

Recording Sheet is due October 1. After this date, start a new sheet for the following year.

All MGV's: 24 volunteer hours + 10 hours continuing education

## **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:				
8 hours Teaching Garden at Fen Oak UWEX 8 hours school garden or community garden		You MUST use this form to record all volunteer hours. If you need a second she 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 a attachment to <a href="mailto:ottem@countyofdane.com">ottem@countyofdane.com</a> , or FAX to 608-224-3727. You can als print a copy and mail the form to: Dane County UWEX MGV Hours, 5201 Fen CDrive, Suite 138, Madison, WI 53718				

## \*Report hours in full and half-hour increments under the appropriate category

Date	<b>Activity &amp; Location: Be Specific!</b> 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 ( <u>re-certifying</u> MGVs ONLY)

Dane Co. UWEX MGV Hours  Total Hours: Please total each column AND Put a grand total of the 1"3 solumns here  Dane Co. UWEX MGV Hours  Email the form to ottem@countyoldane.com OR mail to: \$201 Fen Oak Or Ste 138 Mailson Wi \$3738  Non-Disclosure Statement: Under the Wisconsin Public Records Low, UWEX and should be made to the following statement:  If 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  Date	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)
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