Class of _____

Master Gardener Program

Volunteer Time and Transportation Report

Name _____

DATE	WHAT I DID ! See note #1	TOPIC See note #4	Location	Total Mileage (Round trip)	Total Hours Includin Mileage time
			TOTALS	0	0

Note #1 Use short statements, i.e. Office telephone calls, Manned booth at State Fair, etc.

Note #2 "Total Mileage" is round trip miles, not in hours or minutes, Mileage time belongs in last column.

Note #3 Travel time for all activities except training (educational) and recreational, are chargeable as time.

Note #4 Indicate topic of any news articles you worte, class you taught, 1-minute radio exerpt or presentation.