Sample: DeKalb County Master Gardener
Activity Log

_____ _____

Name Training Year

GENERAL RECORD KEEPING FORM: A listing of what you did, miles you drove, and your number of client contacts. This is the minimum for what we will need at the end of the year.
Reports due in December each year.

Date	Activity		Hours Worked	Miles Traveled	Number Personal Contacts	Number Telephone Contacts	Number Email Contacts
	TOTALS						

FINAL SUMMARY OF MASTER GARDENER ACTIVITIES

WHAT ACTIVITIES TO REPORT?

Information should be recorded each year from January 1st – December 31st (estimate to end of year). Use information you have accumulated all year and submit this form as your final summary. To remain an active master gardener you must submit an annual report each year by the required county deadline.