

Monthly Volunteer Hour Report
Prince George Master Gardener Program

Name _____

Month/Year _____

Today's Date _____

Date	Project	Public Education Hours	Administrative Hours	Contributed Hours
	Farm Day			
	Good Gardening Symposium			
	Clean Community Day			
	Plant Sales			
	Prince George Farmers Market Booth			
	Prince George Library Display			
	Greater Tomato Contest			
	Festivals, Fairs, Events:			
	Other:			

	County or State Fair			
	Direct Client Assistance			
	MG Training Course Taught			
	Newspaper Articles			
	School programs - location and topic			
	Speakers Bureau - location and topic			

	MG Training Course -- Hosting			
	Officers/Committee/Records/Website Duties			
	PGMGA & VMGA Regular and Board Meetings			
	Total			

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 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, 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.

Master Gardener volunteers must complete 20 volunteer hours each year. Public education hours should be the primary focus however the 20 hours can be a combination of all three categories. All hours count towards service awards.

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 if not part of the Prince George Master Gardener Program. **Must have 8 hours each calendar year.**

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 how they should be recorded. Many project supervisors will also help you determine how to record hours for that project.