



... being on the Recertification Committee and your volunteer job is to peruse VMS hours of fellow MG's, desperately hoping you don't find any errors. Because, if you find errors, your next task is to correct the error and send an email to the MG. As you may imagine, this is not a fun task.

The 3 most common errors follow. Please help us by entering your hours like this:

1. All MG Monthly Meetings (& Advanced Ed classes) are approved UC Continuing Education events. Be sure to include the code UC in the 1 st 2 positions of the Event Description.	Event Description	<input type="text" value="UC Monthly MG Meeting"/>
	Volunteer Hours	<input type="text" value="2"/>
	Continuing Education	<input type="text" value="2"/>
	Correct	
	Event Description	<input type="text" value="Monthly MG Meeting"/>
	Volunteer Hours	<input type="text" value="2"/>
	Continuing Education	<input type="text" value="2"/>
	Incorrect	

2. When giving advice to the public, you receive Community Outreach Contact COC hours. Be sure to include the code COC in the 1 st 3 positions of the Event Description.	Event Description	<input type="text" value="COC School Garden advice at Santee Elementary"/>
	Volunteer Hours	<input type="text" value="2"/>
	Continuing Education	<input type="text" value=""/>
	Correct	
	Event Description	<input type="text" value="School Garden advice at Santee Elementary"/>
	Volunteer Hours	<input type="text" value="2"/>
	Continuing Education	<input type="text" value=""/>
	Incorrect	

3. When working at an event such as the Plant Sale or Seminar, make an entry for each type of volunteer activity. In this example, there are 2 activities, one for Set-up and one for Community Outreach Contact.	Event Description	<input type="text" value="Set-up for Plant Sale"/>
	Volunteer Hours	<input type="text" value="1.5"/>
	Continuing Education	<input type="text" value=""/>
	Correct – 1st Entry	
	Event Description	<input type="text" value="COC Ask a MG Booth at Plant Sale"/>
	Volunteer Hours	<input type="text" value="3"/>
	Continuing Education	<input type="text" value=""/>
	Correct – 2nd Entry	
	Event Description	<input type="text" value="Plant Sale – Helped with set-up and worked at the Ask a MG Booth. Set-up 1.5 hrs. COC 3 hrs."/>
	Volunteer Hours	<input type="text" value="4.5"/>
	Continuing Education	<input type="text" value=""/>
	Incorrect	

This document can also be found on the VMS in the Documents/Presentations menu under VMS Hours Reporting Instructions.

Thanks!

January 28, 2018