



Cherokee County Extension  
 1130 Bluffs Parkway, Suite G49  
 Canton, Georgia 30114

## Master Gardener Extension Volunteer Educational Activity Report

(To be completed by committee chair or project coordinator only)

### I. BASIC INFORMATION

Program/Activity/Event Title: \_\_\_\_\_

Chair/Coordinator \_\_\_\_\_

Lecture Title(s): \_\_\_\_\_

(if a presentation was given)

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### II. GENERAL CONTACT INFORMATION

Audience Demographics (if known):

	Male	Female
White		
Black		
Asian		
American Indian		
Pacific Islander		
Multi-Racial		
Hispanic		
TOTAL		

Audience Totals	
Youth	
Homeowner	
Total Contacts Face-to-Face	

Phone Contacts	
Written Contacts	

### III. PROGRAM LENGTHS

Hours of instruction per participant (formal teaching time):	
Number of sessions or classes taught	
Total length of program (teaching & non-teaching time)	
Total adult volunteers participating in activity	
Total volunteer hours worked (all volunteer hours combined)	



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**IV. VALUE AND COMMENTS**

In-Kind support (\$ value, if known):	Funds Donated (\$ value, if any):

Comments:

**V. Volunteers involved with activity & hours worked (use another sheet if more space is needed):**

NAME	HOURS	NAME	HOURS

Return to Extension office a copy of this EAR form and any of the following (check what you have included):

- Publicity for the program i.e. copy of news articles, letters sent, promo brochures, etc.
- Sign-in sheet
- Evaluation forms
- Copies of materials distributed
- Follow up articles or reports
- Other supporting information \_\_\_\_\_
- Comments that will be helpful in future programs

**\*\*For Office Use Only:**  
 \_\_\_\_\_ Entered in MGLOG on \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ Entered in Georgia Counts on \_\_\_/\_\_\_/\_\_\_