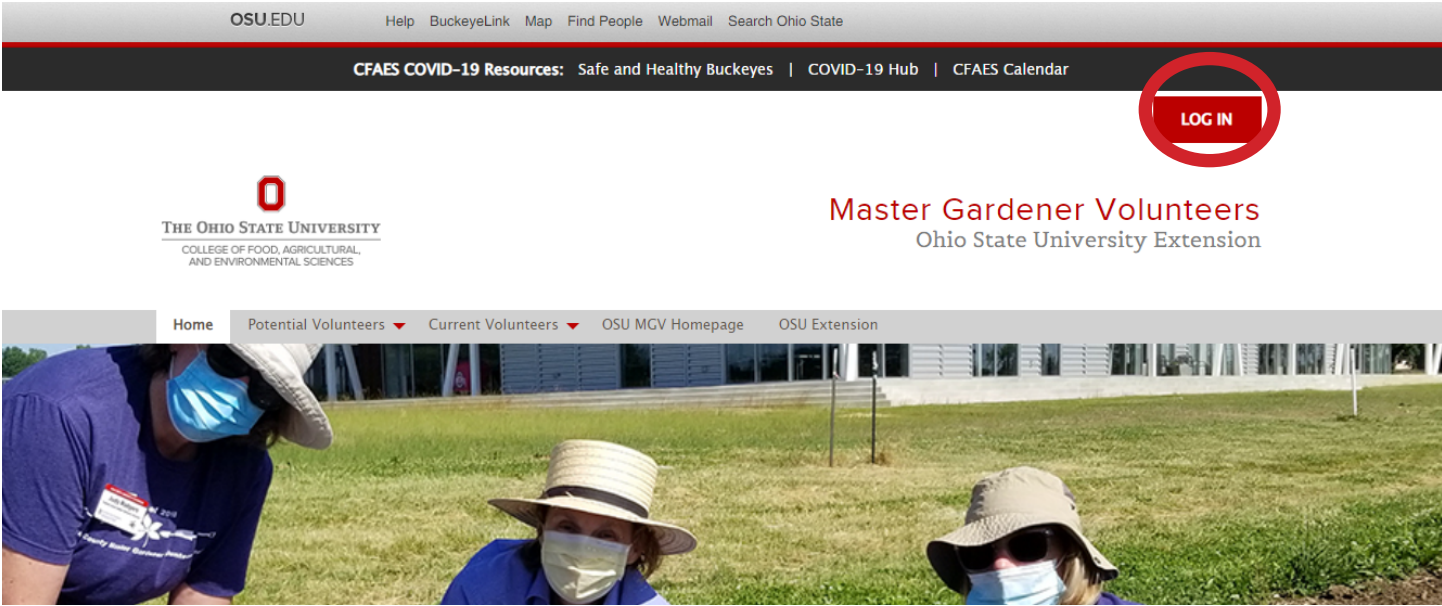
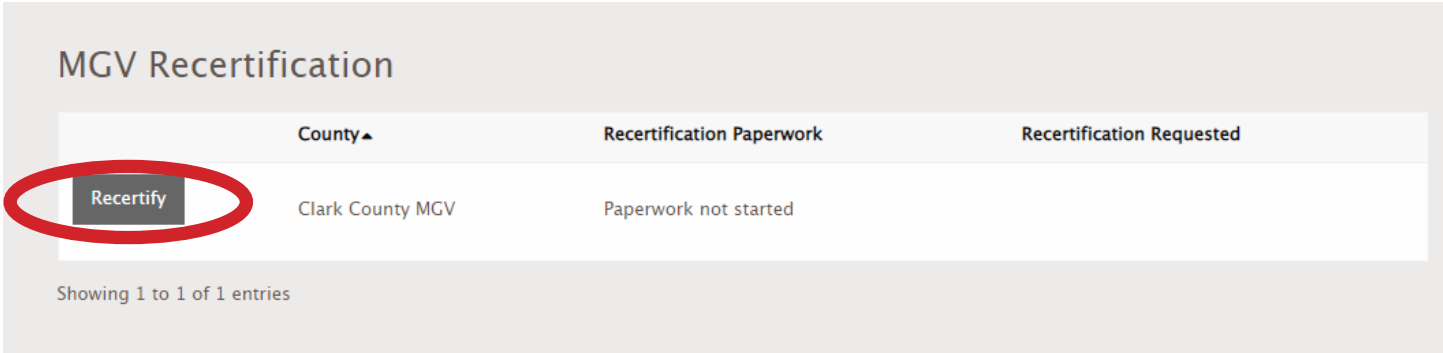


How to Recertify in Hands on Connect

1. Log in to your Hands on Connect account at <https://mgvolunteers.osu.edu/>
Enter your email address and password.



2. Click on Recertify which will appear at the top of your Volunteer Homepage.



3. Make your selection to Recertify, go inactive, or resign from the program. Then indicate if you've completed your Volunteer Hours and Continuing Education for 2021.

Recertification

Fields marked with an asterisk (*) are required.

I would like to... *

- I am recertifying for the upcoming year.
- I am requesting inactive status for the upcoming year.
- I am resigning from the MGV program.

Completed Volunteer Hours? * ▼

Completed Continuing Education Hours? * ▼

(Not applicable to MGV volunteers in their first year after graduation from training class.)

4. Read the conditions and type your name in lieu of a signature if you agree, then click "I Agree to the Conditions".

I would like to recertify for the upcoming program year.

I agree to:

- Volunteer the minimum number of hours for OSUE MGV program activities as approved by the staff.

I also agree to:

- Obtain the minimum number of hours of approved continuing education.

And, I further agree to:

- Submit reports of my hours.

As a condition of recertification, I will review and sign the

- Standards Of Behavior And Title Use Agreement
- Pesticide Management Policy
- Activities and Programs with Minor Participants

In lieu of a signature, please type your name if you agree to the conditions above.

Type your Name *

I AGREE TO THE CONDITIONS

5. If you are electing to Recerify for the year, you will need to attest to the three MGV policies. Please click "Review and Sign 3 Supplemental Forms".

If you have requested to go Inactive or Resign from the MGV Program, your paperwork is complete and you can click on "Return to Homepage".

Recertification - Thank you

Thank you for completing the recertification form.

If you elected to recertify for the upcoming year, please complete the supplemental forms. **Your recertification is not complete until the 3 supplemental forms are submitted.**

We will present the forms in the following order:

1. Standards Of Behavior And Title Use Agreement
2. Pesticide Management Policy
3. Activities and Programs with Minor Participants

Review and sign 3 supplemental forms!

If you have requested **Inactive** or **Resigned** status, your paperwork is complete and you can return to the home page.

[Return to Home Page](#)

5. Please read and attest to the policies by clicking "I Agree to the Respective Agreement" for the Standards of Behavior and the Pest Management Information Policy and typing your name in lieu of a signature for the Activities and Program with Minor Participants Office of HR Policy 1.50.

I AGREE TO THE STANDARDS OF BEHAVIOR AND TITLE USE AGREEMENT

6. Upon attestation to the three MGV policies, you will be returned to you Volunteer Homepage where you will see that your Recertification Paperwork now indicates "Paperwork Complete". If you are affiliated with more than one county or a county and an arboretum, you will need to recertify for each separately.


MGV Recertification

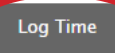
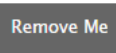
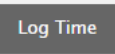
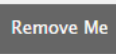
	County▲	Recertification Paperwork	Recertification Requested
Recertify	Clark County MGV	Paperwork complete!	I am recertifying for the upcoming year.

Showing 1 to 1 of 1 entries

If you do not see all of your respective projects listed here, you'll need to go back to steps 5 and 6.

My Ongoing Opportunities



	Volunteer Opportunity ▲	Opportunity Coordinator	Opportunity Coordinator Email
 	2021 MGV CONTINUING ED HOURS	Doug Benson	benson3091@hotmail.com
 	2021 MGV SERVICE HOURS	Doug Benson	benson3091@hotmail.com

Showing 1 to 2 of 2 entries

Previous 1 Next


7. Click the “Log Time” button next to the first project.

Log Time

[Go Back to Volunteer Portal Homepage](#)

Logging hours to Volunteer Opportunity "2021 MGV CONTINUING ED HOURS"

Fields marked with an asterisk (*) are required.

Start Date * 

End Date *

Hours Served *

Activity/Feedback *

< December 2021 >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

8. Enter today's date for both the Start Date and End Date by clicking on the small calendar and selecting the date. The start and end dates must match.

9. Enter the number of hours you spent volunteering for this project in Hours Served. You can make a single entry for every single time you volunteered, or do one entry with your total hours for the year.

Fields marked with an asterisk (*) are required.

Start Date *	<input type="text" value="12/1/2021"/>
End Date *	<input type="text" value="12/1/2021"/>
Hours Served *	<input type="text" value="25"/>
Activity/Feedback *	<input type="text" value="2021 Covid Year"/>

10. Activity/Feedback: Under normal circumstances, you would enter whatever task you performed while you volunteered, for example, “pulled weeds”, or “passed out flyers”. For 2021, you can simply put in “Covid year”.

You will repeat steps 7-10 for each project. You can then return to your Volunteer Homepage to see your hours as they were entered.

My Hours

Volunteer Hours

This Year	Last Year	Lifetime
92.5	0	92.5

Continuing Education Hours

This Year	Last Year	Lifetime
25	0	25

These numbers are updated once a day and represent all hours in the system (including unverified hours).

[View My Hours](#)

11. Click “View My Hours” to see each entry of Volunteer Hours or Continuing Education by year.

My Volunteer Hours

Select a Year:

2021

2020

2019

2018

2017

2016

2015

2014

2013

Only displaying hours with the status "Attended (and Hours Verified)".



Action	Volunteer Opportunity	Start Date & Time	Hours Served	Activity/Feedback	Attendance Status
Edit	2021 Volunteer Hours	12/14/2021 12:00 PM	22.75		Attended (and Hours Verified)

Showing 1 to 1 of 1 entries

Previous

1

Next

12. You may edit edit your entry at any time by clicking edit. Only the number of hours served and activity/feed back can be updated. If you've entered hours towards the wrong project, please contact your county coordinator. Be sure to click "Submit and Verify Attendance" if you made any changes.

Edit Hours

Fields marked with an asterisk (*) are required.

Volunteer Opportunity 2021 Volunteer Hours

Volunteer Name Vince Kirchner

Volunteer Date 2021-12-14

Hours Served * 22.75

Activity/Feedback *

Contacts

Note: Only the designated volunteer from an event should log the contacts.

Male Adult * 0

Male Youth * 0

Female Adult * 0

Female Youth * 0

SUBMIT & VERIFY ATTENDANCE