MSU ES Master Gardener Individual Activity Report Form

| MG #: MG Name: | | | (If racia | al break | down is i num | not knov nbers in | vn, entei BOTH s | • # of co pecified | ntacts in AND Ur | the Unknow | n category. Do | o NOT enter | |
|----------------------|-----------------------------|-----------------------|-----------|----------|------------------|----------------------|---------------------|-----------------------|---------------------|----------------------|------------------------|-------------|--|
| | | | | Contacts | | | | | | | Hours/Miles | | |
| Date | [*] Act. Cat. # | Activity Description | WM | WF | BM | BF | ОМ | OF | Unkn own | Vol Hours - Educ. | Vol Hours - Service | Miles | |
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| *Master Gardener Act | ivity Catoro | ry Codes (Act Cat #): | | | | | | | | | | | |

Master Gardener Activity Category Codes (Act. Cat. #):

1 - 1 On 1 Technical Support, Phone Calls/Home Visits/Email/Garden Clinics/etc., 2 - Projects, 3 - Presentations, 4 - Writing, 5 - Youth

6 - Education, 7 - MG Support/Org/Admin, 8 - , 9 - , 10 -

11 - , 12 - , 13 - , 14 - , 15 -

"Contacts Codes: WM=White Male, WF=White Female, BM=Black Male. BF=Black Female, OM=Other Male, OF=Other Female. The number of contacts by category is optional, However, an estimate of the total number of contacts is very helpful. If you do not know the racial breakdown of the contacts, please put the number in the Unknown category.

This reporting guide was written by Warren County Master Gardeners, Dana Klimas and Jeanie Byrnes for the Warren County Master Gardeners. Other Counties may find it useful to assist their groups when reporting their service and activities.

A Guide to Reporting Master Gardener Volunteer Hours



To maintain active Master Gardener status, we need to complete 12 hours of education and 20 hours of service annually. MG Interns are required to earn 40 hours of education, and 40 hours of service during their first year.

These hours are recorded by each individual on the MG Individual Activity Report, which is then forwarded to Jeanie Byrnes (<u>beachyms@yahoo.com</u>) for inclusion in the annual report. This year we are encouraging members to submit their hours quarterly, or semi-annually, to lessen the time required for end-of- year reporting.

| Code 1 | 1 on 1 Technical Support —phone advice, email, answering anyone's questions Examples: Farmer's Market booth, Crystal Springs Shade Garden booth, etc. |
|--------|--|
| Code 2 | Projects — Examples: Extension Office Flower Bed clean-up, Crystal Springs Shade Garden clean-up, Farmers Market prep, Speakers Bureau, Southern Region MG Conference 2012, etc. |
| Code 3 | Presentations —includes preparation time Examples: Presentations to garden clubs, to interns, to our group, etc. |
| Code 4 | Writing —news articles, grants Examples: Working on MG Website, creating handouts for Farmer's Market, submitting State newsletter articles |
| Code 5 | Youth —one on one, projects, writing; Gardening with youth Examples: Working with youth on any gardening project |
| Code 6 | Education —when the Master Gardener is being educated Examples: 1 hr of our MG monthly meetings where we have a speaker, March Mondays, 1 st Tuesdays, attending Intern training classes, garden tours, video training presentations such as Quick Bites, attending seminars at gardening conferences |
| Code 7 | MG Support Organization & Administration —filling out the volunteer hour report form, calling speakers, serving on Executive Board, assisting in the Extension Office (filing, mailing, general office work), business part of the MG monthly meeting |

Notes:

Travel time may be added into the category where the hours are accrued. There is an exception for the Education category (Code 6) where travel time is not recorded. Please remember to note your mileage for all events/projects, and the data concerning the people contacted, if known. This information is important to the final computation of the value of our volunteerism to the County, State, and University Extension.