

HOW TO FILL OUT YOUR MASTER GARDENER LOG SHEET

You might be wondering why this record keeping is all so important. We must measure the impact we are having on the citizens of our county and state. We can't let all the good work that you are doing go unnoticed. By filling this information in accurately when the work is performed, monthly and yearly reporting will be much easier, accurate and less time consuming. Some counties collect data from their volunteers monthly, others do not. All counties collect the annual report and submit a consolidated report to the State MG Program office. If you do not keep a record of your work and turn it in to your county Extension office, you will not be certified or re-certified as a Master Gardener.

Date: Date you performed volunteer work.

Project #: Use one of the numbers listed under Project numbers on the front of the sheet.

Hours Worked: List the time you worked on the project including travel time to and from project. Include prep time.

Miles Traveled: Round-trip miles traveled. (This will be helpful for tax record-keeping)

Contacts in Person: Number of people you spoke with or taught face to face (shared educational info).

Contacts Phone/Email: Number of people you helped over the phone or email (Shared educational info).

Remarks: You may put the name of the place where work was performed here.

SERVICE THAT QUALIFIES- Refer to Extension Volunteer Project Code worksheet for complete details.

Educational Projects:

- 1a-g. Children's Programs for ages 0-18 at schools, libraries, gardens, camps, 4-H clubs, etc.
- 2a-c. Community Speaking Engagements, Garden Club Presentations (Must be giving or facilitating, not just attending).
- 3a-k. Community or Demonstration Gardens (Planning, creating, maintaining, teaching or giving educational tours at gardens).
4. Judging Flower Shows, Vegetable Shows, Horticultural contests, etc.
- 5a-c. Educational exhibits in public places (exhibits about the MG Program, horticultural or environmental topics).
6. Extension office/Help Desk/eXtension online (Answering phone, email, and in-person consumer questions. General office duties. Remember this is area you should record contact numbers. Anytime you share or give educational info, keep up with contact.
7. Habitat for Humanity work done that is related to gardening, landscaping or composting and focusing on educating the other volunteers and prospective homeowner.
8. Yard/Site Visits: Scheduled through the Extension office. Consulting & educating homeowners on various garden or landscape issues by providing researched based, unbiased information.
- 9a-b. Newsletters (once article is actually printed, must know circulation number) Producing newsletters for CCMG Newsletter, HOA, Garden clubs, civic groups, etc. Must attached article when printed.
10. Newspaper or Magazine Article (Written by or compiled by MG's with Extension approval. Once article is actually printed; attach press copy with circulation number.
- 11a-h. Plant Clinics and Special Events- Volunteer capacity only. Organizing or working at Ask A MG Booths at Farmer's markets, any Extension approved community service, educational outreach event.
12. Research or Writing for a project, proposed project or grant funding. Attach copy of factsheet or proposal.
- 13a-d. Taught Adult Classes (teaching scheduled classes or as a class series). Library seminars, landscape design workshop, etc.
14. Presented a TV or Radio Program (give pertinent info as topic, date, length, where & audience #) .

Administrative Projects:

15. Serving on Extension Advisory Group, Extension Program Development Team or other community advisory groups related to your being a Master Gardener.
- 16a-c. State Master Gardener Organization Support .Time served on GMGA Board, Conference Administration/Committee Chair or Committee Support.
- 17a-c. Local MG Organization Administration/Support (officers, committee chairs, website maintenance, grant writing, etc).
18. Other projects approved by Extension Office (4H Rabies clinic, Fair Entry registration)

SERVICE THAT DOES NOT QUALIFY:

1. Volunteer service performed on behalf of another organization
2. Attendance at association or GMGA meetings unless assisting/facilitating in some capacity
3. Attendance at training/continued educational classes as a participant and not as an instructor/facilitator

RECORD-KEEPING

A Master Gardener should maintain a written record of his/her volunteer activities and provide the CCES with a monthly report by the 10th of each month and an annual activity report due December 15th. Hours should be recorded on online log sheet utilizing Project Code Numbers which will also help to facilitate end-of-year reporting.