

Explanations for Volunteer Service Activities

Refer to this guide for selecting the appropriate volunteer activity when reporting *Volunteer Service* hours in the LMG Reporting Site

Adding New Service Hours

Select Type of Service: Volunteer Service

Select Activity: Choose from one of the following category names in **Bold** below. Examples of each activity type are provided under the category name for reference.

4-H and Other Youth Activities

Examples include:

- 4-H & JMG Program – volunteering with LSU AgCenter 4-H Youth Development and Junior Master Gardener™ program.
- School Gardens (K-12) – Working directly with any school garden, regardless of association with 4-H or JMG programs.

Civic and Community Activities

Examples include:

- Civic & Community Event – Any civic or community event that incorporates horticulture in their venue. An example would be Home & Garden shows, Earth Days, Festivals.
- Civic & Community Landscaping – Education with a community or civic landscape beautification project providing instruction to public volunteers.
- Community Vegetable Gardens – Work in education with a community vegetable garden.
- Demonstration Garden & Field Day – Volunteering for an LMG and/or LSU AgCenter demonstration garden or field day.
- Farmers' Market – Participating in any phase of planning, organizing or conducting agriculture/horticulture and garden related education.
- Garden Show – Volunteering at an LSU AgCenter/LMG sponsored or approved event that primarily or exclusively features gardening and garden related subjects.
- Garden Tour – Volunteer for public viewing of homes showcasing a horticultural theme.
- Greenhouses – Any involvement with production, maintenance and/or horticulture education directly related to any greenhouse program.
- Habitat for Humanity – Volunteering and providing education for a defined Habitat for Humanity project in your community.

- Plant Health Care Clinic – Any volunteer effort focused on a one-on-one personal contact at a publicized location in the community to assist clientele with their consumer horticulture questions. Locations can include a box store, local nursery, grocery store parking lot, or hardware store.
- Plant Sale – Volunteering in any capacity for an LMG plant sale (propagation of plant material, potting up, planning phases, advertisement, assisting with event, etc.).

Extension Activities

Examples include:

- Answering E-mail – Communicating with clients by email.
- Answering Telephone Calls – Communicating with clients by telephone.
- Home Visit – Communicating with clients on site on property they own. (Should be pre-approved by local LMG coordinator prior to event)
- Horticultural Therapy – Providing horticultural education to physically and mentally challenged individuals.
- LMG Office Client Consultation – Communicating with clients that visit the Extension/LMG office.
- Phone Bank – Calling volunteers with LMG program information.
- Website Maintenance – Any involvement with the production or maintenance of Your Extension parish's and/or LMG's website.

LMG Teaching Activities

Examples include:

- Group Presentation/Speaker's Bureau – Involvement with any phase of producing a presentation or as a speaker that presents to civic and community groups.
- LMG Class – Instruction & Organization – Involvement with any part of organizing an LMG class or as a speaker.
- LMG Newsletter – Involvement with any phase of producing an LMG newsletter.
- Mass Media – Using Television, Radio, or Newspaper as the educational teaching method.

Meetings – Business and Administrative

Examples include:

- Meetings – Attending local MG business meetings or preparing for the meeting if serving in an administrative role; includes membership and committee meetings
- State LMG Leadership Council – Volunteering as a member of the statewide LMG Advisory Leadership Council.

Continuing Education

Examples include:

- Continuing Education – Involvement with the production of or a speaker for an LSU AgCenter approved LMG Continuing Education activity.
- State Conference – Participating in any phase of hosting an LMG State Conference.

Select Project: Choose from one of the following category names in **Bold** below. These Project category names can be used to describe the type of Volunteer Service Activity.

Butterfly and Pollinator Garden

City Beautification Projects

Community Gardens

Demonstration Gardens

Garden Shows

Green Infrastructure and Water Management

Kitchen Gardens

Lectures

Native and Historic Plant Gardens

Public Libraries

Public Parks

Research Gardens and Projects

Seniors Gardening Projects

Tabling Events

Select Project Parish: Choose Project Parish name from drop down list. This is where the project, program, or activity was conducted, not necessarily the parish in which you reside.

Enter Activity Describing/Impact: Enter a sentence or two describing the completed activity. You can denote if this is a recurring activity at this time.

Enter Date Completed

Enter Number of Service Hours

Enter Contacts: There are two boxes for reporting contacts.

- **Mass Contacts:** Mass contacts are usually reserved for educational seminars, educational sessions, plant sales, or any other event where a large group of people (non LMG) attend. LMG volunteers generally do not interact with all of the individuals attending the event, with the exception of people working the door.

- **Individual Contacts:** Interactions with individuals at a table talk or demonstration, school gardens, community gardens, etc. where LMG volunteers speak to a small group for any length of time would be entered in individual contacts. There are generally more meaningful interactions occurring through these individual or small group contacts.
- **Example:**
For example, say there's a large seminar in which 1,000 people attend, and during that event you interact directly with 50 people at a table-talk demonstration.
 - Mass contacts = 1,000 (should only be entered by seminar committee chair or similar)
 - Individual contacts = 50

Enter Mileage Driven

Enter Unreimbursed Expenses

Click 'Save': Page should reload and give you this message at the top.

New Service Hours added. To view the summary click the "View/Edit Service Hours" tab above.