Master Gardener Program
WASHINGTON STATE UNIVERSITY EXTENSION

Your Name _____

Email _____

Password _____

Volunteer Time Sheet

Use this sheet to assist you recording your hours online at http://ext.wsu.edu/testVolunteer/logon.aspx

TIME START / END	DATE	DESCRIPTION OF ACTIVITY/EVENT	OUTREACH	PROGRAM SUPPORT	CONTINUING EDUCATION	PARTICIPANTS M	PARTICIPANTS F	PARTICIPANTS ETHNIC	ROUNDTRIP MILEAGE*
		TOTALS FOR THE MONTH							

VOLUNTEER ACTIVITIES

"O" - OUTREACH

Answer Questions, Plant Clinics, Demonstration & Community Gardens, Youth Outreach (4-H),
Other Educational Delivery: On-Site Visits, Fairs, Lectures, Workshops/Classes/Tours *(4xworkshop hours)*

"P" – PROGRAM SUPPORT

Meetings, Fundraising, Gathering Information *(program preparation)*

"CE" – CONTINUING EDUCATION

Attending Conferences, Seminars and Workshops to benefit volunteer. Time spent doing research for a MG article or presentation which is then delivered. *(News releases-up to 4 hours, a lot of research)*

For a complete list see "Definitions of MG Activity options for the hours reporting database".

WSU Ferry County Extension
350 E. Delaware Ave. #9
Republic, WA 99166
(509) 775-5225 x1116

Roundtrip Mileage* = PERSONAL TAX PURPOSES ONLY