

Extension Master Gardener Program

Volunteer and CEU Hour Guidelines

Newly Trained Extension Master Gardeners:

1. You are required to volunteer 40 hours in community service and complete them within the 12 months after your final EMG classroom training. You will then be considered an active, certified Extension Master Gardener (EMG).
2. You may go ahead and start working on those 40 hours while you are being trained in the classroom.
3. It is your responsibility to keep track of your own hours.
4. Hours can be given for drive time.
5. Any volunteer project/activity must be pre-approved by Beth Wilson.
6. Coming to monthly EMG meetings counts as 1 hour volunteer time regardless of length of meeting.
7. Report your volunteer time to Kathy Mantooth. Get in the habit of reporting at least monthly. Include date of the volunteer activity, what the activity was, number of hours worked, the number of contacts made, and any other pertinent information. These can be emailed to Kathy (kitooth@yahoo.com) or can be delivered on paper to Kathy at monthly meetings.
8. You are NOT required to obtain any CEUs during the first year when you need 40 hours of volunteer time.

Examples of Approved Volunteer Projects/Activities

- Participate in workdays at various garden sites (Mill Springs, Extension Garden, etc)
- Work on committees for EMG projects (Mill springs planning, garden tour, seed lending library, etc)
- Participate in elementary or middle school career days or other educational events
- Participate in Extension youth day camps (usually in June/July)
- Write newsletter or newspaper articles (you can count your hours researching and writing)
- Teach a class of your choice (count your time planning, researching, and teaching)
- Make educational videos on the topic of your choice.
- Assist agents coordinating the Junior Master Gardener program or other youth programs (teach a session or two)
- Become an officer in the Lake Cumberland Master Gardener Association (any work you do for the association counts toward volunteer time)

Examples of Projects/Activities That Will NOT be Approved

- Landscaping/pulling weeds for a church, school, etc without any educational component
- Any project where you are being paid

To Maintain Active Status After Your First Year:

1. You are required to perform 20 hours of volunteerism each calendar year (per state guidelines).
2. You are required to obtain 10 hours of CEUs each calendar year (per state guidelines).
3. Report your volunteer time and CEU hours to Kathy Mantooth. Get in the habit of reporting at least monthly. For volunteer hours include date of volunteer activity, what the activity was, number of hours worked, the number of contacts made, and any other pertinent information. These can be emailed to Kathy (kjtooth@yahoo.com) or can be delivered on paper to Kathy at monthly meetings. For CEUs, include the date, what the program was you attended, and the number of hours.
4. Both volunteer activities and CEUs should be approved by Beth Wilson.
5. Volunteer opportunities and ideas are available on the Pulaski County Extension website <https://pulaski.ca.uky.edu/master-gardener-volunteer-opportunities>.

CEU Requirements for Active EMGs:

1. Newly trained EMGs are NOT required to attain CEUs their first year.
2. Active EMGs are required to get 10 CEUs each year to maintain their active status.
3. The EMG CEU Coordinator will help to provide local opportunities, usually after monthly meetings.
4. There are plenty of opportunities for non-local CEU training. If OKed by Beth Wilson, it is up to the discretion of the EMG whether to go. No CEU training will be considered mandatory.
5. On-line trainings/webinars/etc are encouraged and, with prior approval, be OKed as CEUs.
6. Participation in the State Extension Master Gardener Conference is encouraged. (CEUs are always available at these conferences)
7. Upcoming opportunities for CEUs will be highlighted at each monthly EMG meeting. A list of recorded webinars that count for CEUs can be found on the Pulaski Co Extension website (<https://pulaski.ca.uky.edu/master-gardener-ceu-opportunities>)