**Santa Rosa County Master Gardener**
**TIME SHEET**

**NAME:** _____ **YEAR** _____

**Notes:**

- Service hours consist of time spent working on an approved MG project or function. Report travel separately.
- CEU's are continuing education hours you receive by attending a training program to gain knowledge. 1 CEU=50 minutes of instruction. DO NOT count travel time.
- Contacts are the number of people with whom information is shared, either one-on-one or by presenting to a group.
- All times are recorded in increments of 0.25 hours (Example: 2.75 hours)
- Enter totals at the bottom on each column

| **Date** mm/dd/yyyy | **Service Hours** | **Travel Time** | **CONTACTS** | | | **Continuing Education CEU's** | **Activity**<br>• Record project/activity for service hours<br>• Record program title and presenter for CEU's |
|---|---|---|---|---|---|---|---|
| | | | *By Phone* | *In Person* | *email* | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **PAGE TOTAL** | | | | | | | |

Revised: 01/2008

| **Date** mm/dd/yyyy | **Service Hours** | **Travel Time** | **CONTACTS** | | | **Continuing Education CEU's** | **Activity**<br>• Record project/activity for service hours<br>• Record program title and presenter for CEU's |
|---|---|---|---|---|---|---|---|
| | | | *By Phone* | *In Person* | *email* | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **PAGE TOTAL** | | | | | | | |

Revised: 01/2008