

**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 Extension Agent, 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. Travel time may be included for out of town presentations.
- 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.
- ALL    Airport Land Lease – All projects approved by VCMGA or Extension Agent to offset Airport Land Lease agreement including landscape planning, design, implementation and maintenance of any of the following possible sites: Land area between Ordinance Ave. and Bachelor Dr. including - Master Gardener area outside VEG and grass area around the 4-H Activity Center. This does not include maintaining the beds at the 4-H Activity Center.

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

Tom Akins  
 301 Yorkshire Ln.  
 Victoria, TX 77904