

## How to Report Volunteer Hours

All volunteers are requested to complete a timesheet on a quarterly basis. In the upper right corner is a box that details the reporting due dates with a check box that should be checked representing the quarter that the hours apply towards.

### **REMEMBER to put your name on the form!**

#### **Entry Instructions:**

**Date:** This is the date of the activity or event that you participated in. If multiple dates, then it is fine to put these into one box (example: July 1-4 or 7/1-4)

**Description of the event:** Simple is best. Be specific for Continuing Education, Foundation activities that do not have their own columns, and Other Activities as Approved by Master Gardener Coordinator. Include the name if you attended an education workshop or lecture.

**Hours Earned:** This is the time that you applied in each activity. Round everything up to the nearest hour if over a half hour time period. **Please use quarter hour increments when necessary, not 10 minutes etc...**

In the hours earned section there are several categories. These are representative of the different types of activities that we have for volunteer opportunity. If in doubt, use your best guess. The description will help clarify the activity when these are being applied to the timesheet database. The classifications are as follows:

- **Clinic** – any volunteer time applied to one of the four clinics that the program offers. Please separate clinic hours from demonstration garden hours if the clinic is at a demonstration garden.
- **Program Support/Foundation** – volunteer time provided in support of an event or activity that involves the Master Gardener Program and/or Foundation. This includes Plant Sales, Garden Tour, Junior League Garden Show; and other program and foundation activities.
- **Garden Hours**– any activity that surrounds volunteering time in one of the three demonstration gardens in the Thurston County Master Gardener Program.
- **CE (Continuing Education)** – new program members are not required to have any time in this column, as the first year of the program already has required training. Veteran members are required to complete at least ten hours of continuing education in order to remain on the active roster.
- **Other Approved Hours** – NPSP (Native Plant Salvage Project), Approved Events & Workshops, Other Approved Hours, program advocacy in the community. **\*\*\*These activities require prior approval by the program manager.\*\*\***
- **MC – This column is ONLY for Master Composters.** Be sure to include a description of where and what you did along with recording the hours.

**Intern hours:** hours are broken into three segments: Diagnostic Clinic - 20 hours; Program Support/Foundation - 10 hours; Garden Hours – 30 hours (hours earned for coordinator approved activities also count toward these hours)

Finally, the totals lines: It is very helpful if you can total your own timesheets. While this may seem to be common sense, it is often left for others to complete and consumes valuable time for other program projects or needs in the office. Your help is very much appreciated if these sections are completed.

All forms should be emailed, dropped off or sent by mail to the address that is on the lower right hand corner of timesheet form.

**Mail To:** Master Gardener  
720 Sleater-Kinney Rd SE Ste Y  
Lacey, WA 98503

**Email To:** [master@co.thurston.wa.us](mailto:master@co.thurston.wa.us) OR [lewism@co.thurston.wa.us](mailto:lewism@co.thurston.wa.us)