

**COWETA COUNTY MASTER GARDENERS'
REPORT OF VOLUNTEER HOURS**

Name _____

(Circle all numbers that apply. Enter date and number of hours in the columns to the right and enter explanations on back)

<u>Category</u>	<u>Date of Service</u>	<u>Hours</u>
Education Projects		
1. Children's Programs (Conduct Programs e.g. Jr. MG, 4-H Club Meeting/classes at schools, Wonderful Wednesdays, etc.)	_____	_____
2. Civic & Garden Club Presentations (Speaking engagements, lectures, and demonstrations)	_____	_____
3. Community & Demonstration Gardens (Plan/maintain historic projects, conduct educational tours, Jr. MG Gardens projects)	_____	_____
4. Judge or Conduct Horticultural Shows (Vegetable & flower contests, Pumpkin Carving Contest, Favorite Foods Contest & Science Fairs)	_____	_____
5. Exhibits (Prepare/present educational horticultural/environmental topics)	_____	_____
6. Extension Office (Answer phone questions, assist walk-ins, assist 4-H & Extension Staff)	_____	_____
7. Habitat for Humanity (Explain gardening, landscaping, composting, plant donated plants)	_____	_____
8. Home Garden Visits (Educate & assist homeowners with problems per requested site visit)	_____	_____
9. Newsletters (Write, research and edit for the public)	_____	_____
10. Newspaper and Magazine Articles (Write, research and edit for the public)	_____	_____
11. Plant Clinics and Fairs (Organize/participate/answer questions, i.e. County Fair, Powers Crossroads, etc.)	_____	_____
12. Research & Writing (Assist/conduct projects for fact sheets, brochures, power point presentations)	_____	_____
13. Teaching Adult Classes (Conduct classes for ages 18+ - Master Gardener & Advanced Classes)	_____	_____
14. TV & Radio Programs (Provide information on horticultural/environmental topics)	_____	_____
Administrative Projects		
15. Advisory Committee (Time served on Extension/GA. MG Advisory Group)	_____	_____
16. GMGA Committees (Time served as officer/committee member)	_____	_____
17. MG Program Administration (Time served in county/regional programs: maintaining mailing lists: serving as officer; serving as committee member; creating or maintaining databases; creating or maintaining Web pages; writing newsletters; writing grants; preparing & facilitating events; presenting programs; attending board meetings or committee meetings; coordinating Backyard Association Meetings; arranging for speakers & gifts; maintaining sign-in lists; participating in fundraisers: Cookbook Sale; Plant Sale, Garden Tour & Wreath Sale; preparing 4-H educational material & student packets; watering plants at libraries & other public facilities; JR. MG. administrative tasks; participating in Master Gardener information booth as needed; managing greenhouse)	_____	_____
18. Other Special Projects **(Prior approval required by CEC)** (Volunteer activities in other counties, participating in continuing education classes. Explain on back of form)	_____	_____

Total Hours _____

Total # of miles traveled _____

Hours commuting _____

Total # in-person contacts _____

Total # of telephone contacts _____