SERVICE ACTIVITY GUIDELINES

Service requirements: In order to become a certified Master Gardener Specialist, participant will be required to complete 20 hours of service. The following listed are options to satisfy this requirements:

AREA SURVEY PROJECT *

The purpose of this project is to survey a determined location (presumably in immediate neighborhood of domicile) to record plantings of potential hosts and observation of possible disease or insect of concern issues.

FIRST DETECTOR EDUCATION OUTREACH*

There will be several prepared presentations (speaker bureau) that can be used in educational program such as NPDN mission, Recognizing Signs & Symptoms, Emerald Ash Borer, Boxwood Blight, Rose Rosette Disease, Brown Marmorated Stink Bug, and others. In addition, outreach education programs involving how-to recognize symptoms and/or reporting symptoms can be claimed as service hours.

CALL CENTER SUPPORT

Trainees that provide plant management, plant health or horticultural support can claim service hours for volunteered time per approval of Extension county agent and/or Master Gardener coordinator.

CONSULTATIONS

In situations where trainees have the opportunity to visit site and provide expertise using knowledge gained from the Master Gardener Specialist First Detector program can be claimed as service hours (per approval of Extension county agent and/or Master Gardener coordinator).

SPECIAL CIRCUMSTANCES/OTHER ACTIVITES

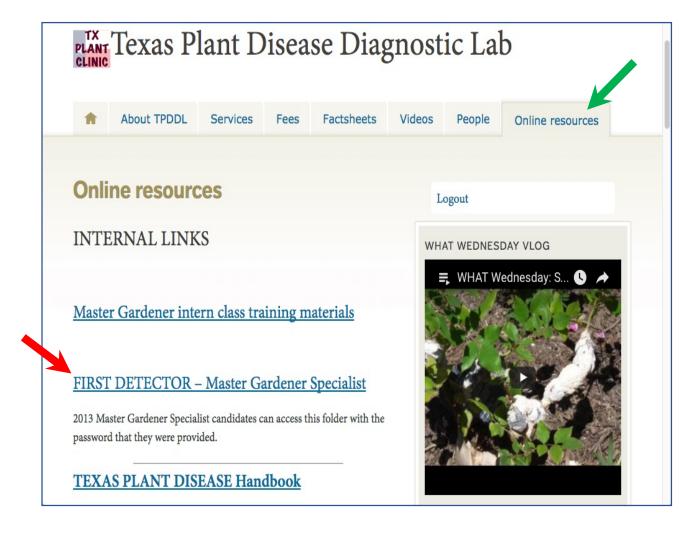
If trainee volunteers and/or provide support to any activity utilizing knowledge obtained or discussed at the Master Gardener Specialist First Detector program can be claimed as service hours- provided it is approved by Extension county agent and/or Master Gardener coordinator AND the Texas NPDN First Detector coordinator (currently, Dr. Kevin Ong).

*- at least one of this activities is required to complete service hours.

REPORTING via ONLINE REPORTING TOOL

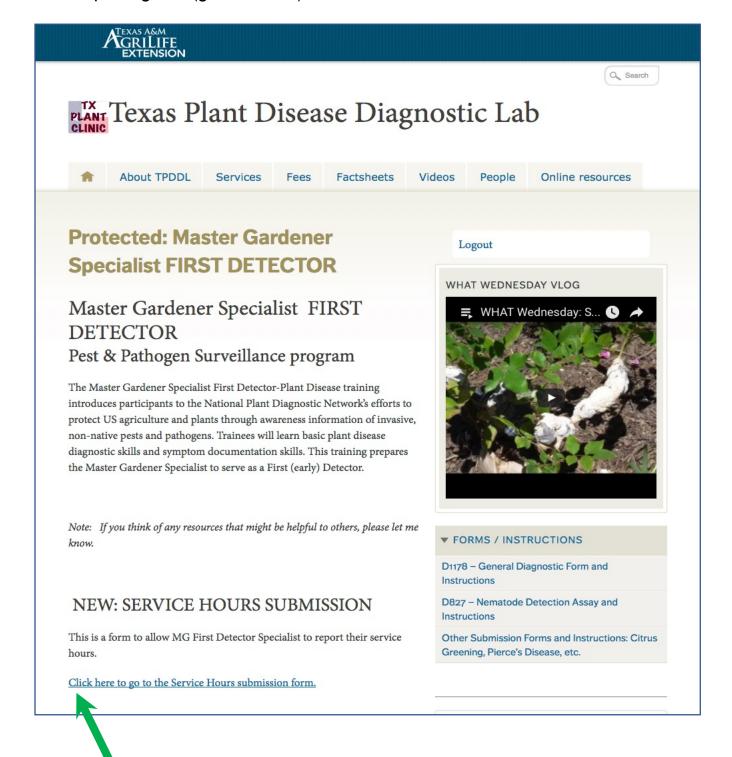
You can access the online reporting tool via http://plantclinic.tamu.edu

Click on the "ONLINE RESOURCES" tab. (green arrow)
Click on the "FIRST DETECTOR – Master Gardener Specialist" link (red arrow)



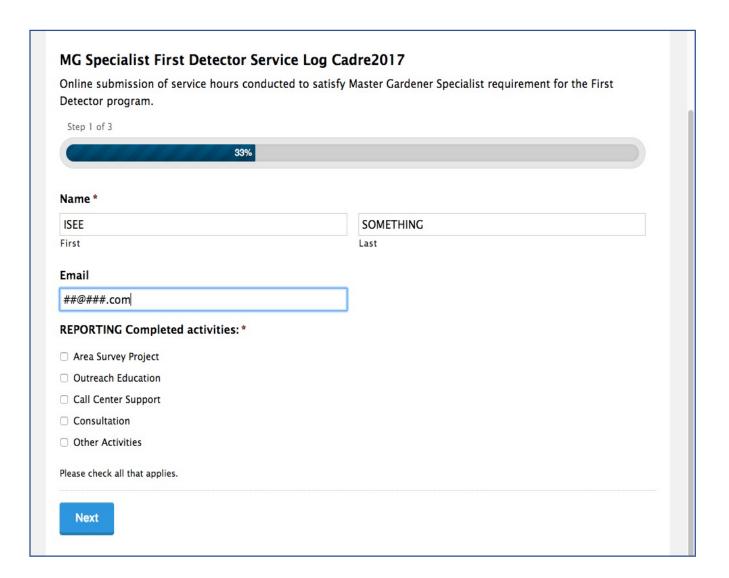
It will ask you for a password. The password is 2017

In the FIRST DETECTOR webpage, the first link is to the online service hour reporting tool (green arrow).



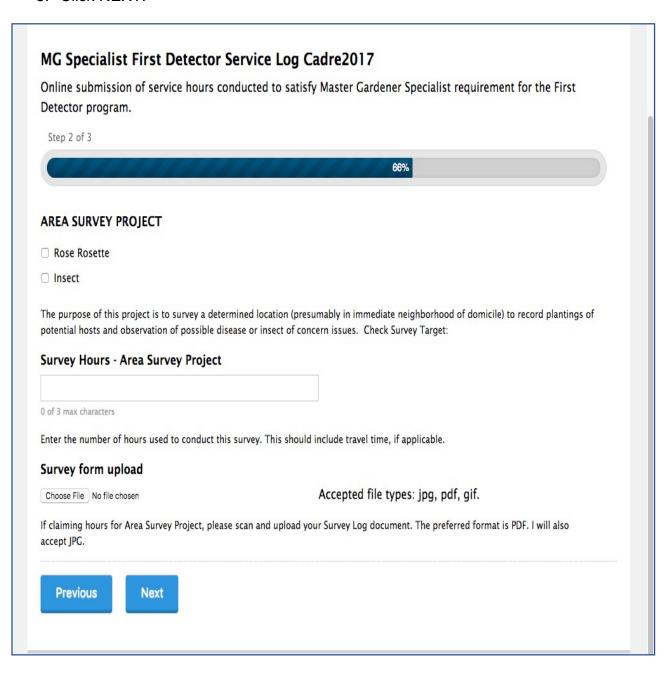
The first page of the ONLINE SERVICE HOUR REPORTING TOOL will ask for basic information:

- 1. Enter you name and email contact (This is used to record and credit you with your service hours)
- 2. Check activities that you completed.
- 3. Click NEXT.



On the 2nd page (if you check Area Survey project):

- 1. Check Survey target that you are reporting. If you completed both a rose rosette survey AND an insect survey, please enter them separately.
- 2. Note the hours that was contributed to this project.
- 3. Scan your survey forms (pdf or jpg) and have that file on your computer.
- 4. Click "Survey Form upload" to load any scans. It should open a window/finder to allow you to select the file to upload.
- Click NEXT.



The last page will contain field for reporting all other activities. When done, click SUBMIT.

