

**Georgia Master Gardener Extension Volunteer Program
Volunteer Service Log Sheet**



Name: _____
 Month: _____
 Year: _____

Date	Project Name*	Volunteer Hours	Brief Project Description	Contacts (in person)	Contacts (by phone)	Contacts (written)	Unreimbursed Contributions**
Totals:							

*Refer to list of approved projects for your county in MGLOG. Additional project info on reverse.
 **Unreimbursed contributions include: travel hours, mileage, value of materials donated, and donations
These hours should be recorded in MGLOG using the “Report My Hours” option (mglog.org) on a monthly basis. Contact your Extension Agent for assistance.

Georgia Master Gardener Extension Volunteer Program Volunteer Service Log Sheet



The general mission of the Master Gardener Program in Georgia is to assist Cooperative Extension in providing unbiased information through volunteer service and educational projects. The volunteer requirements should reflect the mission, goals, and align with local Plan of Work activities.

As pre-approved by Cooperative Extension staff and included in MGLOG on the Project, the following types of projects can qualify as MGEV volunteer service:

Educational Project Examples

- Children's Programs: for ages 5 to 18 at 4-H clubs, libraries, schools, and gardens
- Civic & Garden Club Presentations: speaking engagements, lectures, demonstrations
- Community & Demonstration Gardens: plan/maintain historic projects, conduct educational tours
- Horticultural Shows: judge or conduct vegetable, flower, science fairs
- Exhibits: prepare/present horticultural/ environmental topics, slide show presentations
- Extension Office: answer phone questions, perform general office duties, assist walk-in clients, Habitat for Humanity: teach skills in gardening, landscaping, composting
- Home Garden Visits: educate homeowners per site visits or phone consultations
- Newsletters: write/research/edit for homeowner newsletters or Master Gardener Extension Volunteer newsletters
- Plant Clinics & Fairs: organize, participate, or answer questions
- Writing: assist/conduct research and writing projects for fact sheets, brochures, power point presentations, newspaper and magazine articles
- Teaching Adult Classes: for ages 18+
- TV & Radio Programs: provide information on horticultural/environmental topics

Administrative Project Examples

- Time served in county or regional MG Extension Volunteer programs maintaining mailing lists, databases, web pages, newsletters, writing grants, preparing for/ attending board or committee meetings.
- Special committees/programs/activities approved by County Extension Staff

Projects are proposed to and approved by the Extension Agent prior to volunteer service reporting. Use the Project Proposal form in MGLOG to submit a new project idea.

Hours that should **not** be reported here:

- Volunteer service performed on behalf of another organization.
- Attendance at state, regional, or local MG organization or MG Extension Volunteer meetings.
- Attendance at training, tours, or continuing education classes as a participant and not as an instructor or facilitator.
- Any activity where payment is received for services.