

Administration – Board meetings, treasurer, secretary, committee meetings, event planning meetings, Hotline scheduling

Monthly Meetings – Regular membership meetings

Demonstration Projects/Gardens – Demonstration projects/gardens the Christian Co. MGs have taken on as a group on a long-term basis

Other Public Education – Seminars, individual seminars, talks, demonstrations, written articles, other educational projects/gardens

Fairs/Shows – Christian County Fair, information tables at local stores, other exhibits

Fundraising – Spring and/or fall plant sales, raffles, for-fee garden tours

Newsletter/News Releases – Newsletter or news release preparation (writing articles, preparing and distributing)

Hotline – Responding to hotline calls at the office or from home

Continuing Education – These events should augment and reinforce the Master Gardener core course training; Advanced MG training, meetings and symposia of regional or national horticultural organizations, local garden club and plant society meetings, State and National MG Conventions. Reading gardening books or watching gardening shows on the television should not be counted

Other – Jr. Master Gardeners, State MG Board, miscellaneous projects, advice to individuals, unspecified activities, etc.

Notes:

– Travel time to and from events is not to be counted towards hours.

– Please do not count the number of MGs attending the monthly meetings as contacts. If you make an educational presentation at the monthly meeting, you will report your time and contacts as “Other Public Education”.

– A good rule-of-thumb for determining which activities are appropriate to report is being able to answer “Yes” to the question, “Does this activity contribute to the goals and mission of the local Extension program?”

If you need additional forms, please contact the Christian County Extension Center (417-581-3558) or the Christian Co. MG Secretary. The form is also downloadable from the Christian Co. Extension webpage (<http://extension.missouri.edu/christian>) under Master Gardeners.

Please return the completed form to the Christian Co. MG Vice President or to Gordon Carrier **by January 1** of the following year. **Earlier would be better**, so if you do not anticipate any MG hours through late December, please turn your forms in early so they can be compiled.