



Volunteer Service Report

The purpose of this sheet is to help you keep track of your hours and report them to your county Extension office. These hours, mileage and money spent are very valuable in providing evidence of MG program impact in your community.

**REPORTING YOUR HOURS CAN BE THE BEST WAY TO *GIVE* CREDIT TO YOURSELF,
YOUR COUNTY AND THE STATE!**

ACE Hours Report for Tennessee Master Gardeners

Name: [Click here, highlight to erase, then insert name](#)

Phone: [Click, highlight, erase then insert #](#)

Graduation Year: [Click here/Grad yr.](#)

Place the Correct letter (A, C, or E) in the category column for each line item. Please round off hours to the nearest quarter hour and enter the time to the correct decimal place. Please give a complete description of the activity and use a second line if necessary. Enter only the hours that you are reporting at this time. Do not list hours previously turned in. You may use the back of this form to enter additional hours if necessary. Please total hours at the bottom of this page in the space indicated.

Category A C E	CEUs	Date MM/DD/YY	Hours 0.00	Mileage	Complete Description of the Activity Speaker, Topic and Activity	Location Where the Activity Took Place
E						

Total _____ **A= *Administrative***; hours contributed while working for the Master Gardener organization or the Agricultural Extension Service.

Total _____ **C= *Community***; hours contributed while working on Master Gardener approved community projects.

Total _____ **E= *Education***; hours contributed while teaching or preparing Master Gardener or Agricultural Extension Service educational programs.

Total _____ ***Continued Educational Units (CEUs)*** are educational programs attended by Master Gardeners. CEU must be approved by the Extension agent.

Total _____ ***Miles= Mileage to and from volunteer ACE service, Mileage and travel time do not count for CEU opportunities.***

