

DCMG Monthly Volunteer Time Sheet

Rev 12/17/17

Last Name		First Name										Month					2018	
ACTIVITY	DAYS																TOTAL	CODE
	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31		
Plant Clinic	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30		CL	
Learning Center																	HLC	
Plant Sale																	PS	
Community Outreach																	CO	
Fund Raising																	FR	
Chapter Duties																	CD	
Discovery Garden																	DG	
Continuing Education																	C-Ed	
Other (Explain)																	OT	
Recertification Hours		Service (20 hrs)					Continuing Education (10 hrs)											

Optional: If you wish to put a grand total for your hours from the blue area, please write anywhere outside of the form area.

Where can you find additional information about volunteer time reporting? See our website for instruction sheets on payback requirements, activities that fall under the code categories, and recertification details. You can also find a printable PDF version of the timesheet that you can use to submit your time on – colored paper is NOT required.

Main Documents and Forms page - http://douglascountymg.org/mg_documents_forms.html

Blank Timesheet - http://douglascountymg.org/docs/other/Time_Sheet.pdf

Timesheet (back side) Code Descriptions - http://douglascountymg.org/docs/other/Time_Sheet_Codes.pdf

Payback Hours - http://douglascountymg.org/docs/other/Payback_Hours.pdf

Recertification Guidelines - http://douglascountymg.org/docs/other/2017_Recert_Guidelines.pdf

Recertification Equivalencies – how to relate regular hours to recertification hours – http://douglascountymg.org/docs/other/2017_RE_0301.pdf

How can I find out what hours I have reported? Again, go to our Documents and Forms page listed above. At the top of the Volunteer Time Reporting section, you will find reports for the current and past two years. There is also a Volunteer Hours Historical Summary report which summarizes all time reported since time has been tracked. This report is updated annually after the prior year’s data is finalized.

Timesheets can be submitted in the Plant Clinic or out at the Discovery Garden – Westside Greenhouse.

More questions? Ask your mentor. Ask a veteran. Send the timekeeper a note!