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Erie County Guidelines

How to fill out the Volunteer Hours Form

Certification Year begins January 1st and ends December 1st
Reports must be in by December 1st, 2006

1. **Personal Information:** Be sure to check the box in the upper left hand corner if your name, address, phone number have changed since last time you submitted your hours.

2. **Volunteer Work Hours Section:**
 - a. Date: The date that the activity occurred.
 - b. Group Volunteered For: Name of organization for which the activity was performed.
 - c. Description of Volunteer Work: A short description of work done. *Example: Planting bulbs at the Fairgrounds. Speaking to the local garden club.*
 - d. # of People Served: If volunteering in an information sharing activity. Put down the number of people you spoke to. *Example: the number of people you spoke to at the fair booth or answering hotline questions.* Give the number of people you come into contact with during your activity. This information is used to show the impact of the MG program has in Ohio.
 - e. Hours: Record in ½ hour increments.. Actual hours worked. Does not include driving time.
 - i. *Example: 2 ½ or 2.5.*
 - f. Attending regular monthly business meetings counts towards 1 hour of WORK.

3. **Education Hours Section:**
 - a. Class Date: The date(s) you attended the class/meeting/tour
 - b. Instructor or Sponsored By: List the instructor or the organization putting on the ED hours.
 - c. Class Title and Description: *Example: Landscape Design for the Homeowner.*
 - d. Actual Class Hours: Amount of time actually spent in class in # of hours. *Example: 1 or 1.0.* Guest speakers at the monthly meeting will count for the actually amount of time presenting.
 - i. *Example: Zach teaching tree I.D. took 1 ½ hours. ED hours would then be 1 ½ hours*

4. **Submitting/Mailing the Volunteer Hours Form:**

All original forms are to be dropped off or mailed to:

**Master Gardeners c/o Ellen
Ohio State University Extension
2900 South Columbus Ave.
Sandusky, Ohio 44870.**

Please do not mail or email hours to Ellen's home address. Timesheets will not be collected at meetings.
Keep a copy of your hours.

Examples of Work Hours

Newsletter Article
Speaking to a garden club/group
MG Hotline
Information Booths at Fairs
Weeding/Planting flowers
Make a Difference Day
Boys and Girls Club Garden Tour

Past Locations of where has been done

Fairground
Metro Park
Churches
Schools
Libraries
4-H Camp
Other Non-Profit Organizations
(ex. Back to the Wild)

