

# MASTER GARDENER™ VOLUNTEER LOG SHEET 2016

(Enter hours in appropriate column; see definitions of categories for assistance.)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Report Date \_\_\_\_\_

Date	Project or Activity Description and Location of Activity – please be specific	Hours	# of Public Contacts	Mileage	Pounds of produce donated to Food Banks from <u>your Garden</u>

**Public Educational Outreach** – includes teaching, public speaking: presentations/demonstrations, plant clinics, demonstration garden, youth/senior gardening activities, news articles, radio shows, garden advisors for community groups or agencies, community events where an educational program is delivered, research trials, insect/weed collections, etc. Educational activities are those that have direct public contact, but it also includes your preparation time for these events.

**Support Activities** – hours that enhances or supports the Master Gardener™ program that doesn't directly involve contact with the public. These hours include Master Gardener™ Association preparation for activities/meetings, officer/board preparation, training class coordinator, mentoring, fundraising events (Spring Fair), community service (non-educational in structure – for example, pruning roses at a park, maintenance work at a senior center, etc.), promotional activities, special skills work, or office support, and business portion of the Chapter meeting (*1/2 hour max*). Support hours are ones that are not directly related to educational outreach. (*For the initial hours of payback, there is a limit of 20 hours in this area of opportunity.*)

**Personal/Continuing Education** – includes the program portion of Association meetings (*1 hour max*), workshops, classes (mini-college), tours, clinic orientation, recertification (6 hrs max), etc. It can include leadership and personal development classes as well as subject matter classes that you take to increase your skills and knowledge (talk to the agent about how you intend to use the classes in the MG program). (*For the initial hours of payback, there is a limit of 9 hours.*)

✓ Keep track of mileage for your own tax records. Check with IRS for deduction rates. (Hours traveled do not count as payback.)

Oregon State University  
Extension Service  
Columbia County  
CEB:vk 1/14

You can get this form on the Columbia County Extension's web site: [www.extension.oregonstate.edu/columbia/agriculture/mastergardeners](http://www.extension.oregonstate.edu/columbia/agriculture/mastergardeners)