

2013 OSU Metro Master Gardener™ Volunteer Log Sheet Totals

This form is intended for Metro area Master Gardener Program Volunteers only

INTERN MG _____
VETERAN MG _____

Year you became an MG _____ Would you like a yearly Certificate of Appreciation? YES _____ NO _____

NAME _____ EMAIL _____

ADDRESS _____ PHONE _____ COUNTY _____

Office Use Only

Date rcvd _____

VOLUNTEER HOURS

	Primary Activities	Support Activities	Veteran Recertification	Your Own Continuing Ed	Public Contacts	Lbs. of Produce Donated	Mileage (for your personal taxes)
TOTALS							

Interns 66 Total hours required (26 – OSU Metro MG Program Primary Activities plus 40 – Support Activities)

Veterans - 25 Total hours required (a *minimum* of 12 should be OSU Metro MG Program Primary Activities)

PRIMARY ACTIVITIES: Describes Master Gardeners volunteering on behalf of OSU Extension at these pre-approved Metro MG Program primary activities only: Phone clinics (in office and MG Dx work) and remote clinics (current partners at Farmers' markets, garden shows, fairs, garden centers, Zoo, Blue Lake, etc.) and Speaker's Bureau, 10-Minute University and Ask an Expert.

SUPPORT ACTIVITIES: Describes other activities pre-approved by the Metro MG program staff that support or enhance the Metro Master Gardener program. Some include: Demo garden work- (Chapter managed-Multnomah Co. Learning Garden Lab, Washington Co. fairgrounds, Clackamas Co. Grow an Extra Row), Extension managed sites (Hopkins Demonstration Forest, Green Corps), Chapter meetings (1 hour max. each meeting), Clackamas Spring Garden Fair (non-10 Minute University and clinic activities), Pittock Mansion (non-clinic), Rose Test Garden (non-clinic), Crystal Springs Rhododendron Garden, Peninsula Park, Portland Memory Garden, Oregon Food Bank, School and community gardens, MG Interest Group and NWREC Curation Group, Starlight Parade, plant sales and plant check, MG Advisory Committees, activity/class coordinators, special skills work (office support, website & computer support), MG fundraising or promotional events. Also includes: youth or senior gardening activities, garden advisors for community groups or agencies, writing articles for MG newsletter, garden tours, Doernbecher, NWREC Curation group, etc.

Contact program office for **Criteria for Metro Master Gardener Project Selection form** for any new project approval.

Services that Do Not Qualify as Volunteer Hours - service performed on behalf of another organization that has not been pre-approved by the metro MG program staff; attendance at training/classes for your own continuing education or attendance at spring or fall recertification classes or "MG training classes or any service or activity where you receive pay."

Public Contacts- list total numbers for all activities when possible. In most cases, activity/event coordinators submit public contact records.

Lbs. of Produce Donated-from your private garden or community garden. Make sure not to double report a group donation.

Mileage- Keep track of mileage for your own records. Check with IRS for deduction rates (hours traveled are not counted as MG volunteer hours.)

VETERAN RECERTIFICATION: List total hours (12 required or take test) Certification as a Master Gardener is valid for one year. Recertification is required annually. You are required to be recertified to participate as an MG in any outreach activity. **Interns don't have to recertify for their first two years of volunteer service.** **Note:** Attendance at recertification trainings does not count towards your volunteer hours.

Recertification Classes at 2013 MG Training: (3 hours for each * training class) Recertification Classes: Fall 2012: (Total hours) Spring 2013: (6 hours) √ Test: (6 hours) Other: (completed) (Pre-approved hours)

Please note: You are only considered a volunteer by OSU by submitting your volunteer hours.

1/29/13 version

Attach all log sheets and mail to: MG Volunteer Hours, 200 Warner-Milne Rd., Oregon City, OR 97045 or Fax to 503-655-8636 by OCTOBER 1st.

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Add subtotals from all pages and transfer totals to front page. Thanks!

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