

Volunteer Payback Log Frequently Asked Questions

Why Record Volunteer Hour/Contact Report: Hour and contact information is collected to document how many hours and people Master Gardener volunteers come in contact with as we volunteer in our communities by providing home horticultural information. The time spent at WCMGA and OMGA meeting, prep time, and duties are included as well.

All volunteer hours reported on the log sheets are submitted to the OMGA at the end of the year. Please make every effort to report your hours and contacts so that we can submit them to OMGA. These hours are used by OSU and OMGA to gauge the level of support for the Master Gardener program, and the impact the program has on the local community.

Most activities and projects are listed on the form. Other activities and projects may be included when pre-approved by Lynn Long, Wasco County Extension Agent.

What Should You Record: It is best to keep a record of your activities and contacts on a calendar or journal and then list the total numbers on the log sheet. Keep the calendar or journal for verification and turn in only the log sheet.

HOURS: Keep a record of the hours you spend working in plant clinics or other Master Gardeners projects.

CONTACTS: Record the number of direct contacts you make as a result of your volunteer work. Examples include: people you discuss gardening information with at any Master Gardener activity (excluding other current Master Gardeners) or the number of attendees at a presentation or in a class you assist with at a school, or at the annual garden tour. The contacts for that activity are calculated by the Extension Office staff and are based on the number of tickets sold for the tour.

When Are Your Log Sheets Due: Please turn in your first log sheet to Lynn Long by **JUNE 30,** for Nov. 06 – June 30 activity and your final log sheet **SEPTEMBER 30,** for July – September activity, at the OSU Extension Office, 400 E. Scenic Dr. Ste. 2.278, The Dalles, Or. 97058. If you are schedule for October activities include that also and make a note of it.

MILEAGE: Keep track of the miles you spend traveling to and from all MG activities. These miles are for your information only and may provide a tax benefit to you. Check with a tax consultant to determine what you may be eligible to deduct. **Travel hours do not count toward payback time, and are not recorded on the log.**

If you have any questions, contact Lynn Long at the Extension Office, 296-5494.