Master Gardener Time Sheet

MG name _____ **month(s), year** _____

Date	Activity Examples: phone duty, plant clinic, school garden, office work, demonstration garden, program speaker, etc.	Number of contacts	Work hours	Training hours	Travel hours	Personal Expenses	Mileage

Note:

Completing and returning a time sheet to the Extension center is an essential part of the MG program for reports that are submitted by the Extension agent to county commissioners and to NC State University. Estimate are better than no information. Work hours are those activities approved by the Extension agent. Travel and training hours do not count towards the volunteer commitment but are counted towards your total cumulative hours. For personal expenses, includes expenses you incurred that helped you do the job. Report your mileage. If you itemize your taxes they are deductible.

Report any success stories or problems encountered on the back of this sheet.