

Tillamook County Master Gardener's Association Procedures

2.23

Subject: Reporting Volunteer Hours to the Extension Office

Purpose: To provide guidelines for using the OSU On-line Volunteer Reporting System (VRS).

Each October the Extension Office collects information about Master Gardeners' volunteer efforts during the past year. This information is used at the state level to help with future planning and to justify the expenditures on MG training. Hours are also used to ensure MGs have fulfilled their commitments for certification or recertification.

Hours are reported through the OSU Master Gardener **On-line Volunteer Reporting System**. Detailed instructions and VRS Information sheets are available on their website at: <https://mgvrs.extension.oregonstate.edu/>. There are a number of OSU VRS videos provided on the website to supplement both the OSU instructions and those reflected below. These videos are hosted at YouTube and can be watched either from within this page or at the YouTube link: https://www.youtube.com/playlist?list=PLtLONOPb7XuapHSfTJsyEoqwRB1shl_Pz. Members are encouraged to view them.

Reporting Period:

- November 1 through October 31.
- Current year apprentices should create a VRS account and begin recording their service hours after enrolling in January. They will have until the following March to complete their service hours commitment.

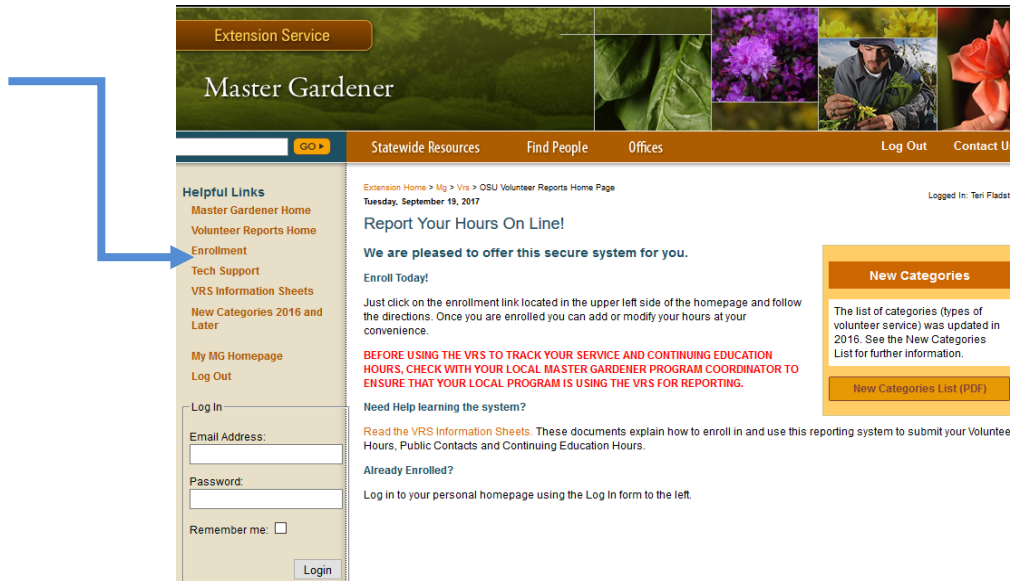
Responsibilities:

- Master Gardeners **with** On-Line Access:
 - Enroll in the on-line volunteer reporting system
 - Track volunteer hours on-line **throughout** the year
- Master Gardeners **without** On-Line Access:
 - Work with Extension Office Assistant or Office Mentors to report hours by October 15 of each year. Use a calendar or log sheet form (page 7) to record hours throughout the year.
- To ensure uniform reporting of activities and categories, refer to the TCMGA Quick Reference Guide (page 6) for the most common category/activity combinations. The complete OSU list of category/activity is accessible through the VRS Program.

Step 1 - Enroll: MGs log on to <https://mgvrs.extension.oregonstate.edu/>. The screen will lead you through the process of **enrolling** (located on the left toolbar).¹

¹ For those who do not have an email address, create a bogus one. The email addresses for this system do not have to be valid, they just have to resemble an email address. For instance: billMuryCC@example.com

Tillamook County Master Gardener's Association Procedures



Step 2 - Log on whenever you are ready to enter hours. Select **Report My Hours**. A detailed description of Categories and Volunteer Requirements is accessible online by selecting either the 'New Categories', or 'Volunteer Requirements' boxes on the right side of the page. For the most commonly used category/activity descriptions used by Tillamook County Master Gardeners, see the Quick Reference Guide (Page 6).



Tillamook County Master Gardener's Association Procedures

Step 3 – Fill in the drop-down menu for the appropriate category (**Volunteer Service Hours** OR **Continuing Education**).

Extension Home > Mg > Vrs > Mg > Insert Hrs 2016
Tuesday, September 19, 2017
Logged In: Teri Fladstol

Report Hours

Fill out a report of your volunteer service and/or continuing education hours.

First, choose the type of hours you want to report:

Volunteer Service Hours Continuing Education Hours

Helpful Links
Master Gardener Home
Volunteer Reports Home
Enrollment
Tech Support
VRS Information Sheets
New Categories 2016 and Later

My Links
My Home Page
My Profile
My User ID
Report My Hours
View/Update My Hours
Print/Export My Hours
Re-Certification Requirements
New Categories List (2016 and later)

Step 4 – Reporting Volunteer Service Hour On the next screen, select the category of service (see Quick Reference Guide); record the date worked or volunteered, the location, description, number of volunteer service hours and the number of contacts made. Any pounds of produce donated can be put into the bottom column.

- **Duplicate Contacts:** Contacts at events where several volunteers have worked should be reported **ONLY** by the chairperson or lead volunteer for the event so as not to duplicate contact counts. E.g., workers at the Tillamook Farmers Market should report contacts to the Tillamook Farmers Market coordinator, who will then input the contacts into the system.
- **Mileage:** The box for Mileage on the Reporting Screen is there for the convenience of any MGs who track mileage for tax purposes. It is not required by the Extension Office and won't be compiled.

Tillamook County Master Gardener's Association Procedures

Extension Home > Mg > Vrs > Mg > Insert Hrs 2016
Tuesday, September 19, 2017
Logged In: Teri Fladstol

Report Hours

Now, provide the details of your Volunteer Service Hours.

Category (Required) [view the New Category List](#)

Date of Service (Required)
(Date mm/dd/yyyy) or use date picker.*
[Explain Date of Service](#)

Location (Required 500 char. or less)*

Description of Service (500 char. or less)
[What is this?](#)

Volunteer Service Hours

Contacts
[What is this?](#)

Mileage

Pounds of Produce Donated (Plant a Row,
Public, Demo Garden, Etc.)

I have more records to add after this one.

- **Step 5 – Reporting Continuing Education Hours:** On the next screen record classes taken for recertification (including Mini-College) and any other approved classes or activities. Apprentices record their hours under the Direct Educational categories for the activity they are participating in – Plant Clinics, Educational Gardens, Other approved activities for their entire apprenticeship year.

Tillamook County Master Gardener's Association Procedures

OSU Oregon State University
Extension Service
Master Gardener

Statewide Resources Find People Offices Log Out Contact Us

Helpful Links
Master Gardener Home
Volunteer Reports Home
Enrollment
Tech Support
VRS Information Sheets
New Categories 2016 and Later

My Links
My Home Page
My Profile
My User ID
Report My Hours
View/Update My Hours
Print/Export My Hours
Re-Certification Requirements
New Categories List (2016 and later)

Extension Home > Mg > Vrs > Mg > Insert Hrs 2016
Wednesday, October 11, 2017
Logged In: Deborah Lincoln

Report Hours

Now, provide the details about your Continuing Education Hours.

Date of Training (Required)* (Date mm/dd/yyyy)

Location (Required 500 char. or less)*

Description of Training (Required 500 char. or less)*

Continuing Education Hours

Mileage

I have more records to add after this one.

© Oregon State University | OSU Home | Disclaimer | Contact the Volunteer Reporting Site Developer

Step 6 – If you want to edit or look at your hours to see if they are correct, select **View/Update My Hours**. To print them, select **Print/Export My Hours**.

Helpful Links
Master Gardener Home
Volunteer Reports Home
Enrollment
Tech Support
VRS Information Sheets
New Categories 2016 and Later

My Links
My Home Page
My Profile
My User ID
Report My Hours
View/Update My Hours
Print/Export My Hours
Re-Certification Requirements
New Categories List (2016 and later)

Extension Home > Mg > Vrs > Mg > Print
Tuesday, September 19, 2017
Logged In: Teri Fladstol

Print or Export Hours Report

Choose the Reporting Year and click "Submit." After the report is generated, choose "Export to .CSV" to download and open a spreadsheet file or "Print This Page" to print the report.

Master Gardener: **Teri Fladstol**

Select a Reporting Year
2017 (11-01-2016 to 10-31-2017)

Service Totals for reporting year starting 2016-11-01.

Vol Hours	Edu Hours	Total Hours	Contacts	Miles	LBS
313.00	9.00	322	12	0.00	0.00

Displaying 6 records.

Date	Category	Location	Description	Vol Hrs	Con Ed	Contacts	Miles	LBS
01-05-17	Extension Office Support - Support	Tillamook Office	Class Preparation	1.00	0.00	0	0.00	0.00
01-09-17	Extension Office Support - Support	Tillamook EO	Office Time	5.00	3.00	0	0.00	0.00
03-02-17	Continuing Education for Recertification - CE	Tillamook	Plant Pathology	0.00	6.00	0	0.00	0.00
06-08-17	Educational Garden (Maintenance) - Indirect	Tillamook	Learning Garden	4.00	0.00	2	0.00	0.00
07-15-17	Other Approved Projects - Direct	Spade & Wade Tour	Meetings, event day, paperwork, garden clean-up, computer time	300.00	0.00	0	0.00	0.00
08-10-17	Other Approved Projects - Indirect	Tillamook	Learning Garden during Fair	3.00	0.00	10	0.00	0.00

Tillamook County Master Gardener's Association
Procedures

TCMGA VRS Reporting Quick Reference Guide

Track 1 – Volunteer Service Hours

Categories:

1. Citizen Science - Direct
2. Educational Event Planning - Indirect
3. Educational Garden (Instructor) - Direct
4. Educational Garden (Maintenance) - Indirect
5. Educational Writing - Direct
6. Extension Office Support - Support
7. Fundraiser - Support
8. Instructor - Direct
9. Master Gardener Class Mentor - Indirect
10. Master Gardener Association - Support
11. Other Approved Projects - Support
12. Other Approved Projects - Direct
13. Other Approved Projects - Indirect
14. Plant Clinic - Direct

Dates:

- Date of Service
- Location
- Description of Service
- Volunteer Service Hours
- Contacts
- Mileage
- Pounds of Produce Donated (Plant a Row, Public, Demo Garden, etc.)

Track 2 - Continuing Education Hours

- Date of Training
- Location
- Description of Training
- Continuing Education Hours
- Mileage

Tillamook County Master Gardener's Association
Procedures

VOLUNTEER HOURS REPORT FORM
To Be Used **ONLY** by Master Gardeners without On-Line Access

CATEGORY	DATE*	LOCATION	DESCRIPTION (Use only for "Other" Category)	NO. OF HOURS	NO. OF CONTACTS	LBS. PRODUCE
Citizen Science						
Educational Event Planning						
Educational Garden Instructor						
Educational Garden Maintenance						
Educational Writing						
Extension Office Support						
Fundraiser						
Instructor						
Master Gardener Class Mentor						
MG Association						
Other Approved Projects						
Plant Clinic						

*Use a range of dates if it's a repetitive activity; e.g.: "OYA: 2 Fridays a month, 8 months" or "Board Meetings: 2nd Tuesday each month, 9 months"

Master Gardener _____ **Date** _____