

## **TEMG 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. While we know that TEMG volunteers prefer to be in the garden and community serving and teaching others, record keeping is important to the current and future success of our program.

These hours, mileage and money spent are very valuable in providing evidence of TEMG program impact in your community and are used at a county, state and national level. REPORTING YOUR HOURS CAN BE THE BEST WAY TO GIVE CREDIT TO YOURSELF, YOUR COUNTY, AND THE STATE!

Reporting Year:	Graduation Year:				
Name:	Phone #:				
Total Volunteer Service Hours:					
Total Continuing Education Hours:					
Total Mileage:					

## **Volunteer Service Hours Report for TEMG Volunteers**

TEMG Interns are required to complete forty service hours to become certified. Certified Master Gardeners must complete twenty-five service hours to maintain certification status each year.

Please round off hours to the nearest quarter of an hour and enter the time to the correct nearest decimal place. Please give a complete description of the activity and use a second line if necessary. You may make additional copies of this page as needed. Please total hours at the bottom of this page in the space provided.

Name:			Phone:	Grad Year:
Date: (MM/DD/YY)	Hours:	Mileage:	Description of Activity:	Location:
Total for this				
page:				

## **Continuing Education Hours Report for TEMG Volunteers**

TEMGs must complete eight CEUs annually to maintain certification. Hours must be reported to the coordinating agent at the county Extension office to complete certification requirements.

Name:			Phone:	Grad Year:
Date (MM/DD/YY)	CEU Hours	Mileage	Description of Speaker, Topic or Activity	Location
Total for this				
page:				