

## Personal Record Form (For your own tracking)

**RECORD ALL VOLUNTEER HOURS**, including hours beyond the requirement as they will be counted. (25-hours/yr. for Certified Master Gardeners or 40-hours- 2/yr. for interns). Do not record continuing ed. hours beyond the 5-hour/yr. optional hrs. allowed. They will not be counted. Hours earned within other organizations must be direct horticultural service, never fundraising, office support, or committee work for other organizations. **Please use this personal record form as a reference to fill out the online volunteer hours form by January 31 of each year.** Please note, that not all of the questions on the online volunteer hours form are reflected here.

Date	Approved Volunteer Project/Location (City or Town)	Hours Earned (25/yr.)	# of Adults reached	# of Youth reached

## Continuing Education Hours

You can report up to 5 per year towards your 25 hours, but this is optional

Date	Topic & Speaker Name	Hours Earned (5 max/yr.)

**Project Record for project leaders/chapter chairs only (For your own tracking)**

Please use this record form to fill out the online volunteer hours form by January 31<sup>st</sup> of each year.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Name and Location of the project or chapter event that you lead	# of Master Gardeners working on this project	# of Adults reached	#of Youth reached	lbs. of produce donated	# of Hours earned

**Volunteers** -Use the space below to record a story (in narrative format) about the volunteering you did on approved master gardener project(s). (For your own tracking). Include the important **outputs and impacts** that you measured or observed.

**Outputs**-What specific outputs did your project produce? What activities did you host? How many questions were answered? How many signs installed? What knowledge was gained? This is usually described with numbers, and can be expressed as an estimated percentage or estimated number.

**Long Term Impacts**- These are the long-term or indirect effects of your project outcomes. Here you should list the broad health, social, environmental and economic benefits that your project has to participants and others in the community. Think broad and in into the future.

**Project Leaders/Chapter Chairs-** Use the space below to record a story (in narrative format) about the volunteer project(s) or chapter event (s) that you lead. Please include the important **outputs and impacts** that you measured or observed this gardening season.