



**SERVICE HOURS & CONTINUING EDUCATION  
YEARLY RECORD SHEET**

Use the other side of this form to record your Master Gardener volunteer activities and C.E. hours. *Keep a copy for your files,* then turn in hours quarterly to the recordkeeper listed.

- Intern MGVs** – record volunteer hours for initial certification. Additional Continuing Education hours are **NOT** required the first year (but you can record them anyway) . A minimum of 24 hours of volunteer service are required.
- MGVs recertifying** – record both volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 10 hours of continuing education are required annually.
- Certified MGVs taking additional training courses** – record both volunteer and continuing education hours. To determine the number of volunteer hours required, check with the Extension Agent sponsoring your class. These same hours can be used to complete the annual recertification requirement of 24 volunteer and 10 CE hours.
- MGVs inactive for 5 or more years** – record volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 20 hours CE are required. Recertification for the next year returns to 10 hours CE.
- Out-of-State MG seeking WI certification** – contact your local Extension agent or the MG Program Office for guidelines.

All volunteer projects and C.E. should be for UW-Extension sponsored programs or projects or community or civic group projects or programs, and should be approved by the local sponsoring UW-Extension Agent. **Travel time** based on the time a MGV leaves home until returning home, minus personal errands, and **preparation and research time** on projects or programs can be included in volunteer service hours. (Travel time to CE programs **cannot be counted**.)

**Record volunteer hours by the following categories:**

**Youth Education (Youth Ed)** – volunteer hours dedicated to youth education  
i.e. 4-H projects & activities, county fair, youth clubs & organizations, school classroom presentations, etc.

**Community Education (Comm. Ed)** – volunteer hours dedicated to adult/community education  
i.e. recycling, water quality & environmental displays & presentations, Farmer’s Market, Gardenline, trips or tours for the public, group presentations, writing articles for newspapers, newsletters or websites, etc.

**Support Services** – volunteer hours dedicated to service projects  
i.e. community beautification, water quality and environmental projects, community committees, and research projects. Also coordinating MG activities, newsletters, or UW-Ext. office projects, meetings by officers, committees and board members of local MG associations and the WIMGA and local MG meetings, but only for portions of meetings dedicated to planning or working on Extension approved programs or projects.

**Continuing Education (CE)** – education hours from attending programs offered by:

- UW-Extension.....
 

Brown Bag MG Monthly programs	Satellite programs	Research Station Field days
Weekly summer Hort Update programs	Materials from UW-Media Collection	International MG Conference
Advanced Hort programs	WIMGA Annual Conference	Other Ext. programs
Public Radio Show hosting Ext. Specialists	Regional MG Conference	Other states’ Ext. programs
  
- Groups or businesses that focus on horticulture topics or leadership skill development, such as .....
 

Master Gardeners	Tech Schools	Guided Garden Tours
Garden Centers	Universities or Colleges	WI Gardener on Public TV
Botanical Gardens	Trade Shows	WI DNR or other state agencies

**NOTE:** While gardening books, unapproved television programs, the Internet and self guided garden tours are encouraged, they **DO NOT QUALIFY** for Continuing Education recertification hours. The quality of this information is variable and difficult to evaluate. The WI Gardener and other selected TV programs approved by the local sponsoring UW-Extension Agent **DO** qualify.

Under the Wisconsin Public Records Law, UW-Extension ordinarily must release lists in its custody to the public upon request. Your name, address, telephone number or email address may be included on such a list unless you request confidentiality in writing. The UW-Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested.

**If you want your name, address, phone and email withheld from lists that are released upon request, please sign and date the following statement (this must be submitted annually):**

I do not want the University of Wisconsin-Extension to reveal my name, address, or telephone number to the public as part of a record or list.

Signed \_\_\_\_\_ Date \_\_\_\_\_