



Volunteer Service Report

The purpose of this sheet is to help you keep track of your hours and report them to your county Extension office. These hours, mileage and money spent are very valuable in providing evidence of MG program impact in your community.

**REPORTING YOUR HOURS CAN BE THE BEST WAY TO *GIVE* CREDIT TO YOURSELF,
YOUR COUNTY AND THE STATE!**

Volunteer Hours Report for Tennessee Master Gardeners

Report forms are also at the Hamilton County Master Gardener Website at www.MGHC.org

Name: _____ Phone: _____ Graduation Year: _____

Place the correct letter (A C T) in the category column for each line item. Please round off hours to the **nearest quarter hour**. In the first column, use only a category from the general category list below. These are to be used when entering hours online. Choose the category that most closely fits or pick "other". Total hours at the bottom of this page in the space indicated. **Make a photocopy** for yourself. Enter online at-- <http://mastergardener.tennessee.edu/>

| General Category (See category list below) | Describe the specific project in more detail | Date MM/DD/YY | Category A C T | Hours 0.00 | ACT mileage | CEU Hours | Location where the activity took place |
|---|--|------------------|-------------------|---------------|----------------|--------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total _____ **A= Administrative** - Board meetings, food preparation, office duties, project planning time (Include travel time)

Total _____ **C= Community** - Working onsite at approved community projects, interacting with the public. (Include travel time)

Total _____ **T= Teaching or preparing** educational programs or materials, articles, etc. (Include travel time)

Total _____ **ACT Mileage Distance. To and from volunteer activities. Don't include mileage and travel time for CEU training activities.**

Total _____ **Continuing Educational Units (CEUs) - attending** educational programs, monthly meetings and seminars. (Do not include travel time.)

Master Gardener Interns are required to complete **40 ACT hours** and 8 CEUs to become certified.
Certified Master Gardeners must complete **27 ACT hours** and 8 CEUs to maintain certification yearly.

Signature _____

**Mail to: UT Extension –Hamilton County
 Master Gardener Resource Room
 6183 Adamson Circle
 Chattanooga, TN 37416**

- General Category for online entry (use drop down menu)**
- 4-H Associated Project
 - Aquarium Butterfly/ Hummingbird/ Rain Garden
 - Beginner/Newcomer Class - teacher, helper, etc
 - Bonny Oaks Arboretum
 - Chattanooga Market
 - Chattanooga Nature Center
 - Church associated garden projects
 - Community Center Associated Garden Projects
 - Crabtree Farms
 - Food Bank associated projects
 - General community garden projects
 - Habitat for Humanity
 - Hamilton County Fair
 - Hotline or UT Extension office help
 - Master Gardener Board or Committee Duties
 - Master Gardener Class teacher, mentor, helper, etc
 - Newspaper, newsletter, radio, television, etc.
 - Other -- not fitting any other type listed.
 - Reflection Riding Arboretum
 - Reseeding the Cumberlands project
 - School associated garden projects
 - Sertoma Garden Show – teach or help
 - Siskin Children Garden projects
- Pick only from the drop down menu.**
Go to <http://mastergardener.tennessee.edu/>

