

PENNYROYAL MASTER GARDENER VOLUNTEER HOUR REPORTING FORM

Name: _____

Year: _____

Date	Activity	Total Hours		Number of Contacts	
		Volunteer	Education	*Indirect	*Direct
Totals					

***Indirect Contacts** are any clientele receiving education information but their identity is usually anonymous. Indirect contacts would include potential readership/viewership of print articles, web pages, blogs, etc.
***Direct Contacts** are any clientele receiving educational information. Direct contacts would include those with whom you exchanged information via telephone, email, through office visits, those attending meetings/workshops, etc.)