

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 Hours	Contacts
	Farm Day					
	Fruit Tree/Vine Pruning Demonstration					
	Garden Basics Workshops					
	Good Gardening Symposium					
	Greater Tomato Contest					
	Household Hazardous Waste					
	Plant Sales					
	Richard Bland College Water Garden					
	Weston Plantation					
	Other:					

	County or State Fair					
	Direct Client Assistance -- phone, in person, home visit					
	MG Training Course Taught					
	Newspaper Articles					
	School programs - location and topic					
	Speakers Bureau - location and topic					
	VCE MG Help Desk					

	MG Training Course -- Hosting					
	Officers/Committee/Records/Website Duties -- Specify:					
	PGMGA & VMGA Regular and Board Meetings					
	<b>Total</b>					

Continuing Education -- Specify:	Hours
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**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 time it takes 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 or Cheryl how they should be recorded. Many project supervisors will also help you determine how to record hours for that project.