

# SAMPLE

## MASTER GARDENER VOLUNTEER

### ACTIVITY LOG

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Months \_\_\_\_\_ Year \_\_\_\_\_ County Frederick

(please do not combine different years on the same log)

PLEASE TOTAL YOUR HOURS HERE			
Total Hours By Activity Code			
1 _____	2 _____	3 _____	4 _____
5 _____	6 _____	7 _____	8 _____
9 _____	10 _____	11 _____	12 _____
13 Continuing education hours:			

### VOLUNTEER HOURS LOG

Date	Activity Code #	Site/Project Code #	Hours Worked	*Include Travel Time in Volunteer Hours Brief Description of Volunteer Activity	# of Youths Reached	Number of Contacts by Race and Gender <small>(See instructions on back)</small>												(for MG's personal use only) Miles Traveled		
						Unknown		White		AfAmer/Black		Asian/Pacific Is.		Hispanic		Native Amer.			Undetermined	
						M	F	M	F	M	F	M	F	M	F	M	F		M	F
1/10/06	11	MM	1.5	Monthly Meeting (business or social portion, not educational portion--that's below) <b>plus Travel Time *</b>														10		
2/9/06	8	Eden	4	Therapeutic Horticulture			2	1		4			3					15		
3/20/06	10	PS	3	Plant Sale Meting														10		
4/3/06	10	PS	4	Purchasing Plants for Sale (Estimate for combined hours)														55		
4/8/06	11	MM	7	Monthly Meeting														10		
5/15/06	4	P4.1	4	Annual Presentation and Prep				9		8		3						20		
5/19/06	4	JMGSF	3	Junior MGs at S. Frederick	12													10		
8/22/06	10	Fair	2	Fair Meeting														10		
9/15/06	10**	P4.9	4	<b>(**For Fair presentations, use code from presentation, but #10 for Activity Code #)</b> Pruning Presentation at Fair														15		
9/26/06	2	BL	4	Baughman Lane Plant Clinic														12		
10/10/06	2	FD	4	Ft. Detrick Plant Clinic														15		
<b>Total Hours Worked:</b>			40.5	<b>Total Contacts:</b>	12	0	2	10	0	12	0	3	3	0	0	0	0	0		

### EDUCATION LOG (Code 13) Do not include Travel Time in Cont'g Ed.

Date	Hours Learning	Brief Description of Continuing Education Activity	Date	Hours Learning	Brief Description of Continuing Education Activity
02/14/06	1	(Educational portion of Monthly Meeting) First Horticulturists in America	6/12/06	7	Baywise Training
04/08/06	1	Annuals and Perennials	6/21/06	7	Baywise Field Training
06/05/06	7	Baywise Training			

It is the policy of MD Cooperative Extension that no person shall be subjected to discrimination on the grounds on the grounds of race, color, gender, disability, religion, age, or national origin.