



Webster County Volunteer Service Record

Name _____ Year 2019

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____ Page ___ of ___

Instructions: Record date, project code (see other side), service location and description, number of hours (to nearest one-half hour) and number of contacts (if any) you made during the activity. A contact is someone to which you provided instruction. See bottom of sheet for contact code description and other side of this sheet for explanation of project codes. Hours must total at least 30 hours per year for first-year interns, or at least 20 hours per year for all others to maintain Master Gardener designation.

Date	Project Code	Location & Description of Service	Hours			Number of Contacts							
			Volunteer	Educ	Advanced	F	M	W	AA	H	A	NA	
Totals for Each Column													

F = Female W = White H = Hispanic NA = Native American
M = Male AA = African American A = Asian

Project Name	Project Code
Community, School, Church Landscapes / Gardens / Beautification Examples: Extension Center, Garst Library, Hidden Waters Nature Park, Rotary Park, Tree Planting Days	B
Continuing Education (this is toward the 6-hour annual requirement) Examples: Advanced MG Courses, State MG Board, State and National MG Conventions, etc.	CE
Development and Administrative Activities / Fundraising Examples: Board or committee meetings, officer work, event planning meetings, plant sale	D
Elderly Activities Examples: Working primarily with elderly audiences	EA
General Public Assistance / Consultation (maximum countable hours = 25% of total annual hours) Examples: Advice to individuals	PA
Garden Shows / Farmers' Markets / Fairs / Other Booths	S
Horticulture Answer Service (including time to research questions) Examples: Responding to hotline calls at the office or from home	HAS
Master Gardener Meetings (maximum countable time = 10 hours annually) Examples: Monthly MG meetings	MGM
News articles / Newsletter / Website Examples: Written articles, newsletters, news releases, website updates, etc.	N
Teaching (including your preparation time) / Workshops / Short Courses Examples: Seminars, talks, demonstrations, etc.	T
Youth Activities Examples: Working primarily with children or young people (library or school instruction, Fair Haven Children's Home, Jr. Master Gardeners, etc.)	YA
Garden 'n Grow – hours specific to this program	GG
Reducing yard waste in local landfills	RYW
Reducing fertilizer or pesticide runoff	RFP
Conserving Water	CW
Miscellaneous/Other	M

Please duplicate as needed and return this completed form by December 15 of the current year to:

Webster County Extension Center
800 S. Marshall St.
Marshfield, MO 65706