



## Master Gardener Volunteer Hours Timesheet 2018

**THANK YOU FOR YOUR VOLUNTEER SERVICE! YOU MAKE A DIFFERENCE!**

Name			
Street Address			
City, State, Zip		Email:	
Phone		Cell:	

**MGV Students:** 24 hours minimum + MAMGA Event 12 hours by **June 30** - list these on the reverse side of this form. The remaining 12 hours are due by **August 31**  
 8 hours Teaching Garden at UWEX Fen Oak  
 8 hours school garden or community garden  
 5 elective hours at approved sites  
 3 hours at approved Farmers Market

You **MUST** use this form to record all volunteer hours. If you need a second sheet, go to UWEX website at <https://dane.uwex.edu/horticulture/volunteer>. Click on MGVTimesheet fillable. You will fill in the PDF form, save, and email as an attachment to [ottem@countyofdane.com](mailto:ottem@countyofdane.com), or FAX to 608-224-3727. You can also print a copy and mail the form to: Dane County UWEX MGV Hours, 5201 Fen Oak Drive, Suite 138, Madison, WI 53718

**All Certified MGV's:** 24 volunteer hours + 10 hours continuing education

**Timesheet Sheet is due October 1.** After this date, start a new sheet for the following year.

**\*Report hours in full and half-hour increments under the appropriate category - if you have multiple hours at one location, to save space, you can list a beginning & ending date with the total number of hours.**

Date	Activity & Location: Be Specific! Describe job and location. Include the name of the school, the name of the community garden, and/or address. Also tell us exactly what you did at the site. If an event, record the name of the event and specific location.	*Category : Community Education (I taught something)	*Category: Support Services (I helped w/something)	*Category: Youth Education (I did direct work with kids)	Continuing Education (re-certifying MGVs ONLY)

