

DATA COLLECTION

Proper Data Collection is critical. State and local Master Gardener organizations utilize the data, in part, to support funding requests and ensure that our services are available to all. In heavily attended Service Activities, make the best estimate you can. If more than one Master Gardener participates in a Service Activity, in order to avoid duplication, the lead MG should collect and report contact information on a single MG Log Sheet. **Do not include Montgomery County Master Gardeners in the contact count.**

DESCRIPTION OF CODES

Site Codes: **BH** Black Hill Regional Park **DE** Derwood Extension Office **GIEI** Grow It Eat It **OT** Other
BR Brookside Gardens **FA** Fairgrounds **NIH** National Institutes of Health

Activity Codes: Note: All codes are for service activities except for #13, which is for Continuing Education or Advanced Training sessions.

2. **Plant Clinics** - Regularly scheduled booth/table where garden or plant issues are discussed (does not include installing or maintaining fairgrounds demo garden)
3. **Soils/Composting**
 - Composting Education and Workshops
4. **Speaking Engagements**
 - Speaker's Bureau
 - Time for preparation & presentation
5. **Bay-Wise Program**
 - Certification
 - Judging
7. **Community Greening/Outreach Projects**
Ongoing assistance to communities & organizations that improve public areas with gardens, plantings & sustainable landscapes:
 - Backyard / Community Food Gardens
 - Landscape Design Projects
 - School Projects
 - Rain Gardens
 - Friends House Gardens
 - Holiday House Gardens
8. **Therapeutic Horticulture**
 - Programs and workshops for vulnerable populations
 - Time for preparation & presentation
9. **Demonstration & Historic Gardens** -- Install and maintain gardens for educational purposes
 - Derwood Demo Garden
 - Fairgrounds Demo Gardens
 - Black Hills Butterfly Garden
 - Herb Garden at NIH
10. **Special Events (One-Time Events)**
 - SWAT (Special Work Action Team)
 - Information Booth at County Fair
11. **Internal Administration**
 - Newsletter / Website
 - Phone Tree
 - Fundraising
 - Public Relations
 - Internal Committee Work (strategic planning, updating log sheets, etc.)
 - Record Keeping / Report Writing (in support of internal admin. & not covered elsewhere)
 - Volunteer Recognition
 - Computer data entry
12. **Subjects Not Covered Elsewhere**
 - Brookside Wings of Fancy
13. **Continuing Education (10 hrs/year required)**
 - Attendance during Speaker portion of Monthly Meeting (max. 1 hour)
 - MG Advanced Training Day
 - Other Seminars, Symposia and Training Sessions (such as those offered at Brookside) as approved by Coordinator
14. **Telephone/Email Hotline** -- Answer residents' questions in Derwood phone room
15. **PLEASE NOTE THAT SPEAKERS' GROUP HAS MOVED TO # 4 TO COMPLY WITH STATE DATA**

COLLECTION. Please see the appropriate Committee Chair with questions regarding specific activities.

MG Mission: The Maryland Master Gardener mission is to support the University of Maryland Extension by educating Maryland residents about safe, effective and sustainable horticultural practices that build healthy gardens, landscapes and communities.

NOTE: A current list of approved activities can be found on the MG web site (mcmg.umd.edu). Activities not listed must be approved by the Montgomery County Master Gardener Coordinator.

Questions filling this out? Call 301-590-2836, Montgomery County Extension, 18410 Muncaster Rd., Derwood, MD 20855;mgmont@umd.edu