



Name		
Street Address		
City, State, Zip		Email:
Phone		Cell:


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](mailto:ottem@countyofdane.com), or FAX to 608-224-3727. You can also print a copy and mail the form to: Dane County UWEX MGVTimesheet, 5201 Fen Oak Drive, Suite 138, Madison, WI 53718

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**

[illegible]

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 ( <u>Only re- certifying MGVs</u> )
<b>Total Hours: Please total <u>each column</u> AND Put a grand total of the 1<sup>st</sup> 3 columns here</b>  <input data-bbox="611 1133 774 1192" type="text"/>					

Email the form to [ottem@countyofdane.com](mailto:ottem@countyofdane.com) OR mail to:

Dane Co. UWEX MGW 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 \_\_\_\_\_