

Santa Fe Master Gardener Association

Quarterly Hours Summary Report

Name: _____ Phone: _____ E-mail: _____

Year (circle one): 2009 2010 2011 Date: _____

Quarter (circle one): April 1 – June 30 July 1 – Sept 30 October 1 – December 31 January 1 – March 31

(Please submit quarterly hours by last date of each quarter)

ENTER YOUR TOTAL HOURS IN EACH CATEGORY BOX. YOU ONLY NEED TO REPORT THESE HOURS. YOU MAY USE THE PROJECT/ACTIVITY WORKSHEET BELOW TO HELP YOU TALLY YOUR TOTALS.

Public Contact	Continuing Ed	Hands On	Organizational

Mail or E-mail your completed hours to:
 Bobby Plauth, 53 Thundercloud Road, Santa Fe, NM 87506, whplauthjr@aol.com

PROJECT/ACTIVITY WORKSHEET *FOR YOUR USE ONLY*

Project or Activity	Date(s)	Number of Hours			
		PC	CE	HO	ORG
'Ask a Master Gardener' Info Booths			NA	NA	
Audubon Wildlife Garden			NA		
Board, Committees or Planning		NA	NA	NA	
Continuing Education		NA		NA	
Cornell Rose Garden		NA	NA		
Eldorado Flea Market			NA	NA	
Eldorado Demonstration Garden			NA		
Garden Fair			NA	NA	
Habitat for Humanity		NA	NA		
Herb Garden		NA	NA		
Home Gardening Hotline			NA	NA	
Hoop House		NA	NA		
Santa Fe Greenhouse			NA	NA	
SF Demonstration Garden			NA		
Total					

Access this form at <http://www.sfmga.org/timesheet.htm>

SEE BACK

Requirements & Opportunities for Credit Hours in 2010-11

Intern Requirements for Certification:

PC 12 hrs CE 0 hrs HO 14 hrs ORG 4 hrs Total 30 hrs

2nd Year Intern Requirements for Certification:

PC 12 hrs CE 4 hrs HO 12 hrs ORG 2 hrs Total 30 hrs

Master Gardener Requirements to Maintain Certification:

PC 6 hrs CE 4 hrs HO/ORG 15 hrs (combined) Total 25 hrs

- These are minimum required hours; there is no maximum number of hours you may volunteer. We encourage you to volunteer for a variety of projects, rather than just one.
- The SFMGA fiscal year is from January 1 through December 31. The SFMGA volunteer credit hours year is from April 1 through March 31, except for 1st year interns, who may begin their volunteer work during their training course.

PC (Public Contact)

“Ask a Master Gardener”

Audubon Wildlife Garden
Eldorado Flea Market
Eldorado Demo Garden
Farmers Market
Garden Fair
Home gardening Hotline
Railyard Garden
SF Greenhouse

CE (Continuing Ed)

Lectures, classes, workshops

Garden Fair
SFMGA sponsored events
events, socials, projects,
SFGH Lectures (1 hr CE)
Others as approved

HO (Hands on)

Gardening

Audubon Wildlife Garden
Cornell Rose Garden
Eldorado Demo Garden
Habitat for Humanity
Herb Garden
Hoop House
Railyard garden
Xeric Demo Garden

ORG (Organizational)

SFMGA Support Activities

Planning/organizing/ working on
classes, workshops
Attending meetings (including
Board, committee)
Making phone calls
Working in the office

Category Definitions:

PC (Public Contact): providing gardening advice to the public at “Ask a Master Gardener” sites

CE (Continuing Education): attending approved lecture, classes, workshops, etc.

HO (Hands On): working in an approved garden...pruning, planting, fertilizing, weeding, etc

ORG (Organizational): all other work for SFMGA such as planning/organizing/working on events, socials, projects, classes, workshops; attending meetings (including Board, committee); making phone calls; working in the office or in other approved areas.

*Hours are due quarterly to help stay up to date and make record keeping easier.
Thank you for honoring these guidelines.*

For additional information, please refer to your SFMGA Handbook.

Hours Questions?

Contact Membership:

Tracey Fox
984-9126
solfox@cybermesa.com

Project Question?

Contact the Project Coordinator:

Ellen Snyder
988-4715
elreph@cs.com