

Guidelines for VMS Documentation

Below are guidelines for recording your volunteer hours under the Public Speaking/ Speaker's Bureau, Community Outreach, and 4-H/Youth Projects in the VMS.

Public Speaking/Speaker's Bureau Project:

Only record your volunteer hours under the Public Speaking/Speaker's Bureau Project when you are the presenter/speaker for an adult audience. This designation includes when giving a presentation/talk to a civic group, community organization, garden club, or at a community event such as the Home Show. When the audience is a youth audience, record your volunteer hours under the 4- H/Youth Project, not the Public Speaking/Speaker's Bureau Project. Please include preparation time for the talk when recording your volunteer hours.

Community Outreach Project:

Outreach is the activity of providing horticultural knowledge and resources to individuals or the public at any community event. Some examples of volunteer hours that should be recorded under Community Outreach include preparing for and/or volunteering at events such as the Home Show, Arbor Day tree giveaway, festivals, and other community events. When recording hours, include the name of the community outreach event under "Event Description." Note: When a group is assisting the public at a community outreach event such as at the BIA Home Show, only one individual should be designated to enter the number of contacts into the VMS for that event to avoid duplicate recording.

Note below exceptions for public speaking & youth events:

When you provide a talk, presentation, speech, etc. to an adult audience, record your volunteer hours (even when the presentation is given at a community outreach event) under the Public Speaking/Speaker's Bureau Project. When providing a talk, presentation, speech, etc. to a youth audience, record your volunteer hours under the 4-H/Youth Project. When volunteering (in a non-speaking role) at school gardens, science fair/4H judging events, or other youth events, record your hours under the 4-H/Youth Project.

4-H/Youth Project:

Record your volunteer hours under this project when volunteering at any youth-related activities, including school gardens, home school groups, 4-H projects, Junior Master Gardener activities, fair and 4-H judging events. Also, when providing a talk, presentation, speech, etc. to a youth audience, record your volunteer hours under the 4-H/Youth Project.

Contact Larry Williams at 850-689-5850 if you have any questions.