

Extension Master Gardener Time Sheet 2013

MG name

Contact phone # or e-mail

Month(s), year

Date	Activity Examples: Hort. Hotline, garden toolbox, demo. garden, farmers market., program speaker, etc.	Number of contacts	Number of Volunteer hours	Personal Expenses (optional)	<i>Mileage (optional)</i>
Total Contact/Hours					

Note: Preparation, completing and returning a time sheet to the Extension Office is an essential part of the MG program for reports that are submitted by the Extension agent to the University of Kentucky. Fifteen Volunteer hours are required each year. Estimates are better than no information. Work hours are those activities approved by the Extension agent. Travel and training hours count. Hours are cumulative from year to year and become the permanent record of your Master Garden activities. For personal expenses, include 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.**