

Surry County Master Gardener Volunteer Time Sheet - 2021

MG name _____

month(s), year _____

Date	Activities: Use this document to report all MG volunteer activities. For those activities that qualify towards the required 25 approved hours, place an X under approved hours.	Approved hours (X)	Number of contacts	Work hours	Approved Training hours	Travel hours	Personal Expenses	Mileage

Note: Completing and returning a time sheet to the Extension center is an essential part of the MG program for reports are submitted by the Extension agent to county commissioners and to NC State University. Estimate are better than no information. Work hours are those activities approved by the Extension agent. Travel and training hours do not count towards the volunteer commitment but are counted toward your total cumulative hours. For personal expenses, include expenses you incur that help you do your job. Report mileage. If you itemize your taxes they are deductible. **This time sheet must be completed and returned to Joanna Radford at the end of each quarter. Report any success stories at the bottom of this sheet.**