

2016 MG Event Report Form

Must be returned to the Extension Office in a timely manner.

Use this form for out of office MG outreach events: *community events/clinics such as booths at fairs, farmers markets, community programs or talks, and conferences.*

The information you provide is essential for our required reports to [Enter County Name](#) County and to WSU.

Make sure you fill out both sides of this form.

A single client may be counted in more than one topic category if they have multiple questions. If a discussion answering one question overlaps topics, you can choose all topics that were covered. In an attempt to show Master Gardeners are helping to protect water quality, evaluation of pesticide use will take place later in the gardening season. Please ask for the client's email address if pesticides are discussed.

Event location:	Date:	
Please circle: Adult / Youth		
Please circle: Clinic / Class / Demonstration / Workshop / Field Day		
List Names of all MGs Assigned to the Shift	Time in/Out Write "No Show" if applicable	Total hours worked Zero hours for no-show

Instructions:

Although we as Master Gardeners and WSU Extension Faculty and Staff know all the good the Master Gardener Program does, those who provide much of our funding support are required by law to justify the use of the public money that supports the MG Program. The Demographic Information is required for our WSU Civil Rights audit and the other questions (Questions 1-15) are required for our annual report to WSU. Thank you for helping us with these required reporting requirements.

Required Demographic Information			Ethnicity (you are permitted to use your best judgment):				
We are required by law to gather demographic information about <u>each</u> client we serve (see MG Handbook).			# White	# Black	# Hispanic	# Asian/ Pacific Isl.	# Native American
Gender:							
# Male	# Female	Total # Customers					
←Totals→							

Please tally the totals in the column on the right.

Discussion/Question Items (count all that apply, even if the same client asks multiple question or one question covers multiple topics)	Totals	Discussion/Question Items (count all that apply, even if the same client asks multiple question or one question covers multiple topics)	Totals
1. Fruit Trees		10. Soil Management to include composting to include soil testing and proper nutrient management.	
2. Fruits (excluding tree fruits)		11. Trees, Landscape	
3. Landscape Plants		12. Vegetable Gardening	
4. IPM (Integrated Pest Management) to include Pest/Insect ID and cultural recommendations for problems.		13. Water Conservation	
5. Lawn & Turf		14. Water Quality Protection to include fertilizers (Rain Gardens is a separate category above)	
6. Native Plants		15. Weed Management	
7. Pesticide Use and Safety to include pesticide recommendations, proper use, storage and disposal.		A. Collect County Specific Info here:	
8. Pollinators		B. Collect County Specific Info here:	
9. Rain Gardens			

* Please record questions on the back of this form related to pesticides, in any way, along with the client’s email address if they are willing to share. The MG Program may follow up with a brief survey a few months after the event to evaluate our impact on the proper, or reduced use, of pesticides. Email addresses will not be shared or sold.

Question	Answer	Resource	Were pesticides discussed? Yes/No	Email address for follow-up survey to evaluate impact (If pesticides were discussed)