

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.

Consider carefully before checking and signing ONE of the statements below:

- If you want your name, address and telephone number **withheld** from lists that are released upon request, please sign and date the following statement:**

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. I understand that by signing here that my name will NOT be included on the Ozaukee Master Gardener membership list.

Signed _____ Date _____

- If you want your name to be **included** on the Ozaukee Master Gardener membership list or directory, please sign and date the following statement:**

I want my name to be included on the Ozaukee Master Gardener membership list and directory. I understand that by signing here that my name, address or telephone number might be revealed to the public as part of a record or list.

Signed _____ Date _____

**INDIVIDUAL WI MASTER GARDENER VOLUNTEER
SERVICE HOURS & CONTINUING EDUCATION
YEARLY RECORD SHEET**

Use the first page of this form to record your Master Gardener volunteer activities and C.E. hours. *Keep a copy for your files*, then turn in hours to the record keeper listed by the deadline.

- **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.
- **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

e.g. 4-H projects & activities, county fair, youth clubs & organizations, school classroom presentations.

Community Education (Comm. Ed) – volunteer hours dedicated to adult/community education

e.g. recycling, water quality & environmental displays & presentations, Farmer’s Market, Garden line, trips or tours for the public, group presentations, writing articles for newspapers, newsletters or websites, etc. This includes researching and preparing for presentations.

Support Services:

1. At least ten (10) of your hours must come from these OMG-sanctioned activities: Advocates for Women and Children Center; All about Herbs; Education Committee; Executive Board; Heirloom Plant Sale; Kuhefuss House; Lasata; Membership Committee; Writing for or Editing *The Best Dirt*; Ozaukee County Fair; Pioneer Village; Port Washington Triangle Garden; Publicity Committee; Tendick Park; USS Liberty Memorial Library; Washington County Community Gardens; Website; Webster School; Yard and Garden Line; Other long- or short-term committee work approved by the Executive Board. For a description of these projects, see www.ozaukeemastergardeners.org.

2. You may also accumulate volunteer hours when attending WIMGA meetings, working on UW-Extension office projects, and community service projects i.e. community beautification, water quality and environmental projects, research projects, and community committees.

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

- UW-Extension.

Level 2 MG Training	Horticulture Webinars	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.