

VMS Tip Sheet

General Guidelines

- Hours from Projects of ES, YH, QL (no projects at this time) and VM count towards your required 20 hours of volunteer service per year.
- Hours from Projects in NEP count towards your Lifetime Achievement hours.
- Hours entered as CE2 count towards your 8 hours of required continuing education per year. Be careful when you enter CE events that the hours are put into CE hours and not Volunteer hours.
- Contacts are not recorded for CE, VM or NEP categories.
- Contacts are collected for certain projects as described below. All contacts are recorded and either the contact sheet or a picture of the contact sheet are sent to the volunteer coordinator at the office. angellp@vt.edu
- For our annual plant sale each individual will collect and record their own contacts.
- Any hours entered should apply to only one project. You may have several entries for each event. See examples below.

Administrative Help

- VM2 for time used to provide help as requested by VCE Extension Agent, Volunteer Coordinator, or MG Program Coordinator
- No contacts

Advanced Stewardship Programs

- VM1 for planning sessions for events
- ES6 for time spent working with the public
- VM2 for setting up and taking down for the event
- NEP2 to enter the travel time and miles (if desired)
- Contacts should be entered for these events
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - One person should take the responsibility for see that the actual contact sheet or a picture of the contact sheet is sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer

Association Meetings

- CE2 for the time of the presentation
- VM1 for the business portion of the meeting
- VM3 if you are the speaker at a meeting to include presentation and preparation time
- VM2 for setup and take down for the meeting
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for meetings

Committee or Other Working Meetings for HMGA Business

- VM1 for meeting time
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for meetings

Communications

- ES4 for preparing/editing/submitting articles to web site or to ANR Agent for publication in other media
- VM1 for meeting time
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded

Continuing Education

- CE1 for hours in training up to the time of “graduation” to become an intern
- CE2 for any continuing education outside of initial training
- MGs may attend sessions for trainees and count them as continuing education
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for continuing education

Educational / Horticultural Grants

- VM2 for hours working on grants
- VM1 for meetings of the grants committee
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for Educational Grants

Help Desk

- ES3 for time spent responding to calls, emails and walk-ins
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts are recorded in the on-line Enquiry log sheet and not entered into VMS

Home Gardening Series

- ES4 for instructing a training class to include preparation time
- VM3 for hosting a session
- CE2 for attending a lecture – limited to 3 hours per year
- VM3 for attending lectures more than the 3 hours approved for CE2
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for these events
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - One person should take the responsibility for see that the actual contact sheet or a picture of the contact sheet is sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer

Plant Clinics

- Plant clinics are events approved by VCE where we represent ourselves as Hanover Master Gardener to include special events at Scotchtown, Lewis Ginter Plant Sale and Giving Tree Plant Sale
- VM2 for time transporting materials to and from a plant clinic
- ES1 for time working with the public
- VM2 for time setting up and taking down the booth
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for these events
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - One person should take the responsibility for see that the actual contact sheet or a picture of the contact sheet is sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer

Plant Sale

- ES1 for working with customers and record your contacts
 - Multiple people will be entering their individual contacts for this event
- VM2 for setup and cleanup
- VM2 for working as a cashier
- NEP3 for potting plants for the plant sale
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)

Roots and Shoots (not active at this time)

- VM2 for planning
- YH1 for time actually spent instructing youth and record contacts
- NEP1 for time used cleaning up the garden
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for the student instructional time
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - One person should take the responsibility for see that the actual contact sheet or a picture of the contact sheet is sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer

Scotchtown

- ES1 for time spent interacting with visitors
- VM7 for up to 4 hours per year to work in gardens
- NEP1 for additional hours above the 4 for VM7 working in garden which apply to Lifetime Achievement Awards
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for time spent interacting with visitors

Smart Landscaping

- ES5 for consulting while visiting county resident' property and organizations' gardens
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for interacting with requestor

Solitary Bee Project (not active at this time)

- ES4 for time to prepare and present instructional material to include:
 - Home Gardening Series
 - Approved speaking engagements
- VM1 for planning meeting time
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be recorded for any speaking engagement

Speakers Bureau

- ES4 for time to prepare and present instructional material to include:
 - Home Gardening Series
 - Approved speaking engagements
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for speaking engagements except for HMGA meetings
 - If more than one person participates a designated person should take the responsibility to see that contacts are recorded

- The actual contact sheet or a picture of the contact sheet can be sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu

State Fair

- ES2 for preparing materials to be used at the State Fair Booth
- VM2 for help to set up or take down the booth
- ES2 for time working at the booth
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for these events
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - The actual contact sheet or a picture of the contact sheet can be sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer

The Crossings at Hanover (not active at this time)

- QL1 for time spent working with residents
- VM2 for planning
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be recorded
 - If more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - The actual contact sheet or a picture of the contact sheet can be sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu

Training Classes

- VM2 for planning involved in the training program
- VM3 for instructing in a training class to include preparation time
- VM3 for coordinating a training session
- VM3 for being a host
- CE2 for attending a lecture
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for the training classes

Trips and Tours

- VM2 for planning the trip or tour
- CE2 for the tour portion of the trip
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- No contacts are recorded for trips and tours

Working in Approved Gardens

- CE2 for the formal lesson at Giving Tree and the time using the lesson working in the garden
- ES1 for working in approve “Plant Clinic” events (see Plant Clinics for approved events) and contacts are recorded
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)

Youth Projects

- YH1 for working with and instructing youth
 - Approved projects include Ag Day, 4H events, MWEE, Spring Break program with the libraries
 - Other projects need pre-approval
- NEP2 to enter the travel time and optional miles (if desired can be useful for tax purposes)
- Contacts should be entered for these events
 - When more than one person participates a designated person should take the responsibility to see that contacts are recorded
 - One person should take the responsibility for see that the actual contact sheet or a picture of the contact sheet is sent to the office to be entered into VMS by the Volunteer Coordinator, angellp@vt.edu
 - Contacts for these events are entered only once – not by each individual volunteer