Master Gardener Volunteer Hours Timesheet 2017

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. Remaining 12 hours due August 31 8 hours Teaching Garden at Fen Oak UWEX 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, 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 MGV's: 24 volunteer hours + 10 hours continuing education	
Recording 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**

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)***

Total on Reverse

Date	Activity Description: Brief description of what you did and where. If for an event, or community garden or school, please include the name of the event or location.	*Category : Community Education *(I taught something)*	*Category: Support Services *(I helped w/something)*	*Category: Youth Education *(I worked with kids)*	Continuing Education *(Only re-certifying MGVs)*
Total Hours: Please total each column AND Put a grand total of the 1st 3 columns here					

Email the form to **ottem@countyofdane.com** OR mail to:

Dane Co. UWEX MGV Hours
5201 Fen Oak Dr Ste 138
Madison WI 53718

Non-Disclosure Statement: *Under the Wisconsin Public Records Law, UWEX ordinarily must release lists in its custody to the public upon request. Your name, address & telephone number may be included on such lists unless you request confidentiality in writing. UWEX will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists if requested.* ***If you want your name, address and telephone number withheld from lists released upon request, please sign and date the following statement:***

☐ **I do NOT want the UW-Extension to reveal my name, address or telephone number to the public as part of a record or list.**

Signed _____Date_____