



**VOLUNTEER TIME REPORT – For volunteer time where you presented educational material to the public in a group.**

Date	Code	# Hrs. of Vol. Svc.	Clients Helped				Detail description of Service (Write results in a report showing achievement)	
			Total	Ethnic Representation				
*				White	Hisp.	Black	Am. Ind.	
				Asian	Male	Female	Youth	
*				White	Hisp.	Black	Am. Ind.	
				Asian	Male	Female	Youth	
*				White	Hisp.	Black	Am. Ind.	
				Asian	Male	Female	Youth	

\* For events with multiple MG volunteers, only one MG (Coordinator) fills in these rows, (i.e. Date, Code, # Hours, Total Clients Helped and Description.)

Monthly Total	IC			White	Hisp.	Black	Am. Ind.	
				Asian	Male	Female	Youth	

**CODES    DESCRIPTION OF ACTIVITY**

- AP    Approved Project / Activity (Excluding ET, IC and VEG) – Includes all projects previously approved by VCMGA or Joe Janak to include Informative Talks, Landscape Maintenance, Master Gardener Administration / Leadership, Master Gardener Meetings, Master Gardener News (Print or Web), Youth Education, and Junior Master Gardener programs.
- ET    Extension Telephone – Working in the County Extension office answering phones, preparing or assembling newsletters, filing, etc. Any assistance given the Extension Agent.
- VEG    Victoria Educational Gardens – Includes all activities associated with planning, developing and establishing the VEG, including educational trainings / tours for clientele held there.
- IC    Individual Contacts – One to one contacts made by MG answering gardening questions, telephone contacts, etc.

**Bring to our Monthly Meeting or mail by the 4<sup>th</sup> Tuesday of Month to:**

Roy Cook  
5251 Salem Rd.  
Victoria, Texas 77904