



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

Reporting Hours Cheat Sheet

Master Gardener Volunteer Service Categories

Master Gardener Volunteer Service

Annual minimum: 20 hours (active status)

Educational Outreach

- Teaching workshops
- Teaching youth
- Staffing booths at which you answer garden questions or education the public (State Fair)
- Interviews (radio, tv, or other)
- Writing articles on horticultural topics

Service

- Demonstration Garden Projects
- Community garden projects*
- Planting trees or pruning trees*
- Citizen science including CoCoRAHS, seed trials, rose trials, etc.

Support

- Attending club meetings
- Planning/preparing club events
- Planning/Preparing for South Dakota Master Gardener Conference
- Prepping for an education booth
- Social media

* These are permissible IF there is an educational component.

Continuing Education

Annual minimum: 10 hours (active status)

Enhancing Your Education

It is important to stay up-to-date on the latest research and information so as to properly inform the public. Continuing Education may include:

- Organized class, workshop, seminar, lecture, webinar, etc.
- May be face-to-face or online
- Instructors may include experts from the horticulture industry/association professional (or a related industry). Instructors may also include government agencies such as SDSU, Department of Agriculture or conservation districts.
- Time spent reading horticulture-related education materials (example Tree Pest Alert)
- Time spent researching horticulture topics in preparation for a Master Gardener presentation
- Time spent learning from other Master Gardeners who give horticulture presentations.
- **Remember:** Continuing Education must be research-based, scientifically defensible and appropriate to South Dakota's climate and conditions.

Master Gardener Approved Activities

Approved Volunteer Activities

- Answer garden questions for the public (e.g. farmer's market booth, State Fair booth)
- Providing research assistance (for SDSU Extension or other approved entities)
- Maintain demonstration gardens
- Teach garden lessons to adults or youth
- Donating excess produce to food pantries (weigh and report total lbs)
- Support garden design for a community space (e.g. school garden, Main Street plantings)
- Plan a public event (e.g. plant sale, garden tour)
- Create communication materials about gardening (e.g. club newsletter, posts for MG social media)
- Participate in MG management (e.g. attend club meetings, serve on Advisory Council)
- Volunteering at a community garden or school/youth garden
- Setting up county fair Horticulture exhibits

Unapproved Volunteer Activities

- Maintaining private gardens (e.g. gardening at a family member or neighbor's yard)
- Free labor for a business or public space (e.g. landscaping for your church or other places that do not have an educational component)
- Answering garden questions for family members or close friends
- Driving time
- Topics to avoid when presenting or answering questions: marijuana/hemp, hazard tree issues, poisonous spiders/insects, poisonous plants, mushrooms/foraging, medicinal use of herbs
- Master Gardeners must not promote or advertise products, businesses, or political beliefs