

ACTIVITY CODES AND DESCRIPTIONS

Master Gardeners sign a Volunteer Appointment Agreement and abide by MCE policies by recording volunteer hours and contact demographic data. This log is the primary source of information we use to collect and enter volunteer and program participation data into our database. The information you collect allows us to evaluate educational program outreach, report to our sponsors, and ensure that our programs are reaching the citizens of Maryland.

Code	Description
1.	Teaching – Information booths at fairs, festivals, farmers markets, exhibits etc. (including planning, design, set-up and distribution of information).
2.	Teaching – Conducting workshops, giving lectures, making presentations.
3.	Teaching – Plant clinics.
4.	Teaching – Site visits.
5.	Teaching – Phone Consultation.
6.	Teaching – Youth/ School gardens.
7.	Educational – Developing materials (photographs, class outlines, slides, fact sheets, website, displays, etc.)
8.	Educational – Writing or producing Master Gardener Newsletter, writing articles for print media or fact sheets with Cooperative Extension professional.
9.	Educational – Community garden and beautification projects (planning, technical assistance, maintenance assistance.)
10.	Demonstration Projects – Planning, directing or participating in compost demonstration sites, educational gardens, etc.
11.	Garden Research – conducted at home or other work site.
12.	Support Activities – Secretarial support (e.g. typing, filing, collating).
13.	Support Activities – Master Gardener administration (committee responsibilities, planning meetings, performing duties of officer).
14.	Support Activities – Training new Master Gardeners, screening, interviewing applicants; mentor.
15.	Other.
16.	Therapeutic Horticulture – Programs/activities at prisons, hospitals, nursing homes, and institutions serving disabled adults or children.

DEMOGRAPHIC DATA COLLECTION

When recording contact information, please *transfer/summarize on this form the notes you make* concerning the number of client contact made in plant clinics, phone calls, talks, workshops, information booths etc. Your work is important!

Participant contact data is to be collected in a discrete manner. In activities with large attendance such as talks and seminars, make the best estimate you can. Identify participants as “unknown” (U) when you are in doubt as to race or ethnicity. When more than one Master Gardener is involved in an event, please take care that all contacts are accounted for, *and that the contact numbers are not duplicated on the logs of individual Master Gardeners*