

Master Gardener Volunteer Time Summary

MG Unit: 187	County:
Name:	Date Submitted:
Address:	Telephone:
E-Mail:	1st Quarter - Due April 1

Activity/Description		Hours			Mileage	Contacts
Date	<i>(Keep very short)</i>	P	D	E	M	<i>(use codes below)</i>
Totals:		0	0	0	0	

Send to:	Contact reporting example:	Category	Code	Meaning
Sarah Kohrs 1748 Cave Ridge Road Mt Jackson, VA 22842 PH: (540) 477-3257 kohrs@shentel.net	You give a talk to a garden club consisting of: 3 white ladies aged 19-64 12 white ladies aged 65+ 2 black older ladies 2 white older men.	race or ethnicity	A	Asian
			B	Black / African American
			H	Hispanic / Latino
			I	American Indian
			W	White
HOURS: "P" = project work "D" = drive time "E" = Education Report as quarter hours only (ex. .25, .50, .75)	Your contact report would be: 3W64F, 12W65F, 2B65F, 2W65M (Information is observed, best guess) CONTACTS: Members of the gardening public. Please use demographic codes.	age	18	18 or younger
			64	19 to 64
			65	Over 64
		sex	F	Female
			M	Male

Master Gardener Volunteer Time Summary

MG Unit: 187	County:
Name:	Date Submitted:
Address:	Telephone:
E-Mail:	3rd Quarter - Due October 1

Activity/Description		Hours			Mileage	Contacts
Date	(Keep very short)	P	D	E	M	(use codes below)
Totals:		0	0	0	0	

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HOURS: "P" = project work	Your contact report would be: 3W64F, 12W65F, 2B65F, 2W65M (Information is observed, best guess)	age	18	18 or younger
"D" = drive time			64	19 to 64
"E" = Education			65	Over 64
Report as quarter hours only	CONTACTS: Members of the gardening public. Please use demographic codes.	sex	F	Female
(ex. .25, .50, .75)			M	Male

Master Gardener Volunteer Time Summary

MG Unit: 187	County:
Name:	Date Submitted:
Address:	Telephone:
E-Mail:	4th Quarter - Due December 20

Activity/Description	Date	Hours			Mileage	Contacts
		P	D	E	M	<i>(use codes below)</i>
	<i>(Keep very short)</i>					
Totals:		0	0	0	0	

Send to:	Contact reporting example:	Category	Code	Meaning
Sarah Kohrs 1748 Cave Ridge Road Mt Jackson, VA 22842 PH: (540) 477-3257 kohrs@shentel.net	You give a talk to a garden club consisting of: 3 white ladies aged 19-64 12 white ladies aged 65+ 2 black older ladies 2 white older men.	race or ethnicity	A	Asian
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HOURS: "P" = project work "D" = drive time "E" = Education Report as quarter hours only (ex. .25, .50, .75)	Your contact report would be: 3W64F, 12W65F, 2B65F, 2W65M (Information is observed, best guess) CONTACTS: Members of the gardening public. Please use demographic codes.		I	American Indian
		age	W	White
			18	18 or younger
		64	19 to 64	
		65	Over 64	
		sex	F	Female
			M	Male

Master Gardener Volunteer Time Summary

MG Unit: 187	County:
Name:	Date Submitted:
Address:	Telephone:
E-Mail:	Yearly Totals Page

Activity/Description		Hours			Mileage	Contacts
		P	D	E		
Date	(Keep very short)				M	(use codes below)
						Total Education Hours
						0
						Total Project Hours
						0
Totals:		0	0	0	0	0

Send to:
 Sarah Kohrs
 1748 Cave Ridge Road
 Mt Jackson, VA 22842
 PH: (540) 477-3257
kohrs@shentel.net

HOURS: "P" = project work
"D" = drive time
"E" = Education
 Report as quarter hours only
 (ex. .25, .50, .75)

Contact reporting example:
 You give a talk to a garden club consisting of:
 3 white ladies aged 19-64
 12 white ladies aged 65+
 2 black older ladies
 2 white older men.

Your contact report would be:
 3W64F, 12W65F, 2B65F, 2W65M
 (Information is observed, best guess)

CONTACTS: Members of the gardening public.
 Please use demographic codes.

Category	Code	Meaning
race or ethnicity	A	Asian
	B	Black / African American
	H	Hispanic / Latino
	I	American Indian
	W	White
age	18	18 or younger
	64	19 to 64
	65	Over 64
sex	F	Female
	M	Male