



# **MG LOGBOOK**

Dear Master Gardener:

Welcome to the Georgia Master Gardener Program. One very important requirement during your service as a Georgia Master Gardener is record keeping. Keep a record of your involvement in Cooperative Extension Service activities, including the number of contacts you make, the hours you spend in volunteer service and the miles you travel from your home to the Extension office or an outside activity. We have added extra pages to the logbook so that you may use it for more than one year. This book is intended for use by both new “intern” Master Gardeners and returning “Active” Master Gardeners.

Your educational record is where you will list any short courses, seminars, workshops, advanced training, field days, etc. that you attend for self-improvement (i.e., programs offered by Cooperative Extension, vocational schools and technical institutes, botanical gardens, etc.). We'll do our best to keep you informed of the various activities and programs available to you. We have also added some information about the program in this book to help you in your volunteering efforts.

By logging a minimum of 50 hours the first year you may become certified. Remember, your status as an active Master Gardener is for one year, and you must have 25 hours of service annually to continue in the program as a certified Master Gardener. Your submission of the Annual Summary of Master Gardener Activities from the back of this book will verify completion of this requirement.

All this record keeping may sound like much busy work on your part, but it is the only way we know to objectively evaluate the impact the Master Gardener program is having. A county annual report is compiled from your report statistics. This report which is done for the University of Georgia is a way to justify continued support from University specialists and funding of the Master Gardener program.

Your record keeping activities will be much easier if you keep the record book with you always and record each activity when it is completed instead of waiting several days to catch up. When completing this report, please do not include any activity or event for which you receive pay. Master Gardeners are Extension Service volunteers and receive no monetary compensation for their efforts. The Master Gardener title, badge, and affiliation are to be used only in a volunteer capacity.

The Master Gardener activity year runs from January 1 to December 31. You should complete a copy of the "Annual Summary of Master Gardener Activities," and turn this in to me by January 10 of each year. County, area, and statewide volunteer activities will be summarized from the accumulated sheets.

We appreciate your cooperation and hope you find your experience as a Georgia Master Gardener rewarding and educational.

Sincerely,

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County Extension Agent

## Master Gardener Educational Record

Use this form to record your attendance at educational programs (i.e. Horticultural short courses, seminars, workshops, etc. offered by Cooperative Extension, Vocational Schools, Technical Institutions, Botanical Gardens, etc.). Record only those that you attend but were not directly involved in planning or implementing.

Date	Program/Topic	Speaker	Location/Hours

Total Programs \_\_\_\_\_

Total Hours \_\_\_\_\_





# GEORGIA MASTER GARDENER LOG SHEET

Name \_\_\_\_\_ Year \_\_\_\_\_

Date	Project Number see below	Hours Worked	Miles Traveled	# Contacts In person	# Contacts Phone	Remarks
<b>Totals</b>						

## Project Numbers

### Educational Projects

1. Children's Programs
2. Civic or Garden Club Presentations
3. Community or Demonstration Gardens
4. Conducted or Judged Flower Shows
5. Exhibits
6. Extension Office
7. Habitat for Humanity
8. Home Garden Visits
9. Newsletters

10. Newspaper or Magazine Articles

11. Plant Clinics
12. Research and or Writing
13. Teaching Adult Classes
14. TV & Radio Programs

### Administrative Projects

15. Advisory Committees
16. GMGA Committees
17. Local MG Program Administration
18. Other- specify



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### Project Numbers

**Educational Projects**

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- 9. Newsletters

- 10. Newspaper or Magazine Articles
- 11. Plant Clinics
- 12. Research and or Writing
- 13. Teaching Adult Classes
- 14. TV & Radio Programs

**Administrative Projects**

- 15. Advisory Committees
- 16. GMGA Committees
- 17. Local MG Program Administration
- 18. Other- specify



# GEORGIA MASTER GARDENER LOG SHEET

Name \_\_\_\_\_ Year \_\_\_\_\_

Date	Project Number <small>see below</small>	Hours Worked	Miles Traveled	# Contacts <small>In person</small>	# Contacts <small>Phone</small>	Remarks
<b>Totals</b>						

### Project Numbers

**Educational Projects**

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**Administrative Projects**

- 15. Advisory Committees
- 16. GMGA Committees
- 17. Local MG Program Administration
- 18. Other- specify

# HOW TO FILL OUT YOUR MASTER GARDENER LOG SHEET

You might be wondering why this record keeping is all so important. We must measure the impact we are having on the citizens of our county and state. We can't let all the good work that you are doing go unnoticed. By filling this information in accurately when the work is performed, monthly and yearly reporting will be much easier, accurate and less time consuming. Some counties collect data from their volunteers monthly, others do not. All counties collect the annual report and submit a consolidated report to the State MG Program office. If you do not keep a record of your work and turn it in to your county Extension office, you will not be certified or re-certified as a Master Gardener.

**Date:** Date you performed volunteer work.

**Project #:** Use one of the numbers listed under Project numbers on the front of the sheet.

**Hours Worked:** List the time you worked on the project including travel time to and from project. Include prep time.

**Miles Traveled:** Round-trip miles traveled. (This will be helpful for tax record-keeping)

**# Contacts in Person:** Number of people you spoke with or taught face to face.

**# Contacts Phone:** Number of people you helped over the phone.

**Remarks:** You may put the name of the place where work was performed here.

## **Project Number remarks:**

### **Educational**

1. Programs for ages 0-18 at 4-H clubs, libraries, schools, gardens, camps, etc.
2. Speaking engagements, demonstrations, etc.
3. Planning maintaining and conducting educational tours at gardens.
4. Judging flower shows, vegetable shows, horticultural contests, etc.
5. Preparing exhibits about Master Gardener Program, Horticultural Topics or Environmental topics.
6. Work performed at Extension office including answering phone questions, general office duties, and helping walk-in clients.
7. Work done with Habitat for Humanity that is related to gardening, landscaping or composting and focusing on educating the other volunteers and prospective homeowner.
8. Visits to homeowner gardens or landscapes that involve educating the homeowner.
9. Producing newsletters for homeowners or Master Gardeners..
10. Written by or compiled by MG's with Extension approval and single articles published in newsletters.
11. Organizing or working at plant clinics at various places.
12. Assisting with research project or conducting research for and writing fact sheets, brochures, etc.
13. Teaching scheduled classes for 18+.
14. Writing, performing, producing TV and Radio programs related to gardening, etc.

### **Administrative**

15. Serving on Extension or other community advisory groups related to your being a Master Gardener.
16. Time served as GMGA Officer, director, or on committee.
17. Work performed helping to administrate local program - maintaining mailing lists, databases, web pages, writing grants, etc.
18. Other work approved by Extension Office





**Individual Annual Summary**  
**Master Gardener Activities      Year**

Name \_\_\_\_\_ County \_\_\_\_\_

I am a \_\_\_\_\_ New Master Gardener (completed training this year) or \_\_\_\_\_ Veteran Master Gardener

1. Total # of volunteer hours this year \_\_\_\_\_.
2. Total # of in person contacts \_\_\_\_\_.
3. Total # of telephone contacts \_\_\_\_\_.
4. Total # of miles traveled \_\_\_\_\_.
5. Please indicate beside each how many times you participated in each activity:
  - \_\_\_\_\_ Children's Programs (project # 1)
  - \_\_\_\_\_ Civic or Garden Club Presentations (project #2 )
  - \_\_\_\_\_ Community or Demonstration Gardens (project # 3)
  - \_\_\_\_\_ Conducted or Judged Flower Shows (project # 4)
  - \_\_\_\_\_ Exhibits (project # 5)
  - \_\_\_\_\_ Extension Office (project #6 )
  - \_\_\_\_\_ Habitat for Humanity (project # 7)
  - \_\_\_\_\_ Home Garden Visits (project #8 )
  - \_\_\_\_\_ Newsletters (project # 9)
  - \_\_\_\_\_ Newspaper or Magazine Articles (project #10 )
  - \_\_\_\_\_ Plant Clinics or Fairs (project #11 )
  - \_\_\_\_\_ Research or Writing (project #12 )
  - \_\_\_\_\_ Teaching Adult Classes (project # 13)
  - \_\_\_\_\_ TV & Radio Programs (project #14 )
  - \_\_\_\_\_ Advisory Committees (project #15 )
  - \_\_\_\_\_ GMGA Committees (project #16 )
  - \_\_\_\_\_ Local MG Program Administration (project #17 )
  - \_\_\_\_\_ Other (describe in Special Project Report) (project #18 )
6. Special Project Report. See attached separate form.

Please return this report to me on or before January 10 following completion of the above listed year.

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County Extension Agent

**Describe special projects #18 or details about projects #1-17**

**\_\_\_\_\_ Yes, I participated in a Plant a Row for the Hungry project!**

**MASTER GARDENER PROJECT AND VOLUNTEER SERVICE HIGHLIGHT  
REPORT**

Name of Master Gardener \_\_\_\_\_

Project \_\_\_\_\_

Summary: