

Georgia Master Gardener Extension Volunteer Program Volunteer Service Log Sheet



The general mission of the Master Gardener Program in Georgia is assist UGA Extension in providing consumer horticulture information and services to Georgia communities. We will achieve our mission with science-based resources, volunteer services, collaborative partnerships, and knowledge and experience.

As pre-approved by Extension staff and included in MGLOG on the Project List, the following types of projects can qualify as MGEV volunteer service:

Educational Project Examples

- Children's Programs: for ages 5 to 18 at 4-H clubs, libraries, schools, and gardens
- Civic & Garden Club Presentations: speaking engagements, lectures, demonstrations
- Community & Demonstration Gardens: plan/maintain historic projects, conduct educational tours
- Horticultural Shows: judge or conduct vegetable, flower, science fairs
- Exhibits: prepare/present horticultural/ environmental topics, slide show presentations
- Extension Office: answer phone questions, perform general office duties, assist walk-in clients, Habitat for Humanity: teach skills in gardening, landscaping, composting
- Home Garden Visits: educate homeowners per site visits or phone consultations
- Newsletters: write/research/edit for homeowner newsletters or Master Gardener Extension Volunteer newsletters
- Plant Clinics & Fairs: organize, participate, or answer questions
- Writing: assist/conduct research and writing projects for fact sheets, brochures, power point presentations, newspaper and magazine articles
- Teaching Adult Classes: for ages 18+
- TV & Radio Programs: provide information on horticultural/environmental topics

Administrative Project Examples

- Time served in county or regional MG Extension Volunteer programs maintaining mailing lists, databases, web pages, newsletters, writing grants, preparing for/ attending board or committee meetings.
- Special committees/programs/activities approved by County Extension Staff

Projects are proposed to and approved by the Extension Agent prior to volunteer service reporting. Use the Project Proposal form in MGLOG to submit a new project idea.

Hours that should **not** be reported here:

- Volunteer service performed on behalf of another organization.
- Attendance at state, regional, or local MG organization or MG Extension Volunteer meetings.
- Attendance at training, tours, or continuing education classes as a participant and not as an instructor or facilitator.
- Any activity where payment is received for services.