

Volunteer Hours Report for Tennessee Master Gardeners

Report forms are also at the Hamilton County Master Gardener Website at <http://MGHC.org>

Name: _____ Phone: _____ Graduation Year: _____

Enter volunteer hours under the correct letter (A C T) for each line item. Round off hours to the **nearest quarter hour**. In the first column, use only a category from the general category list on back. These categories are to be used when entering hours online. This enables us to track categories. Choose the category that most closely fits Once trained you can enter online at http://mastergardener.tennessee.edu/tmg_resources/tmg_login.asp

General Category for online entry <i>Enter a number from list on back</i>	Describe the specific ACT activity here in more detail. Or describe CEU education class here also <i>(not to be used when entering online. We can only track the general categories.)</i>	Location <i>town, school, church, etc</i>	Date <i>mo/day/yr</i>	Volunteer Hours <i>Enter to nearest quarter hour.</i>			ACT Mileage <i>round trip miles</i>	CEU <i>Education Hours</i>
				A	C	T		
Totals								

A= Administrative - Board meetings, food preparation, office duties, project planning time (Include travel time)
C= Community - Working onsite at approved community projects, interacting with the public. (Include travel time)
T= Teaching or preparing educational programs or materials, articles, etc. (Include travel time)
ACT Mileage Distance. Enter miles (odometer) round trip for each volunteer activities.
CEU = Continuing Educational Units - attending educational programs, monthly meetings and seminars. (Do not include travel time.)

Note: When entering online there is an open space but don't invent a new category. Fit your activity into one of these categories below that match the drop down menu online.

*Why?... This helps us track **Hamilton County** projects or activities for reporting, funding, etc.*

General Categories

1. 4-H Associated Project
2. Aquarium- All other TN Aquarium related activities
3. Aquarium- MG Butterfly/ Hummingbird/ Rain Garden
4. Beginner/Newcomer Class - teacher, helper, etc
5. Bonny Oaks Arboretum
6. Chattanooga Arboretum and Nature Center
7. Chattanooga Market
8. Church associated garden projects
9. Community Center Associated Garden Projects
10. Crabtree Farms
11. Food Bank associated projects
12. Garden Expo -
13. General community garden projects
14. Habitat for Humanity
15. Hamilton County Fair
16. Hotline or UT Extension office help
17. Library Projects
18. Master Gardener Board or Committee Duties
19. Master Gardener Class teacher, mentor, helper, etc
20. Native Plants -projects
21. Newspaper, newsletter, radio, television, etc.
22. Reseeding the Cumberland project
23. Rock City Events
24. School associated garden projects
25. Siskin Children Garden projects
26. Speakers Bureau talks to garden clubs, schools,etc.
27. Tree Wrap

Note: As more categories are added, this will likely change the number for each project. Use number for this form. The online drop down list doesn't have numbers.

*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 each year.*

Send to:

*UT Extension –Hamilton County
Master Gardener Mailbox
6183 Adamson Circle
Chattanooga, TN 37416*

FAX # 855-6115

Make a photocopy for your records.

Signature _____

Once you are trained you can enter your own hours online.

Pick only from the above categories from the drop down menu when entering online.

Try not to fill in the empty blank when entering a project online since that would make it hard to track.

http://mastergardener.tennessee.edu/tmg_resources/tmg_login.asp