

# Volunteer Report

## PURDUE EXTENSION MASTER GARDENER PROGRAM

*Reporting is strongly encouraged in the online MG Manager program: However, if you have computer or login problems that cannot be quickly resolved, hours may be turned in any time via this form. Multiple reports may be turned in each calendar year, but at a minimum, Whitley County volunteers should return form for prior year's hours to the Purdue Extension office annually **by Sept. 30**.*

\_\_\_\_\_  
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*	Educational Training Hours**	No. Contacts (People)*** ____Adults ____Youth
					____Adults ____Youth
					____Adults ____Youth
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					____Adults ____Youth
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					____Adults ____Youth
		<b>TOTALS</b>			____Adults ____Youth

**All hours are subject to approval by the county Master Gardener Coordinator**

**\*Volunteer Hours: You teach or serve others.** This is the time that you spend planning or providing an educational event or educational service activity for the benefit of the community, while representing the Purdue Extension Master Gardener Program. This can include the business portion of the monthly Master Gardener Association meetings, where volunteer projects are discussed. Time includes teaching, driving, and reasonable preparation time.

**\*\*Educational Training Hours: You learn.** This is the time that you spend furthering your *own* education, such as seminars, Purdue training sessions, advanced Extension 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: Purdue Extension-Whitley County, 220 W. Van Buren St., Suite LL4, Columbia City, IN 46725**

Revised February 2026