are required.
Some select fields (drop down boxes) need to be selected for others to populate. The "?" holds hints and further instructions for a field.

Date *

03/03/2018 ?

Location *

Iowa State Fairgrounds ?

Category *

Demonstration Garden ?

Local Project or Sub-Category

Discovery Garden ?

Description

Helped with spring clean-up. ?

Volunteer

Volunteer Hours

2.00 ?

Contacts

?

Education

* Required field(s)

Save

Date (of Volunteer Service)	03/03/2018
Location	Iowa State Fairgrounds
Category	Demonstration Garden
Local Project or Sub-Category	Discovery Garden
Description	Helped with spring clean-up.

Remember to Click Save