

## Volunteer Report

PURDUE EXTENSION
MASTER GARDENER PROGRAM

Reporting is strongly encouraged in the online MG Manager program: https://www.purdue.edu/mg-volunteer/login.php. However, if you have computer or login problems that cannot be quickly resolved, hours may be turned in any time via this form. Multiple reports may be turned in each calendar year, but at a minimum, Whitley County volunteers should return form for prior year's hours to the Purdue Extension office annually by Sept. 30.

|                      | Your Name                          |                    |                  |                  |               |
|----------------------|------------------------------------|--------------------|------------------|------------------|---------------|
| ☐ I believe          | these hours now qualify me to re   | eceive a(n)        |                  |                  | badge.        |
| Please <b>prin</b> t | t clearly and include actual conta | act, travel, and p | preparation tin  | ne. Duplicate as | needed. Pleas |
|                      | round all time to nearest quar     | ter hour (e.g. oi  | ne hour, fifteen | minutes = 1.25   | )             |
|                      | Describe Volunteer Work            |                    |                  | Educational      | No.           |
|                      | Performed*                         |                    | Volunteer        | Training         | Contacts      |
| Date(s)              | Or Training Attended**             | Location           | Hours*           | Hours**          | (People)***   |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |
|                      |                                    |                    |                  |                  | Adults        |
|                      |                                    |                    |                  |                  | Youth         |

## All hours are subject to approval by county Master Gardener Coordinator

**TOTALS** 

- \*Volunteer Hours: You teach or serve others. This is time that you spend planning or providing an educational event or educational service activity for the benefit of the community, while representing the Purdue Extension Master Gardener Program. This can include the business portion of the monthly Master Gardener Association meetings, where volunteer projects are discussed. Time includes teaching, driving and reasonable preparation time.
- \*\*Educational Training Hours: You learn. This is time that you spend furthering your *own* education such as seminars, Purdue training sessions, advanced Extension Master Gardener training events, and other gardening related lectures (including speakers at monthly Master Gardener Association meetings). Time includes learning time only.

\*\*\*No. Contacts: The number of people who receive information from you (such as giving an informal or formal educational presentation).

All hours are cumulative – you never "lose" hours.

To keep "active" status, the guideline is that volunteers should accumulate a minimum of:

- 12 volunteer hours and
- 6 education hours each year.

Return to: Purdue Extension-Whitley County, Whitley County Courthouse Annex, 524 Branch Court, Columbia City, IN 46725

Adults

Youth

## **Certification Levels**

Once a Purdue EMG has fulfilled their volunteer hour commitment for initial certification, the individual is eligible to work toward Advanced Purdue EMG certification. Purdue EMG Program advanced certification requires at least 10 hours of approved additional instruction and a minimum of 25 hours of additional volunteer service.

Additional advanced EMG certification levels include Bronze, Silver, Gold, and Platinum. The Gold level further recognizes those who have volunteered 1,000, 2,000, 3,000, 4,000, and 5,000 hours and Platinum levels recognize volunteers contributing 6,000, 7,000, 8,000, 9,000, and 10,000 volunteer hours. EMGs will be awarded certificates and name badges for each level achieved through their volunteer activity and training.



## **Minimum Certification Requirements**

| Certification Level          | Cumulative Volunteer Hours | Cumulative Educational Hours |  |
|------------------------------|----------------------------|------------------------------|--|
| Certified EMG *              | 40                         | 40                           |  |
| Advanced EMG *               | 65                         | 50                           |  |
| Advanced EMG Bronze          | 200                        | 60                           |  |
| Advanced EMG Silver          | 500                        | 75                           |  |
| Advanced EMG Gold 1,000      | 1,000                      | 100                          |  |
| Advanced EMG Gold 2,000      | 2,000                      | 150                          |  |
| Advanced EMG Gold 3,000      | 3,000                      | 200                          |  |
| Advanced EMG Gold 4,000      | 4,000                      | 250                          |  |
| Advanced EMG Gold 5,000      | 5,000                      | 300                          |  |
| Advanced EMG Platinum 6,000  | 6,000                      | 350                          |  |
| Advanced EMG Platinum 7,000  | 7,000                      | 400                          |  |
| Advanced EMG Platinum 8,000  | 8,000                      | 450                          |  |
| Advanced EMG Platinum 9,000  | 9,000                      | 500                          |  |
| Advanced EMG Platinum 10,000 | 10,000                     | 550                          |  |

<sup>\*</sup> Note: All EMG volunteers trained prior to January 1, 2020 will be required to complete at least 35 cumulative volunteer hours and 35 cumulative education hours for "certified EMG" and at least 60 cumulative volunteer hours and 45 cumulative education hours for "advanced EMG".