



Volunteer Service Report

The purpose of this sheet is to help you keep track of your hours and report them to your county Extension office. These hours, mileage and money spent are very valuable in providing evidence of MG program impact in your community.

**REPORTING YOUR HOURS CAN BE THE BEST WAY TO *GIVE* CREDIT TO YOURSELF,
YOUR COUNTY AND THE STATE!**

ACT Hours Report for Tennessee Master Gardeners

Report forms are also at the Hamilton County Master Gardener Website at www.MGHC.org

Name: _____ Phone: _____ Graduation Year: _____

Place the correct letter (A C T) in the category column for each line item. Please round off hours to the **nearest quarter hour**. Use an activity category listed. Enter only the hours that you are reporting at this time. Do not list hours previously turned in. You may use the back of this form to enter additional hours if necessary. Total hours at the bottom of this page in the space indicated. **Make a photocopy** for yourself. Enter online at-- <http://mastergardener.tennessee.edu/>

Pick the general project (See project list below)	Describe the specific project	Date MM/DD/YY	Category A C T	Hours 0.00	ACT mileage	CEU Hours	Location Where the Activity Took Place

Total _____ **A= Administrative** - Board meetings, food preparation, office duties, project planning time (Include travel time)

Total _____ **C= Community** - Working onsite at approved community projects, interacting with the public. (Include travel time)

Total _____ **T= Teaching or preparing** educational programs or materials, articles, etc. (Include travel time)

Total _____ **ACT Mileage Distance. Don't include mileage and travel time for CEU's**

Total _____ **Continuing Educational Units (CEUs) - attending** educational programs, monthly meetings and seminars. (Do not include travel time.)

Master Gardener Interns are required to complete **40 ACE hours** to become certified.
Certified Master Gardeners must complete **27 ACE hours** and **8 CEU's** to maintain certification yearly.

Signature _____ **Mail to: UT Extension –Hamilton County
 Master Gardener Resource Room
 6183 Adamson Circle
 Chattanooga, TN 37416**

General Project List

- 4-H Associated Project
- Aquarium Butterfly/ Hummingbird/ Rain Garden
- Beginner/Newcomer Class - teacher, helper, etc
- Bonny Oaks Arboretum
- Chattanooga Nature Center
- Church associated garden projects
- Community Center Associated Garden Projects
- Crabtree Farms
- Food Bank associated projects
- General community garden projects
- Hamilton County Fair
- Hotline or UT Extension office help
- Master Gardener Board or Committee Duties
- Master Gardener Class teacher, mentor, helper, etc
- Newspaper, newsletter, radio, television, etc.
- Other -- not fitting any other type listed.
- Reflection Riding Arboretum
- School associated garden projects
- Sertoma Garden Show – teach or help
- Siskin Children Garden projects

Use these general project listings when entering data online. Pick only from the drop down menu.
 Go to <http://mastergardener.tennessee.edu/>

