NYS MASTER GARDENER SERVICE DIARY – Erie County

Name_____ Year_____ Circle the quarter **1st** **2nd** **3rd** **4th**

Fill in the number of hours that you volunteered (preparing, delivering and evaluating) in the appropriate boxes. See reverse for guidelines for reporting.
For on-going activities, you may enter hours and contacts monthly to simplify.

Date	Beau	Clin	Comm	Comp	Demo	Fair	Help	Kids	Mass	Meet	NRS/Env	Office	Talk	Ther	Contacts	Project Note

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														Subtotal pg.2		

Guidelines for determining categories:

Beau -	Beautification Projects (Buffalo in Bloom, etc.)
Clin -	Soil test clinics, farmer's markets, Plantasia
Comm -	Special projects focused on community gardens or trees: Buffalo Community garden projects; Niagara Square; Cornell Cooperative Extension of Erie County grounds; County or City Parks
Comp -	Composting education to individuals or groups
Demo -	Demonstration/educational gardens (Knox Farm, Botanical Gardens, Elbert Hubbard garden, or any garden that is labeled for teaching)
Fair -	America's Fair, Fall Garden Fair
Help -	Hotline; answering calls, answering emails, diagnostics and soil testing at CCE
Kids -	Assisting/teaching children (Junior MG, school groups, 4-H, etc.)
Mass -	Uncountable mass markets (radio, TV, writing for newspapers, etc.)
Meet -	Committee meetings for scheduling and organizing group projects.; MG monthly meetings and/or training sessions/in services
NRS/Env -	Nature/Environmental Projects (Soil and Water Conservation tree distribution, Earth Day projects, etc.)
Office -	Administration work in the East Aurora office (or at home by request), such as typing, filing, computer work, etc.
Talk -	Gardening talks to adult groups
Ther -	Therapeutic gardening for groups with specil needs.
Contacts -	List the number of contacts made with each volunteer session. This does not mean 'people seen at the Fair', etc., but people actually talked to individually or in groups, either by telephone or in person. Cornell really needs this number. If you do not have an actual number, please try to estimate as best as you can.
Project Note -	Name of specific project worked on if applicable and/or the task done as part of that project