

**HEART OF VIRGINIA MASTER GARDENERS**

**NAME** \_\_\_\_\_

**YEAR** \_\_\_\_\_

Date	Project Description w/ code	Education (You give)	Administration (Volunteer Mgt)	Contribution	Travel	Advance Training (You GET)	Total Hours	# of Contacts

**TOTALS**

**PROJECT CODES**

- 1 Work in Garden - CONTRIBUTION (If preparing for educational demo, tour or workshop then EDUCATION)
- 2 Heart of VA Plant Sale & Educ Booth - EDUCATION; Prep for Plant Sale - EDUCATION
- 3 Writing News articles/magazine/promos/radio spots - EDUCATION
- 4 Garden/House Tours - Prep time & Actual tour - EDUCATION
- 5 Jr. MG - EDUCATION
- 6 Youth or 4H - EDUCATION
- 7 Fairs, Field Days, Presentations, Classes, Workshops - Actual presentation & Prep time - EDUCATION
- 8 Horticulture Questions - EDUCATION
- 9 Extension Office - EDUCATION
- 10 Planning of Design/Landscape plans/sites - EDUCATION
- 11 Monthly Meeting - ADMINISTRATION or ADVANCED TRAINING if program
- 12 Other - Please identify project
- 13 Advanced Training - Advanced Training column -. You get educated.

Please see reverse side for instructions and examples.

Instructions:

1. Please fill out entire form, including contacts. If no contacts put zero.
2. If unsure about type of hours, eligibility, etc. contact Deanna or Liz.
3. A total sheet will be given out at each meeting for hours previously turned in. A yearly total will be provided at end of year.
4. Please write legibly.
5. Please keep copies for yourself

Examples of Administrative Hours:

- Monthly meetings (Garden Club, MG, Committee, etc)
- Planning of meeting agenda, prepare minutes; timekeeping; membership

TRAVEL

- Includes travel to projects

# of CONTACTS

- VERY IMPORTANT INFO - Used by VT to evaluate/develop programs & possible funding

After reaching MG status, each year requires 20 volunteer hours of which only 10 of those hours counting toward the 20 hour requirement can be administrative. You can have more than 10 hour administrative, but only 10 of those hours count towards the requirement.

Advanced Training - After reaching MG status, you are required to receive 8 hours each year in advanced training. You may carry forward extra hours for future year requirements.

SEE SAMPLE BELOW

Date	Project Description w/ code	Education (You give)	Administration (Volunteer Mgt)	Contribution	Travel	Advance Training (You GET)	Total Hours	# of Contacts
1-13-2005	1 - Library Garden			2	.5		2.5	4
2-03-2005	13 - Perennial Wkshop					4	4	
3-15-2005	8-Garden Club Presentation	1					1	17
3-31-2005	3 - Radio spot WFLO	1					1	
5-1-2005	2 - Plant Sale	4 plus 8 Prep hrs					12	100