



**MASTER  
GARDENER**  
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## Reporting Florida Master Gardener Hours

Florida Master Gardeners from across the state donate large numbers of hours each year. The following guidelines should be followed for reporting volunteer time and continued training.

**Master Gardener Volunteer Hours** consist of time spent performing activities approved by the County Master Gardener Coordinator that support the mission and goals of the Florida Master Gardener Program in each county. Follow the guidelines below in determining what constitutes a reportable volunteer hour.

- Standard activities like answering phones, hosting plant clinics, giving educational presentations, planting and maintaining demonstration gardens, and other similar activities approved by the County Master Gardener Coordinator count as volunteer hours.
- Meetings often consist of a business portion and educational portion, and each part should be logged appropriately. The business portion of the meeting constitutes reportable volunteer time, while the educational portion counts as continued training.
- Travel time to volunteer activities should not count toward the pledged annual volunteer commitment. (Some counties have special local policies.)
- Attendance at educational events cannot count toward the pledged annual volunteer commitment. These hours should be logged and recorded as continued training hours (see next section).
- Time spent planning and executing Master Gardener related social functions constitutes reportable volunteer hours. Attendance at a social event does not qualify as volunteer time.

**Master Gardener Continued Training** consists of hours logged learning about the latest horticulture-related information. All continued training activities must be approved and deemed acceptable by the County Master Gardener Coordinator. Follow the guidelines below in determining what constitutes a reportable continued training hour.

- Meetings often consist of a business portion and educational portion, and each part should be logged appropriately. The business portion of the meeting constitutes reportable volunteer time, while the educational portion counts as continued training.
- Educational field trips are a great way to keep learning. The lecture or guided portion of the trip can count as continued training hours, but no part of the trip would constitute volunteer hours.
- Travel time to educational events should not be reported.

**Volunteer and educational hours should be reported as soon as possible following the activity into the VMS system.**