

# MASTER GARDENER VOLUNTEER

## INTERN GUIDELINES – TIMELINE 18 MONTHS

**All requirements listed below can be done simultaneously.**

**Course Work (currently completed online): This is a great time to learn about multiple areas gardening - plants, soil, pests and more.**

Training Manual – will be issued to Intern after payment of MGV course fee and cleared background check is received (County Extension Office will provide intern in online link to complete and pay for background check)

Scarlet Canvas – Online Course – County Extension Office will provide login link

Modules are completed at individual's own pace. At the end of each module intern will take quiz. There is no time limit for each quiz and there are unlimited attempts available. Once exam is submitted it will be graded and score will be recorded in Grades section.

After all modules and quizzes are completed and graded, intern will take the Final Exam. Only 1 attempt of this exam is available.

**Laboratory Sessions – 7 required: This is fun, on the job training with others who share your passion for all things green.**

Labs are organized by the County Extension Office and are offered monthly throughout the year. County Extension Office will track completion of labs by interns. It is recommended that Interns also keep a record of labs attended – Date, Location, Length (Time/Hours), Description of Lab. Any travel time, research time or other time spent by the intern to contribute to any lab is **NOT** counted towards volunteer hours.

**Volunteer Hours – 50 hours: To be able to dig in the dirt and play with plants with your new friends, who could ask for a better way to spend your time?**

Volunteer Hours are earned by participating in Programs offered by Master Gardener County projects. Hours are recorded online on the HOC website (see below). Intern is encouraged to keep a separate record of hours served to cross check with computer entries.

Volunteer Hours include:

1. Time spent at project location
2. Time spent traveling to and from project location to home base
3. Time spent doing research on project

Time spent preparing any items or educational materials to contribute to the project (ex. Fair Beds, purchasing plants, computer work)

