



Volunteer Service Report Book

ANR-985

Name: _____

County: _____

Year: _____

The purpose of this booklet is to help you with your annual record-keeping activities as part of the Master Gardener Program. One section will help you track your volunteer time. Another section is your educational record. A final section will help you summarize and report your activities for the calendar year. Your cooperation and volunteer service are appreciated by many people.

Annual Summary of Alabama Master Gardener Volunteer Activities for the Year _____*

Name: _____ Check one: New MG _____
(completed training this year)

County: _____ Veteran MG _____
(completed training for the year _____)

1. Total number of hours you volunteered from January 1 through December 31: _____
2. Total number of contacts you made this year as an MG volunteer: _____
3. Total number of miles you traveled this year for MG volunteer activities: _____
4. The number of hours you volunteered your service as an MG this year in each of the following activities:

- _____ Presented programs at civic and garden clubs
- _____ Wrote newspaper articles
- _____ Conducted vegetable and flower shows
- _____ Created and maintained demonstration gardens
- _____ Worked at garden clinics and county fairs
- _____ Made home garden visits
- _____ Conducted school garden programs; participated in gardening projects for children and youth (including 4-H activities)
- _____ Planned and implemented public relations projects (describe) _____

- _____ Conducted horticulture therapy projects
- _____ Worked on school and community landscape projects
- _____ Worked on special projects
- _____ Served on Extension advisory committees
- _____ Wrote gardening information fact sheets
- _____ Assisted with organizing and teaching of MG classes
- _____ Answered telephone calls at Extension/MG office (number of hours)
- _____ Worked on MG newsletter (number of hours)
- _____ Compiled report of MG volunteer hours (number of hours)
- _____ Taught gardening classes—continuing education, community college, vocational, botanical gardens (number of classes)
- _____ Other (describe) _____

5. Any continuing education units (CEUs or hours) you received this year in gardening-related educational programs: _____
6. Please describe any rewarding project or activity in which you were involved as an MG this year. Use the Project and Volunteer Service Highlight sheet on the next page.

***Send a photocopy of the Annual Summary sheet and the Project and Volunteer Service Highlights sheet to your county Extension agent on or before January 31.**



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Special thanks to M. E. Ferree, Extension Horticulturist and State Master Gardener Coordinator, University of Georgia Cooperative Extension Service, for providing the form adapted for this publication.

For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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