

**DCMG Volunteer Time Reporting How To**

Last Name							First Name							Month			<b>2022</b>	
DAYS ACTIVITY	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	TOTAL	CODE
	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30			
Plant Clinic																		CL
Learning Center																		HLC
Plant Sale																		PS
Community Outreach																		CO
Fund Raising																		FR
Chapter Duties																		CD
Discovery Garden																		DG
Continuing Education																		C-Ed
<b>CE - Recert</b>																		CE-R
Other (Explain)																		OT
<b>TOTAL (from above)</b>																		

Enter APPROVED recertification Continuing Education hours on this line

Enter OPTIONAL grand total here

Enter REQUIRED totals for activity categories

CE - Recert

Where can you find additional information about volunteer time reporting? See the Volunteer Time Reporting section on the Documents and Forms page on our website. 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](http://douglascountymg.org/mg_documents_forms.html)

Blank Timesheet - [http://douglascountymg.org/docs/other/Time\\_Sheet.pdf](http://douglascountymg.org/docs/other/Time_Sheet.pdf)

Timesheet (back side) Code Descriptions - [http://douglascountymg.org/docs/other/Time\\_Sheet\\_Codes.pdf](http://douglascountymg.org/docs/other/Time_Sheet_Codes.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 the current reports for hours reported by month, recertification status, and trainee status. 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!