



WCMGA Activity Data Tracking Process **A System to Count Attendees and MG Volunteers at Activities**

Why do we track attendance and MG volunteer participation at activities?

- to document what we do to meet Program and Chapter goals
- to understand and evaluate the value of Master Gardener's FTE and money invested
- to inform WCMGA program decisions, the public, grantors, and our members

What activities will we track?

- WCMGA sponsored activities
- Metro Program requests for MG presence at an activity
- Activities sponsored by other organizations (either request for MG presence or one where we ask to participate)
- Special garden activities (tours, requested classes, use of our garden space, etc.)
- **Not Tracked:** Community Education Garden Speakers, Farmer's Markets, Phone Clinic

Are we tracking hours?

No. This is simply a count of public and Master Gardeners who attend/participate in the various activities

General process for data collection at an Activity

1. Before Activity: Program Director (PD) identifies Activity Contact (AC)
2. During Activity: AC oversees data collection using designated form or process (see table p.2)
 - Forms are posted on WCMGA website Member Portal (password: WCMGA2023)
 - [IGS Attendance Roster](#)
 - [Activity Data and Feedback Form](#)
3. End of Activity: AC relays activity data to PD and to designated Date Entry (DE) person (see table p.2)
4. Once data is received: DE enters data into Activity Tracking Table

Have Questions or Need Help? Contact Program Director (Marilyn Berti mcbberti@gmail.com, or 503-866-0759)



WCMGA Activity Data Tracking Process Table

Activity Contact (AC): Designated by PD. Oversees data collection during activity. Sends collected data to PD and DE.

Program Director (PD): Identifies AC. Follows up with AC if collected data is not received within 5 days.

Data Entry person (DE): Enters data into Activity Tracking Table. Provides WCMGA Board 'view only' access to Activity Tracking Table. Sue Ryburn (sue@sueryburn.com) is the 2024 DE.

Activity	Who tracks data at activity	How to collect data at activity	Who collects gathered data at end of activity**	Data Entry into Activity Tracking Table (ATT)
*In the Garden Series	AC or Monitor	IGS Attendance Roster	AC emails finals counts to PD & DE	DE enters data for each session
*Gardenfest Plant Sale	Lead Volunteer at Welcome Table Volunteer Coord.	Adult & child tally at Welcome table. MG Volunteer Roster.	AC collects and emails GF count to PD & DE. Volunteer Coordinator emails MG counts to PD & GE.	DE enters data for overall count of attendees & MG volunteers
*Gardenfest Ed Booths	Lead Volunteer at each booth	Activity Data & Feedback Form	AC collects forms, photographs forms, emails photos to PD & DE	DE enters data for each Ed Booth
*EG Open Garden and *LG Garden Fair	Lead volunteer at each booth	Activity Data & Feedback Form	AC collects forms, photographs forms, emails photos to PD & DE	DE enters data for each booth & overall count
Monthly Speakers Committee (MSC)	President or host	MSC has process in place with PD	President emails count to PD. PD emails year-end total to DE by December 15.	PD enters count into MSC Attendance Chart monthly. DE enters year-end totals in ATT
*Grow1-Give1	AC designee (currently Dan Mc)	Dan McDonald's Spreadsheet	AC emails year-end totals to PD & DE by September 30.	DE enters year-end totals in ATT
*Home Plate	AC designee	Attendance Roster at each session	AC emails year-end totals to PD & DE by November 31.	DE enters year-end totals in ATT
*Gardenfest Post-Sale and other Plant sales	AC	Activity Data & Feedback Form	AC collects forms, photographs forms, emails photos to PD & DE	DE enters data in ATT for each activity
Special Garden or Community/ Orgs sponsored Events	AC	Activity Data & Feedback Form	AC collects forms, photographs forms, emails photos to PD & DE	DE enters data in ATT for each activity
WCMGA Garden visitors	Garden Lead	Estimate of visitors from Jan-Dec.	Garden Lead emails year-end estimate to PD & DE by Dec 1.	DE enters year-end totals in ATT
Metro Programs: e.g. Science Geek Out, MG training support, 4-H Openhouse.	AC	Activity Data & Feedback Form	AC collects forms, photographs forms, emails photos to PD & DE	DE enters data in ATT for each activity

* Requires OSU Extension Metro MG Volunteer Activity Proposal & Follow up. Submitted by PD or Activity Lead.

** If no return date for data is specified, please send data to PD & DE within 5 days of end of activity.