



## **Instructions for Purdue Master Gardeners that Volunteer in Multiple Counties**

### **Introduction**

There are many Purdue Master Gardeners who actively volunteer in more than one county. Their activity as a volunteer to additional communities may be convenient since Master Gardeners are often trained in a different county than where they live or work. Their support of projects in additional counties is appreciated and impacts those communities. Purdue MG Manager was designed to allow Purdue Master Gardeners an effective way to participate in additional counties and report their volunteer hours to the appropriate county for the activity. This feature also gives County MG Coordinators a way to verify background screening, application, and annual reporting requirements for Master Gardeners volunteering in their county.

### **County MG Coordinator Approval Required**

Purdue Master Gardeners who would like to volunteer or are currently volunteering in additional counties are required to discuss this additional county involvement with the County MG Coordinator in their "primary"\* county. The County MG Coordinator in the primary county should speak to the County MG Coordinator in the "secondary"\*, "tertiary", etc. county to request their approval for the Master Gardener's involvement in their respective county.

*\*Primary County – County where Master Gardener volunteers are volunteering most of their hours, where their annual registry checks and agreements records are kept, and the county who awards badges and certificates for new levels earned.*

*\*Secondary, etc. County- County where Master Gardeners volunteer in addition to their primary county.*

***Approval of all County MG Coordinators involved is required before the MG volunteer registers in their respective counties in MG Manager or actively volunteers in the additional county. Registration in multiple counties in MG Manager should be related to a volunteer's involvement in the additional county rather than just to, for example, just "stay informed".***

### **Reporting Volunteer and Education Hours**

Purdue Master Gardeners volunteering in multiple counties should discuss with their primary County MG Coordinator, how to report volunteer and education hours contributed to additional counties.

### **Action Needed**

If Purdue Master Gardeners are registered in multiple counties in MG Manager or are actively volunteering in additional counties they should speak to the County MG Coordinator in their primary county to request approval for their involvement/registration in these additional counties. If the Master Gardener's request is approved by the primary county MG coordinator, then that coordinator should contact the secondary county coordinator with the volunteer's name, e-mail, and contact info. Master Gardeners registered in MG Manager will need to visit their "My Page" to update information about who granted their approval to register in multiple counties in this system.