PURDUE UNIVERSITY | Extension

PURDUE EXTENSION
MASTER GARDENER PROGRAM

Porter County

Master Gardener Record of Volunteer Time & Education

Please report hours in 15 min (1/4 hr) increments. ¼ hour = 0.25 ; ½ hour = 0.50 ; ¾ hour = 0.75 ; 1 hour = 1

Name:

Date	Activity	Volunteer Time	Driving Time	Education Time

Hours are to be approved by county Master Gardener Coordinator.

- **Volunteer Hours** are to more effectively extend information related to plants. Its specific aim is to provide information and technical assistance in the areas of gardening and home horticulture through the use of trained and certified volunteers. In general, remember that your volunteer hours are to not replace hired labor. They are to be educational to the public or others around you rather than just working.
- **Education Hours** are times when you are learning something new from a speaker or presenter. Those could be library meetings, conventions, conferences, presenters at garden meetings, speakers at Master Gardener Events, etc. When someone is not presenting during banquets or events (including socials), those hours cannot be counted for education. Remember, mileage is not counted for education hours.
- **Driving Time** is counted for volunteer opportunities only (not education hours) and limited to driving in Lake County. Out of the county and state driving will not be counted without the approval of the Master Gardener Coordinator. Driving time out of county will be accepted as volunteer time with the following conditions:
  - When volunteering at the Porter County Seed/Bulb Exchange or Garden Show, etc.
  - Reimbursement or compensation was **not** received for the mileage.

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Name:

Date	Activity	Volunteer Time	Driving Time	Education Time
	Totals			