MSU ES Master Gardener Individual Activity Report Form

<table>
<thead>
<tr>
<th>Date</th>
<th><code>Act. Cat. #</code></th>
<th>Activity Description</th>
<th>WM</th>
<th>WF</th>
<th>BM</th>
<th>BF</th>
<th>OM</th>
<th>OF</th>
<th>Unkn</th>
<th>Vol Hours - Educ.</th>
<th>Vol Hours - Service</th>
<th>Miles</th>
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</thead>
</table>

(If racial breakdown is not known, enter # of contacts in the Unknown category. Do NOT enter numbers in BOTH specified AND Unknown categories.)

- **Contacts Codes**: WM=White Male, WF=White Female, BM=Black Male, BF=Black Female, OM=Other Male, OF=Other Female. The number of contacts by category is optional. However, an estimate of the total number of contacts is very helpful. If you do not know the racial breakdown of the contacts, please put the number in the Unknown category.

*Master Gardener Activity Category Codes (Act. Cat. #):*
1 - On 1 Technical Support, Phone Calls/Home Visits/Email/Garden Clinics/etc.,
2 - Projects,
3 - Presentations,
4 - Writing,
5 - Youth
6 - Education,
7 - MG Support/Org/Admin,
8 - , 9 - , 10 -
11 - , 12 - , 13 - , 14 - , 15 -
A Guide to Reporting Master Gardener Volunteer Hours

To maintain active Master Gardener status, we need to complete 12 hours of education and 20 hours of service annually. MG Interns are required to earn 40 hours of education, and 40 hours of service during their first year.

These hours are recorded by each individual on the MG Individual Activity Report, which is then forwarded to Jeanie Byrnes (beachyms@yahoo.com) for inclusion in the annual report. This year we are encouraging members to submit their hours quarterly, or semi-annually, to lessen the time required for end-of-year reporting.

Code 1 1 on 1 Technical Support—phone advice, email, answering anyone’s questions
Examples: Farmer’s Market booth, Crystal Springs Shade Garden booth, etc.

Code 2 Projects—
Examples: Extension Office Flower Bed clean-up, Crystal Springs Shade Garden clean-up, Farmers Market prep, Speakers Bureau, Southern Region MG Conference 2012, etc.

Code 3 Presentations—includes preparation time
Examples: Presentations to garden clubs, to interns, to our group, etc.

Code 4 Writing—news articles, grants
Examples: Working on MG Website, creating handouts for Farmer’s Market, submitting State newsletter articles

Code 5 Youth—one on one, projects, writing; Gardening with youth
Examples: Working with youth on any gardening project

Code 6 Education—when the Master Gardener is being educated
Examples: 1 hr of our MG monthly meetings where we have a speaker, March Mondays, 1st Tuesdays, attending Intern training classes, garden tours, video training presentations such as Quick Bites, attending seminars at gardening conferences

Code 7 MG Support Organization & Administration—filling out the volunteer hour report form, calling speakers, serving on Executive Board, assisting in the Extension Office (filing, mailing, general office work), business part of the MG monthly meeting

Notes:
Travel time may be added into the category where the hours are accrued. There is an exception for the Education category (Code 6) where travel time is not recorded. Please remember to note your mileage for all events/projects, and the data concerning the people contacted, if known. This information is important to the final computation of the value of our volunteerism to the County, State, and University Extension.