Master Gardener Time Sheet Name _____

Volunteer Hours - 20 hours per year required
(plus 8 Continuing Education [CE] hours per year)

Code	
	Activities
A	Administrative
C	Campbell House
D	Fairfield Elementary
F	Firebaugh
H	Nat. Bridge 4-H
J	Jackson House
L	Newsletter
M	Parry McCluer Youth
O	Office/Hot Line
R	Roots & Shoots/Effinger
V	BV Visitor Center
W	Roots & Shoots/Waddell
X	Boxerwood Education
S	Maury River Sr. Center
PR	**Projects**
	Plant Sale
	Community Festival
	Publicity & writing
	Training New Class
	Speakers' Bureau
	Tour
	Public Workshops
CE	**Continuing Education**
	RAMGA or VCE programs, MG college, horticultural workshops, etc
	Call Kip Brooks at 462-6160 or email kipb@rockbridge.net if unsure whether program qualifies

Date/year	Code	Activity	*Hours	**Travel Hrs	***Contacts
Date/year	CE	Continuing Ed Progam			
		Totals	0.0		0

Examples:

08/15/02	C	Fall planting demo * prep	3.5		10
09/11/02	PR	Research/write article for	4.0		0
01/02/03	CE	Class on perennials at Mc	1.0		n/a

* Record only **whole or half hours**; do not use quarter hours.
** Record only **whole or half hours** spent traveling to/from project or CE class.
***Contacts - Estimate the number of people ("the public") you interacted with during the project. This number does not include other master gardeners, but those you instructed or to whom you provided information.
Turn in this time sheet at any time by placing in the **Time Sheet Binder** at the Extension Office, or email cschoner@comcast.net or send to Carol Schoner at 107 Colston Place, Lexington 24450