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, 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 below)

Site Codes:
- BR Brookside Gardens
- DE Derwood Extension Office
- FA Fairgrounds
- OT Other
- 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.

1. IPM (Integrated Pest Management)
   - Holiday Party
   - Information Booth at County Fair (does not include installing or maintaining Fairgrounds demo garden)
   - Judging Festivals, Fairs, 4-H, Etc.
   - June Picnic
   - MG Information Tables
   - Plant Swap
   - Urban Gardening Information Booth

2. Plant Clinics – (includes Ballard Room) regularly scheduled booth/table where garden or plant issues are discussed
   - Phone Banks

3. Soils/Composting
   - Composting Education and Workshops

4. Environmental Horticulture
   - Speakers

5. Bay-Wise Landscaping Program
   - Certification
   - Judging

6. Backyard and Community Gardening
   - Backyard / Community Food Gardens
   - GIEI
   - Growing Gardeners (Manna)
   - Junior MG Program
   - School Projects

7. Community Greening (Beautification)
   - Ongoing assistance to communities & organizations that improve public areas with gardens, plantings & sustainable landscapes:
     - Landscape Design Projects

8. Therapeutic Horticulture
   - Programs and workshops for vulnerable populations (includes Friends House)
   - Time for preparation & presentation

9. Demonstration & Historic Gardens – Install and maintain gardens for educational purposes
   - Derwood Demo Garden
   - Fairgrounds Demo Gardens
   - Herb Garden at NIH

10. Special Events (One-Time Events)
    - Close Encounters
    - Fairgrounds Demo Garden
    - Flower Mart
    - Harvest Festival

11. Internal Administration
    - Computer data entry
    - Internal Committee Work (strategic planning, updating log sheets, etc.)
    - Newsletter /Website
    - Public Relations
    - Record Keeping / Report Writing (in support of internal admin. & not covered elsewhere)
    - Volunteer Recognition

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. Therapeutic Horticulture
    - Programs and workshops for vulnerable populations (includes Friends House)
    - Time for preparation & presentation

15. Demonstration & Historic Gardens – Install and maintain gardens for educational purposes
    - Derwood Demo Garden
    - Fairgrounds Demo Gardens
    - Herb Garden at NIH

16. Native Plants
    - Teaching about native plants
    - Designing native gardens
    - Installing/maintaining native gardens
    - Monitoring rare plant populations
    - Foundation seed production

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. Activities not listed must be approved by the Montgomery County Master Gardener Coordinator.

REQUIRED YEARLY HOURS (for non-itarers): 25 VOLUNTEER; 10 ADVANCED TRAINING

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

1/11/17