

Instructions for using the Coos County Master Gardener Timesheet

The timesheet is on pages 2-4

Using the Excel spreadsheet (electronic version) of this timesheet: this document is an Excel spreadsheet - it requires you have Excel on your computer, or a generic equivalent of that program. If you do not have a spreadsheet program, see below for using a hard copy of this document.

The first time you open the spreadsheet, please go to File--Save As--change the document's name to something with your name or initials in it, and save it in a location you can find again. This is very important because this document will be saved to your local computer, not anywhere online. So it's important that you save it where you know what it's called, and where to find it, so you can retrieve it when it's time to submit hours. An example of saving: rename the document *Clayburnhours2018* - replacing Clayburn with your name, then save it to your computer's desktop, or some other location you can easily find later.

Adding hours: when you have volunteered hours you want to record, open the document from wherever you have saved it, and then add tally marks in the area where you accumulated time. You can use any key (letter or number) as a tally mark - one for each **1/4 hour** that you volunteered. IMPORTANT NOTE: If you're adding additional time to an already started timesheet, you need to double-click in the box and make sure your cursor (blinking) is to the right of the already entered marks. It would be wise to change characters - that is, if you've entered 1s for your previously entered tally marks, use 2s for the new ones - just so it's clear to you how many you are adding. The spreadsheet will automatically divide the tally marks by 4 to determine total **hours**, enter the results in the TOTAL column on the far right, and carry that number to the TOTAL box at the bottom of that section, and also to the back summary section.

CAUTION: If you want to enter 1 hour, enter 4 tally marks. Entering one 1 will result in .25 hour.

Recording dates: recording the dates you volunteered is optional. It's not necessary for OSU's records, but it might help you in remembering which volunteer hours you've already entered.

Save before closing: this document will not automatically save the new information you've added, you need to SAVE it before closing. You can do this by clicking on the X in the top right corner of the document, then click on YES. The document will close, overwriting the previous version you had and saving the new information you added.

Hard copy version: If you're not comfortable saving your hours in an electronic document, you can print out the timesheet (pages 2-4) and keep track of your volunteer hours in hard copy form.

Submitting hours: you can submit your timesheet(s) whenever you choose - once a month, once a quarter, twice a year or once a year. All volunteer time - either recorded on this timesheet, a hard copy of this timesheet, or in the online VRS system. Hours are on October 31st of each year.

Starting a new timesheet: once you've submitted your hours for the month, quarter...(whenever you choose to submit) to the MG coordinator, you'll want to clear out the numbers and start fresh. To do this, simply highlight the cells where you have entered tally marks and delete the contents of those cells. This will return all the totals to zero. Save the document at that point, then begin entering in your new volunteer hours and again save your document before closing to save your new entries.

Coos County Master Gardener Timesheet

Read the instructions on page 1 of the timesheet document, or ask the MG Coordinator for assistance in using and saving this document. **WHENEVER SAVING - save over the previous version of this document on your computer. If you do not, the new hours you entered will not be saved.**

Name:		Month(s):
Email/Phone:		

CONTINUING EDUCATION hours that increase your gardening knowledge <i>"I learned something"</i>	DATES OF SERVICE (optional)	TALLY MARKS for each <u>1/4 hour</u> Use any letter for a tally mark	TOTAL
Spring Garden Series March, April or May - talks are 2 hours each			
MG Training classes - record total hours attending classes that qualify for credit (starred on schedule)			
Fertilize Your Mind - Multiply 1.25 (length of classes) times number of classes attended			
Mini-college classes - record total hours attending classes			
Other gardening classes (get prior approval)			
Online classes or webinars (get prior approval)			
TOTAL CONTINUING EDUCATION HOURS - 10 REQUIRED IN 2017-18 FOR VETERANS, NO REQUIREMENT FOR TRAINEES			

DIRECT EDUCATIONAL HOURS: Master Gardener activities that have the potential to directly increase knowledge, change attitudes or change behaviors in ways that promote sustainable gardening. A Master Gardener must be current on their certification in order to be the lead veteran in activities that qualify for direct educational hours.	DATES OF SERVICE (optional)	TALLY MARKS for each <u>1/4 hour</u> Use any letter for a tally mark	TOTAL
Plant Clinic (no matter the venue): Plant clinic is the venue through which MGs receive gardening questions and provide high-quality recommendations to the general public. Typical venues for plant clinic include: The Extension office (walk-in, phone or email), Ask an Expert, Farmers Markets, Master Gardener events (e.g. plant sales, fairs), other community events.			
Instructor (at a conference, seminar series, Master Gardener training, speakers bureau, etc.): includes the time it takes to research, prepare and deliver the presentation.			

<p>Educational Gardens (demonstration gardens, youth garden, school garden, prison garden, garden tour): education must be the focus of these activities, and not garden labor without education. Gardens should be used as teaching and demonstration sites, with appropriate signage and supporting materials. Teaching a class in an educational garden, leading a tour, preparing signage or educational displays, or other educational activities may count towards direct service hours.</p>			
<p>Writing an Educational Article: in a Master Gardener newsletter, for a local newsletter, or collaborating with an OSU Extension faculty member to write an Extension publication. Includes the time needed to research and write the article.</p>			
<p>INDIRECT EDUCATIONAL HOURS: Master Gardener activities that facilitate or support the efforts of those who are teaching.</p>	<p>DATES OF SERVICE (optional)</p>	<p>TALLY MARKS for each <u>1/4 hour</u> Use any letter for a tally mark</p>	<p>TOTAL</p>
<p>Educational Event Planning (conference, seminar series, MG training).</p>			
<p>Master Gardener Training Class Mentor: assisting with the annual Master Gardener training course.</p>			
<p>Educational Garden Maintenance: Educational gardens require basic upkeep in maintenance, in order to be effectively used in educational outreach. Thus, garden maintenance and upkeep activities qualify for indirect educational volunteer service hours if work in the garden supports an educational project or program, and if garden maintenance and upkeep activities are not the major focus of activity in the garden.</p>			
<p>Other Approved Activities: as determined by your MG coordinator, in the context of current OSU Extension Master Gardener guidelines and policy.</p>			
<p>TOTAL DIRECT AND INDIRECT EDUCATIONAL HOURS - 10 REQUIRED IN 2017-18 FOR VETERANS, 20 REQUIRED FOR TRAINEES</p>			
<p>SUPPORT HOURS Master Gardener activities not focused on educational outreach, but whose efforts help support the mission of the OSU Extension Master Gardener Program.</p>	<p>DATES OF SERVICE (optional)</p>	<p>TALLY MARKS for each <u>1/4 hour</u> Use any letter for a tally mark</p>	<p>TOTAL</p>
<p>Attend CCMGA meetings and/or work as host/setup...</p>			

Serve as a CCMGA officer, committee member, historian, etc.			
Fundraiser (Plant sale, Book sales, etc.) Any involvement in any kind of fundraising activity. Excludes the time growing plants for plant sale. Neither veterans or trainees can count growing time.			
Coos County Fair booth - setup/clean-up, signage, organizing/planning, etc.			
Other Approved Activities: as determined by your MG coordinator, in the context of current OSU Extension Master Gardener guidelines and policy.			
TOTAL SUPPORT HOURS - 10 REQUIRED IN 2017-18 FOR VETERANS, 40 FOR TRAINEES			

<p>CONTACTS - Refer to the MG Hours Reporting 2016 document for an understanding of what counts as a contact. Numbers reported here should be contacts made by you as an individual, not contacts made while working in the Plant Clinic, at a Farmers' Market, etc. Record contacts as tally marks in the box at right; it will total automatically.</p>		
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TOTAL <u>CONTINUING EDUCATION</u> HOURS		
TOTAL <u>DIRECT AND INDIRECT EDUCATIONAL</u> HOURS		
TOTAL <u>SUPPORT</u> HOURS		
Name:		0

This document is available in electronic format at
<http://extension.oregonstate.edu/coos/coos-county-master-gardeners-program>