To report your hours online, go to the following address: [http://extension.oregonstate.edu/mg/vrs/enrollment/index.php](http://extension.oregonstate.edu/mg/vrs/enrollment/index.php).
Hardcopy paper forms are also available. Contact the Coos County Master Gardener Coordinator or use this link [http://extension.oregonstate.edu/coos/Mg](http://extension.oregonstate.edu/coos/Mg).

**PAYBACK HOURS POLICY:** New Trainees in the OSU Extension Service Master Gardener program of Coos County owe a total of 60 volunteer hours during their first year. We require that new MGs devote a minimum of 20 educational outreach hours, and the remaining hours can be either support or educational outreach to make a total of 60 hours. Veteran MGs are required to return a total of 20 hours of volunteer time with a minimum of 10 educational outreach hours. In order to remain certified, Veteran MGs are required to attend six hours of continuing education or a recertification test each year.

<table>
<thead>
<tr>
<th>Support</th>
<th>Outreach</th>
<th>Total Hours*</th>
<th>Training</th>
<th>Contacts</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Master Gardener Trainees</strong></td>
<td>Enough to bring total hours to at least 60.</td>
<td>At least 20 hours.</td>
<td>Educational outreach hours plus support hours. At least 60 hours.</td>
<td>None required. Does not count toward total payback hours.</td>
<td>Please report how many people you contact at an MG event. Keep track for your own taxes. Travel time does not count towards payback hours.</td>
</tr>
</tbody>
</table>

| **Veteran MGs** | Enough to bring total hours to at least 20. | At least 10 hours. | Educational outreach hours plus support hours. At least 20 hours. | At least 6 hours. Does not count toward total payback hours. | Please report how many people you contact at an MG event. Keep track for your own taxes. Travel time does not count towards payback hours. |

* This is not a column on the volunteer log sheet.
DATE: Enter the date of the volunteer activity. Example 23 Jul, or Jul 23. It is not necessary to enter the year.

CATEGORY: Enter the code that best explains the activity for the hours entered. Describe, if necessary under last column (far right) of log sheet.

- CG: Community Garden
- DG: Demonstration Garden
- SG: School Garden
- OG: Other Garden (Describe)
- EC: Educational Conference
- ES: Educational Seminar Series
- GT: Garden Tour
- CD: Plant Clinic at Extension Office Desk
- CF: Plant Clinic in Farmer’s Market
- CE: Plant Clinic in Master Gardener Event
- CO: Plant Clinic in Other Venue
- PS: Plant Sale
- OY: Other Youth Project (Describe)
- MG: OMGA and Chapter Board Meetings
- SB: Speakers Bureau
- OT: Other (Describe)

SUPPORT: Hours that enhance or support the MG program such as meetings, committee chairs chapter activities, mentoring, telephone/e-mail tree, and non-educational community service. These are events where the Master Gardener is serving in an official capacity at an official MG event. Works with outside organizations such as Fair Boards, Park Bureau do not count as payback because they do not enhance or support our program.

OUTREACH: Hours that directly support the educational mission of the Master Gardener program. Opportunities to complete Educational outreach hours include; time spent working at the plant clinic, at farmers’ markets, county fair, gardening events, and demonstration workshops. Educational outreach are opportunities for MGs to teach. New trainees are required to complete at least 20 educational outreach hours and veterans are required to complete at least 10.

TRAINING: Required only for veteran MGs. Attending workshops, classes, repeat of basic training classes, MG seminars, Mini-College, regional and national conferences, garden tours, etc. all count towards this requirement. A minimum of six classroom hours are required for recertification training, or you may take the recertification exam (open book) with a score of 70% or better. Continuing education hours do not count towards payback hours. New trainees are not required to complete continuing education hours.

CONTACTS: Please record the number of direct contacts you make as a result of your volunteer work. For example: the number of individuals attending a presentation you gave, approximately how many people did you talk to on the phone or in a clinic, how many kids were in that gardening class you taught, etc. Keeping track of the number of people you contact as a Master Gardener helps us promote and justify our program for continued funding.

MILEAGE: Keep track of the miles you spend traveling to and from all Master Gardener activities. These miles are for your information only and a tax benefit to you. Check with a tax consultant so that you can best deduct your contribution on your tax returns. Travel hours do not count towards payback time. The Extension Office does not use the information you enter in this category.

If you have questions, call Coos County Master Gardener Coordinator, Kim Phillips at 541-572-5263 ext. 286 or 1-800-730-4978. Although logging volunteer hours online is preferred, completed forms may be mailed to the OSU Coos County Extension Service, Ohlsen Baxter Building, 631 Alder St., Myrtle Point, OR 97458, or emailed to Kimberly.Phillips@oregonstate.edu. The last day for submission of volunteer hours is October 31 of each year.