

NRVMGA Guidelines for Completing the Timesheet/Activity Report

This timesheet/activity report has been divided into specific categories to correspond with the Approved Service Projects List, which is updated quarterly. A list of these projects and a corresponding reporting code is on the back of the timesheet/activity report form.

Service Activities are comprised of projects coded SA. For example, VCE Apple Grafting Workshop would be entered on the timesheet under project code as SA –21.

Volunteer Management covers projects coded VM. For example, Master Gardener College would be entered as VM-4 and VM-7 would be Business Component of monthly meetings.

Educational Hours would be listed under code EH. For example, attending a lecture would be entered as EH-2 with the name of the lecture in the “Comments” section.

- Please note code, **EH-3, Educational Reading**. This is a new activity that has been approved by VCE for one (1) educational hour per year. It is recognized that each MG educates themselves on gardening topics through various horticultural publications. This code allows credit for that effort.

Contributed Hours are all additional hours spent in activities above the required 28 hours (50 for interns) per year. Recording these hours with VCE documents the amount of volunteer time contributed by you. This time adds to the overall totals for volunteer certificates and the reduction in rates for Master Gardner College attendance fees for those being recognized for milestone awards (250 hours, 500 hours, 1000 hours etc.). For example, monthly NRVMGA meetings with no educational component would be coded as CH-5; the NRVMGA monthly meetings, with educational components would be recorded under EH-1 and general business components of all monthly meetings would be recorded under VM-7 (but, please record your Travel Time/Miles only once).

- Time spent reading MG e-mails and/or completing MG timesheet would be coded CH-99 with the activity described in the “comments” section.

In the “**Travel Time/Miles**” column, within each of the above categories, list the amount of time it took you to travel from your home to the meeting/event and back, rounding up or down to the nearest quarter hour. **Travel time counts as contributed time** and, therefore, counts toward the service awards presented by VCE. It does not count toward the minimum requirements to retain your MG designation or the 50-hour internship requirement. The miles traveled column can be used as documentation for tax preparation.

The **code 99** in each category is for activities that are not covered in the existing list. When using code 99, please write in project titles in the “**Comments**” column. The “comments” column also allows you to add any additional information for your records.

Completed forms may be submitted by :

- Mail: Virginia Cooperative Extension
755 Roanoke St., Suite 1G
Christiansburg, VA 24073-3176
- Email: nrvmg2009@yahoo.com
- Fax: (540)382-5729

General Notes

- The reason for the monthly timesheet/activity report is to develop a tally for each NRVMGA member. Timely submission of timesheets makes it easier for MG Volunteers in the extension office and the VCE staff to enter accurate numbers to the state office that represent our activity/work. **In July, an annual, year-to-date, status report will be sent to each MG indicating volunteer hours in each category.**
- These guidelines will not answer all of the questions people have and situations will arise where modifications need to be made. Please contact the Extension Office with any questions. Much more important than “getting it right” is “getting it turned in.”
- If you are one of those who have failed to report hours for quite some time, don’t let that stop you from reporting current hours. Let’s start from today.
- For further information on categories, see VCE Manual page V-10 “Work Time/Educational Programming” and page V-11, “Contributed Time/Training Time” and “Contributed Time/Non-Educational Programming.”

Why We Do Timesheets:

It is important that our local government and Virginia Cooperative Extension (VCE) know the extent of our volunteer work. Extension agents must report the activities of their offices to local officials and VCE Administration. Master Gardeners (MG) activities are a substantial portion of those activities. Documenting these volunteer hours justifies the existence of the MG program. Also, these hours are used and counted to provide certificates and obtain reduced rates for our volunteers who want to attend the annual Master Gardener College held on Virginia Tech campus.

Yearly Requirements:

To remain an active MG volunteer, you must contribute a minimum of 20 hours per year (50 hours for interns) in service activities (SA). Volunteer management (VM) hours can count for up to 10 of the 20 hours (or 10 of the 50 hours). Also, a minimum of 8 education hours (EH) is required per year. Any hours above these 28 are counted as contributed hours (CH). If there are any extenuating circumstances that prohibit your ability to fulfill these requirements, please contact our MG Coordinator or Horticultural Agent.