

# Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University



## New River Valley Master Gardeners Timesheet

Name: \_\_\_\_\_ Month \_\_\_\_\_ Year: 2010

<b>(SA) Service Activities: (required 20 hours per year; 50 hours per intern)</b>						
Date	Code #	Hours	Travel Time	Travel Miles	No. Of Contacts	Comments
SA Totals						SA Totals This Timesheet

<b>(VM) Volunteer Management (10 of 20 hours Allowed)</b>						
Date	Code #	Hours	Travel Time	Travel Miles	No. of Contacts	Comments
					n/a	
					n/a	
					n/a	
					n/a	
VM Totals					n/a	VM Totals This Timesheet

<b>(EH) Educational Hours (required 8 per year)</b>						
Date	Code #	Hours	Travel Time	Travel Miles	No. of Contacts	Comments
					n/a	
					n/a	
					n/a	
					n/a	
EH Totals					n/a	EH Totals This Timesheet

<b>(CH) Contributed Hours</b>						
Date	Code #	Hours	Travel Time	Travel Miles	No. of Contacts	Comments
					n/a	
					n/a	
					n/a	
					n/a	
					n/a	
					n/a	
CH Totals					n/a	CH Totals This Timesheet

Grand Total Travel Time/Miles This Timesheet

Submit **Mail**: VCE-MG Coordinator, 755 Roanoke St. Suite 1G, C'burg 24073; **E-mail**: nrvmg2010@yahoo.com; **Fax**: (540)382-  
 Revised: 1/29/09 VCE Approved 08/21/2008