



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, in-person and virtually.

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"> • 4-H project club charter planning meeting • 4-H event planning meeting with faculty/staff • 4-H quarterly office update 	<ul style="list-style-type: none"> • Project leader meeting with a coordinator • Youth horticulture team meeting to plan next year's JMG schedule • Plant sale planning meeting
Program or project activity participation	<ul style="list-style-type: none"> • 4-H club meeting (virtual or face-to-face) • 4-H event • 4-H contest judging • Media projects, such as news articles, website/blog posts, or social media posts for the public 	<ul style="list-style-type: none"> • Diagnostic services (virtual or in-person) • Speaker's Bureau presentation, such as an online lunch-n-learn or event at a demonstration garden • Media projects, such as news articles, website/blog posts, or social media posts for the public
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"> • Risk Management Training (RMT) and/or Project Achievement judges' training • Getting Started Orientation • Coaches' certifications or refreshers • Camp orientation 	<ul style="list-style-type: none"> • Risk Management Training (RMT) • Advanced Training, offered via distance or in-person • Thoughtful Thursday webinars • Continuing education sessions

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 in an online volunteer system, such as MGLOG or 4-H Enrollment, for future reference and for minor's protection records, if applicable. Sources for documentation might include:

- Obtaining name and contact information on a sign-in sheet at the office.
- Recording attendance at programs, project activities, or continuing education sessions.
- Asking volunteers to complete a quiz after participating in a training and keep quiz results (paper or online results are sufficient).
- Referencing participation notes of planning/debriefing meetings with date, time, attendance, and method of meeting (i.e. phone, video-conferencing, in-person, etc.).
- Verifying training attendance by asking participants in a video conference to add their name to the chatbox and save the chat transcript.