

Monthly Volunteer Hour Report
Prince George Master Gardener Program

Name _____

Month/Year _____

Today's Date _____

Date	Project	Public Education Hours	Administrative Hours	Contributed Hours	Travel Miles
	Farm Day				
	Good Gardening Symposium				
	Greater Tomato Contest				
	Clean Community Day (HHW Collection)				
	Plant Sales				
	Prince George Farmers Market Booth				
	Prince George Library Display				
	Prince George Library Classes				
	Richard Bland College Water Garden				
	St. Dennis Chappel -- Weston Plantation				
	Other:				

	County or State Fair				
	Direct Client Assistance				
	MG Training Course Taught				
	Newspaper Articles				
	School programs - location and topic				
	Speakers Bureau - location and topic				

	MG Training Course -- Hosting				
	Officers/Committee/Records/Website Duties				
	PGMGA & VMGA Regular and Board Meetings				
	Total				

Continuing Education -- Specify:	Hours	
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<i>Contacts Reporting</i>	Male Adult	Male Youth	Female Adult	Female Youth
White				
Black				
American Indian				
Hispanic				
Asian				
Unknown				

Public Education

Activities or programs in which the VCE-MG educates the public. This includes presentations at demonstration sites, fairs, booths; plant clinics; and educational presentations to audiences, such as garden clubs, school groups, homeowner associations, church groups, etc. The hours must be in approved Prince George Master Gardener projects or approved by the Extension Agent/Coordinator prior to conducting the program. Educational efforts include the time spent planning, implementing, and evaluating the program.

Administrative

Time spent on volunteer development, training and other management roles. This may include: general VCE-MG business meetings; planning and supervising VCEMG training classes; communication efforts, such as telephone trees; attending state association meetings; and any other activities that maintain and support the effectiveness of VCE-MGs.

Contributed

Non-educational programming includes activities such as the design, installation, upkeep, and maintenance for public or demonstration gardens without the VCE-MGs conducting educational activities (such as active demonstrations, hands-on workshops, etc.). In order to record as volunteer contributed time, the activity must be approved and documented by an Extension agent as contributing to the goals and mission of the local Extension program. Many of the hours for the Plant Sales, Richard Bland Water Garden, and Weston Plantation projects would be contributed hours.

Travel

This is simply the **mileage** you to travel from home to a meeting, event, program, etc.

Contacts

Record the number of people you provided educational information too. This includes clients at public education events and direct assistance with problems in person or over the phone. The key is you must provide educational information and not just attend a meeting or event.

Continuing Education

Time spent in personal education to increase skills and knowledge; for example, advanced training, education conferences, or other settings that qualify as recertification training. Training hours should be approved by the Extension Agent or Local Coordinator if not part of the Prince George Master Gardener Program.

Master Gardener Interns

MG Interns must complete 50 hours of volunteer time within 1 year of completing the the training class. At least 40 hours must be Public Education and no more than 10 hours of administrative time will count. You will find that not all hours are Public Education or Administrative. These hours will not count towards your 50 hours but they will count towards your overall service as a Master Gardener. If you are unsure about your hours please ask Scott how they should be recorded. Many project supervisors will also help you determine how to record hours for that project.