Volunteer Report

Hours may be turned in any time.
Multiple reports may be turned in each calendar year.
At minimum, please return form for prior year's hours to the Purdue Extension office annually by:
Sept. 30 (Whitley Co.); Nov. 30 (Noble Co.)

_____
Your Name

❑I believe these hours now qualify me to receive a(n)_____badge.

*Please **print clearly** and include actual contact, travel, and preparation time. Duplicate as needed.*
Please round all time to nearest quarter hour (e.g. one hour, fifteen minutes = 1.25)

Date(s)	Describe Volunteer Work Performed* Or Training Attended**	Location	Volunteer Hours*	Education/ Training Hours**	No. Contacts (People)***
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
		TOTALS			____Adults ____Youth

Hours are subject to approval by county Master Gardener Coordinator

*Volunteer Hours: **You teach or serve others**. This is time that you spend planning or providing an educational event or educational service activity for the benefit of the community, while representing the Purdue University Master Gardener Program. This can include the business portion of the monthly Master Gardener Association meetings. Time includes teaching, driving and reasonable preparation time.
Education/Training Hours: **You learn. This is time that you spend furthering your own education such as seminars, Purdue training sessions, advanced Master Gardener training events, and other gardening related lectures (including speakers at monthly Master Gardener Association meetings). Time includes learning time only.
***No. Contacts: The number of people who receive information from you (such as giving an informal or formal educational presentation).
All hours are cumulative – you never "lose" hours.
To keep "active" status, the guideline is that volunteers should accumulate a minimum of:

- 12 volunteer hours and
- 6 education hours each year.

Return to:

- **Noble County:** Purdue Extension-Noble County, Noble County Complex-South, 2090 N State Rd 9, Ste D, Albion, IN 46701
- **Whitley County:** Purdue Extension-Whitley County, Whitley County Courthouse Annex, 115 S Line St, Columbia City, IN 46725