

# Master Gardener Activity Report

(To be completed by committee chair or project coordinator only)

1. Program/Activity/Event Title: \_\_\_\_\_

2. Lecture Title(s): \_\_\_\_\_  
(if a presentation was given)

3. Location: \_\_\_\_\_

4. Activity Begin Date: \_\_\_\_\_ Activity End Date: \_\_\_\_\_

5. Total Contacts Face to Face: \_\_\_\_\_

6. Target Audience Totals: Homeowner \_\_\_\_\_ Youth \_\_\_\_\_

7. Audience Demographics (if known):

	Male	Female
White		
Black		
Asian		
American Indian		
Pacific Islander		
Multi-Racial		
Hispanic		

8. Supplemental Data:

a. Hours of instruction per participant (formal teaching time): \_\_\_\_\_

b. Number of sessions or classes taught: \_\_\_\_\_

c. Total length of program (teaching & non-teaching time): \_\_\_\_\_

d. Total adult volunteers participating in activity: \_\_\_\_\_

e. Total volunteer hours worked (all volunteer hours combined): \_\_\_\_\_

f. In-Kind support (\$ value, if known): \_\_\_\_\_

g. Funds Donated (\$ value, if any): \_\_\_\_\_

9. Sign-in volunteers involved with activity & hours worked (use back if more space is needed):

a. \_\_\_\_\_ Hours: \_\_\_\_\_ d. \_\_\_\_\_ Hours: \_\_\_\_\_

b. \_\_\_\_\_ Hours: \_\_\_\_\_ e. \_\_\_\_\_ Hours: \_\_\_\_\_

c. \_\_\_\_\_ Hours: \_\_\_\_\_ f. \_\_\_\_\_ Hours: \_\_\_\_\_

10. Items to include with form (check what you have included):

- Publicity for the program i.e. copy of news articles, letters sent, promo brochures, etc.
- Sign in sheet
- Evaluation forms
- Copies of materials distributed
- Follow up articles or reports
- Other supporting information \_\_\_\_\_
- Comments that will be helpful in future programs (use back of form)

