

DEKALB MASTER GARDENER ANNUAL SUMMARY

Year reporting

NAME: _____ INITIAL TRAINING YEAR: _____

Summarize all volunteer activities where you represented Extension or its Master Gardener Program. Include all activities between Jan.1 and Dec. 31 of the current year and be as thorough and complete as is possible. **This year's interns:** You have until April to complete your initial 50 hours so just report what you have done so far. **Veterans:** You are only required to complete 25 volunteer hours to remain active but you are welcome to do as many as you are willing to do. We thank you all and we appreciate all the hours and all the support you give us. If you have questions, call us before completing this form. **ONLY** fill out sections that apply to you. **Everyone should include # clients and # miles traveled for each event.** Estimates of mileage are fine but try to be accurate.

TYPE ACTIVITY	DESCRIPTION	HOURS	No. of Contacts	No. of Times	Mileage (total)
Children's Programs	Where you taught or participated				
Adult Presentations	Where you presented or taught (Civic, Garden Clubs, etc.)				
Community or Demo Gardens	Main Site: _____ Others: _____				
EEC Workdays	Official monthly workdays you attended				
Flower Shows	Where you assisted or taught (maximum - 10 hours)				
Exhibits / Plant Clinics	Home & Garden Show, Fernbank Plant Sale, Oakhurst Festival, etc.				
Extension Office Assistance	Phones, mailing, collating, arranging literature, food prep. etc.				
Garden Visits/ Consultations	Can be one-on-one or groups - where you gave info. (maximum - 10 hours)				
Garden Writing (as a Master Gardener)	Columns or articles you wrote or edited for local newsletter				
	Newspaper/Magazine Articles				
	Informational fliers or brochures you researched and wrote				

TYPE ACTIVITY	DESCRIPTION	HOURS	No. of Contacts	No. of Times	Mileage (total)
TV & RADIO Presentations	Where you were on representing or marketing Extension MG programs				
Extension Advisory Boards	Any committees where you provided info. or expertise				
1.	Georgia MGs in DeKalb County				
2.	GMGA State Advisory Board				
Local Program Management	DeKalb Managers - Site Leader, Mentor, Committee Chair, Food Committee Chair, etc. Specify: _____				
Education & Intern Orientation	<u>Additional Training</u> : Classes/workshops - up to 10 hrs (After initial 25 hours) (Ones you attended - Describe) Interns can include 3hrs for orientation				
TOTALS	Please total each column				

One highlight of your activities: _____

PLEASE - HELP US OUT BY NOT MAKING US ASK REPEATEDLY FOR THIS INFORMATION. We have to have this to do County and State reports and to continue to receive budget support for this vital effort.

Mail To: Averil Bonsall, Master Gardener Coordinator for DeKalb County,
 DeKalb Cooperative Extension, 4380 Memorial Drive, Ste. 200, Decatur, GA 30032
Email To: Averil Bonsall at abonsall@dekalbcountyga.gov
Fax To: 404-298-3084 (Attention: Averil Bonsall)

DEADLINE: *December at Master Gardener Holiday Lunch or preferably BEFORE!*