

2018 Time Sheet

MG VOLUNTEER AND CONTINUING EDUCATION HOURS FOR

MGV-in-Training must turn in required volunteer hours within one year of completing training.

Recertifying MGVs must turn in volunteer and C.E. hours by **October 1, 2018** to their local county record keeper.

Do NOT send this form to the Master Gardener Program Office in Madison. **Send your timesheets to:**

Local Record Keeper:

MGV Name: _____ Phone (____) _____

Date	Project Name, Work Accomplished or Continuing Education Topic	Volunteer Hours			Continuing Education Hours <i>(I learned something)</i>
		Youth Ed <i>(I worked with kids)</i>	Comm. Ed <i>(I taught something)</i>	Support Services <i>(I helped with...)</i>	
TOTAL HOURS					

confidentiality requested (see reverse)

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PLEASE CHOOSE ONE:

- I intend to participate in the MG Program next year.
- I am moving on to other things.



Under the Wisconsin Public Records Law, UW-Extension ordinarily must release lists in its custody to the public upon request. Your name, address, telephone number or email address may be included on such a list unless you request confidentiality in writing. The UW-Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested.

If you want your name, address, phone and email withheld from lists that are released upon request, please sign and date the following statement (this must be submitted annually):

I do not want the University of Wisconsin-Extension to reveal my name, address, or telephone number to the public as part of a record or list.

Signed _____ Date _____

Use the first page of this form to record your Master Gardener volunteer activities and C.E. hours. *Keep a copy for your files*, then turn in hours to the recordkeeper listed by the deadline, unless an earlier date is specified by your training facilitator.

Intern MGVs – record volunteer hours for initial certification. Additional Continuing Education hours are **NOT** required the first year (but you can record them anyway). A minimum of 24 hours of volunteer service are required.

MGVs recertifying – record both volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 10 hours of continuing education are required annually.

MGVs inactive for 5 or more years – record volunteer and continuing education hours. A minimum of 24 hours of volunteer service and 20 hours CE are required. Recertification for the next year returns to 10 hours CE.

Out-of-State MG seeking WI certification – contact your local Extension office or the MG Program Office for guidelines.

All volunteer projects and C.E. should be for UW-Extension sponsored programs or projects or community or civic group projects or programs, and **should be approved by the local sponsoring UW-Extension Agent**. **Travel time** based on the time a MGV leaves home until returning home, minus personal errands, and **preparation and research time** on projects or programs can be included in volunteer service hours. (Travel time to CE programs **cannot be counted**.)
