VRS Quick Tips:

* To enroll for VRS and create an account go here: <https://mgvrs.extension.oregonstate.edu/enrollment/index.php>
* Once you have an account created or if you have previously enrolled, use this link to login: <https://mgvrs.extension.oregonstate.edu/index.php>

1. To enter hours click on the link that says “Report New Volunteer Service Hours.”
2. Choose whether you are submitting Continuing Education Hours or Volunteer Service hours.
3. Fill out the information required to the best of your ability.

**Some MG VRS Category Clarifications:**

* **MG Office Desk duty is classified as a “Plant Clinic”**
* MG Mentoring is classified as “Master Gardener Mentor.”
* Helping set up or tear down before and after meetings is classified as “Other approved Projects – Support”
* **Anything** to do with the Plant Sale is classified as “Fundraiser.”
* For Trainees – they can’t count their hours attending the training as pay back hours.
* For Mentors – Hours at the training counts as continuing education. The Schedule sheet will say how many hours each class counts towards.
* **Basically anything done at the Inspiration Garden is “Educational Garden (maintenance).” The only exception is when you help lead a class, tour, or give a presentation at the garden.**
* If you raise plants for the Plant Sale, please put down how many hours you think you spent growing those plants and put it under the label “Fundraiser.”
* Attending a board meeting is classified as “MG Association.”
* Chapter Meetings: If there is a guest speaker it counts as 1 hours of continuing education. If there is not a guest speaker it doesn’t count for anything unless you are helping set up or take down.
* If you do something that doesn’t fit in any of the categories, It is okay to put it in “Other Approved Projects.” Just PLEASE add a description so Rachel knows what it was you did when she looks through your hour submissions.