



The University of Georgia requires volunteers, including Master Gardener Extension Volunteers (MGEV) and Georgia 4-H Volunteers working with youth, to perform voluntary service at least once every 120 days to maintain active (screened) status. This service can be achieved in several ways, even when in-person activities are restricted:

Voluntary Service Examples	4-H Volunteer Examples	MGEV Examples
<i>This list is not meant to be comprehensive but serves as a guide of appropriate activities and examples. Interactions can be via in-person, telephone call, video conference, two-way email discussion, etc.</i>		
Planning or debriefing meeting between staff and volunteer with two-way exchanges	<ul style="list-style-type: none"> <li>• 4-H Project Club Charter planning meeting</li> <li>• 4-H event planning meeting with staff</li> <li>• 4-H quarterly office update</li> </ul>	<ul style="list-style-type: none"> <li>• Project leader meeting with a coordinator</li> <li>• Youth horticulture team meeting to plan next year's JMG schedule</li> <li>• Plant sale planning meeting</li> </ul>
Program or project activity participation	<ul style="list-style-type: none"> <li>• 4-H club meeting (virtual or face-to-face)</li> <li>• 4-H event</li> <li>• 4-H contest judging</li> <li>• Media projects, such as news articles, website/blog posts, or social media posts for the public</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnostic services (virtual or in-person)</li> <li>• Speaker's Bureau presentation, such as an online lunch-n-learn or event at a demonstration garden</li> <li>• Media projects, such as news articles, website/blog posts, or social media posts for the public</li> </ul>
Training participation with a two-way exchange for the purpose of service (i.e., in-person with interactive activities or virtual with a quiz or practice activities)	<ul style="list-style-type: none"> <li>• Risk Management Training (RMT), Project Achievement Judges' Training, and/or Food Labs Training</li> <li>• Getting Started Orientation</li> <li>• Coaches' Certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management Training (RMT)</li> <li>• Advanced Training, offered via distance or in-person</li> <li>• Regional Leadership Conferences</li> </ul>

*Note: Simple receipt of email (such as an email list-serv/verification system) is not considered voluntary service, lacks two-way exchanges, and is not enough for compliance.*

These service engagements should be documented for future reference. Tips for documentation:

- Obtain name and contact information on a sign-in sheet at the office
- Record program or project activity attendance in an online system, such as MGLOG or 4-H Enrollment
- Ask volunteers to complete a quiz after participating in a training and keep quiz results (paper or online results are sufficient)
- Keep participation notes of planning/debriefing meetings with date, time, attendance, and method of meeting (i.e. phone, video-conferencing, in-person, etc.)
- Verify training attendance by asking participants in a video conference to add their name to the chatbox and save the chat transcript.