

# VIRGINIA BEACH MASTER GARDENER MONTHLY ACTIVITY REPORT

Virginia Cooperative Extension – Virginia Beach Office

2449 Princess Anne Road

Virginia Beach, VA 23456

Phone #: (757) 385-4769 Fax: (757) 385-5684

**Reports Must Be  
Submitted Monthly**

**Submit One Month  
Per Activity Report**

MG Intern  New Address  
*See Reverse*

NAME: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

PHONE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date	Activity/Project	Total Hours Each Activity	Citizens Assisted Male/Female
	Adam Thoroughgood House Gardens		
	Administrative ( <i>Data Entry/Baking/Refreshments</i> )		
	Committees/Meetings ( <i>Update Meetings</i> )		
	Continuing Education/Advanced Training		
	Extension Master Gardener HelpDesk		
	Fall Gardening Festival		
	Farm Days/Harvest Fair		
	Farmers Market New Kitchen Garden		
	Francis Land House Gardens		
	HRAREC: Annual Trial Garden		
	HRAREC: Arboretum		
	HRAREC: Bayscape Garden		
	HRAREC: Field Day		
	HRAREC: Herb Garden		
	HRAREC: Perennial Garden		
	HRAREC: School Tours		
	HRAREC: Theme Gardens		
	4-H Junior Master Gardener Summer Camp		
	Master Gardener College		
	Mid-Atlantic Home and Flower Show		
	Mid-Atlantic Horticulture Short Course		
	Old Donation Episcopal Church ( <i>Herb Garden/Entranceway</i> )		
	Plant Clinic/Plant Doctor		
	Plant Sale ( <i>Potting/Labeling</i> )		
	Ready-Set-Grow		
	Speaker's Bureau		
	Tree Stewards		
	Water Stewards		
	<b>Other – Please List Below:</b>		
	<b>Grand Total Volunteer Hrs &amp; Citizens Assisted</b>		

**COMPLETING ACTIVITY REPORTS:**

Enter the number of hours volunteered in the **Total Hours** column. Enter the Grand Total number of hours volunteered at the bottom of the form. Include travel and preparation time(s) in your calculations. Enter the total and grand total number of citizens assisted in the far right columns.

Because only one Activity Report will be used to record hours for each month, you only need to write the dates (separated by a comma), or a range of days in the date column. (Example: 2, 8, 17, 24 or 2-24). When entering the number of hours volunteered, enter the total number of accumulated hours volunteered during that time period.

Hours are recorded in *whole and half numbers only*. Please round up to the nearest whole or half number. (Example: 2.75 = 3, 1.25 = 1.5)

**Master Gardener Activity Reports should be submitted monthly, with only one month per Activity Report. Please do not combine months/years on the same Activity Report, as this may lead to record keeping discrepancies and/or omission of program credit by the City of Virginia Beach and Virginia Tech. *Make copies of submitted reports for your records.*** To request additional forms, contact Susan French at 385-4769 or download at [www.vbmg.org](http://www.vbmg.org) . E-mailed forms may be sent to: [fshelton@vbgov.com](mailto:fshelton@vbgov.com).

**DECEMBER 31<sup>ST</sup> DEADLINE:**

For record keeping purposes, and in order to receive full credit for a calendar year, all hours are due by December 31<sup>st</sup> of each year. Hours received after December 31<sup>st</sup> are subject to review, and may not be credited to your total. Please keep in mind that submitting late volunteer hours may result in omission of program credit by both the City of Virginia Beach, and Virginia Tech.

**SPECIAL INTERN REQUIREMENT:**

Master Gardener Interns are required to complete 50 hours of volunteer service their first year, including 9 hours in approved Youth Education activities, Extension Help Desk, or Plant Doctor.

**MG ANNUAL REQUIREMENTS:**

Master Gardeners are required to complete 40 hours of volunteer service per year, including 8 Continuing Education hours, in order to stay current with research-based horticultural practices. Continuing Education consists of pre-approved seminars/conferences, workshops, classes, and VBMG Garden tours. This includes VCE sponsored programs such as: (VBMG Education classes, Regional Advanced Training, VMGA Education programs, MG College, Mid-Atlantic Home and Flower horticulture classes, Mid-Atlantic Horticulture Short Course, HRAREC Field Day, college horticulture-related courses, etc.)

**ADMINISTRATION:**

Administration consists of office assistance, data entry, newsletters, plant sale planning/set-up/take down, baking, speaker preparation, scheduling MG activities, and writing horticultural articles for MG programs.

Please contact Susan French at the Extension Office at **385-4769** if you have questions or need additional information.

**Contact Information changes**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_

CITY STATE/ZIP: \_\_\_\_\_

*Thank you for many dedicated hours of service. Your unrelenting efforts have made a valuable contribution to the beautification of our city.*