

How to Use the Daily Log

**OSU Extension Metro Master Gardener™
Daily Log (FRONT PAGE)**

Date: 4/11/14 **AM** / PM (circle one) Page 1 of 2

Total Contacts this shift 12 Master Gardener Names: Pat Greenfield
Jean Flora
Margaret Meadows

(For multiple pages put total contacts on the first page)

Client Name & Phone Number	Client Contact Summary Use as many lines as you need to write a detailed summary. Please list the resources that you use!
✓	REMINDER CALL MADE TO MG JONES
✓	REMINDER CALL MADE TO MG SMITH
Diane Rosa 503 555-1020	Q: What are good blueberries to grow in our area? A: Gave information on varieties OSU recommends for our area. Reference: MG Sustainable Gardening Handbook pg. 236
MAY 5-2224	<p>Q: HAS LOTS OF ANTS IN MY YARD. DO NOT KNOW WHAT TO DO.</p> <p>A: TOLD HER TO IDENTIFY THEM SO WE CAN ID THEM. TOLD HER WE CAN'T RECOMMEND A CHEMICAL CONTROL. WE HAVE A POSITIVE ID.</p>
Norrene Nightingale 503 555-7020	Q: Client brought in some insect. They are all over the outside of his house. What can he do to get rid of them? A: Boxelder Bugs. Copied information out of PNW Insect Management Handbook pg 552
Jane Posey	Q: Has a lot of moss in lawn. What can she do to get rid of it? A: Provided info on moss in lawn from PNW Disease Management Handbook; all cultural controls and chemical controls, page 303

At end of shift, count and record contacts.

All MGs sign in.

Record reminder calls to MGs.

Record client's name & phone, address or email.

Briefly summarize client's question and your answer.

Indicate the resource and page numbers as FYI for other MGs.

Some people will refuse to give a phone number. That's OK.

When needed, continue on back of page.