



# Northeast Nebraska Master Gardener Log Sheet

First Quarter for January, February, & March 2018



Name: \_\_\_\_\_

Submit hours quarterly. Number of hours required annually listed on page two.  
 Annual requirements must be fulfilled by **December 31** to maintain your status as an active, certified Master Gardener. Submitting hours by **October 1st** is encouraged for University funding reports.

Date	MG Recertification—Education Programs	Hours
Total Education Hours:		

Date	Mileage <small>(for your tax records)</small>	Volunteer Activity & Location	Hours	# of Contacts <small>Youth=Y Adult=A</small>
Total Volunteer Hours/Contacts:				

**Enter your hours online at [mastergardener.unl.edu](http://mastergardener.unl.edu)**  
**OR Please bring this form to the April meeting.**  
 Or send to: Pam Foltz, Nebraska Extension in Madison County  
 1305 South 13th Street, Norfolk, NE 68701-6655

Annual Initial Certification Requirements

**One year program**

Education hours: 40 hours/year  
Volunteer hours: 40 hours/year

Annual Recertification Requirements

Education hours: 10 hours/year  
Volunteer hours: 20 hours/year

Annual Initial Certification Requirements

**Two year program**

Education hours: 20 hours during each consecutive year  
Volunteer hours: 20 hours during each consecutive year

Annual Social Member Requirements

Report on log sheet & hand in.  
Can not report online.

Volunteer hours: 10 hours/year

If a Master Gardener Volunteer does not meet the annual required 10 hours of education and 20 hours of volunteer for two consecutive years, they will be classified as inactive. To get back to ACTIVE status, Report 20 Education hours AND 20 Volunteer hours in a year then go back to 10/20 for future years. Membership requires at least 10 hours of volunteer hours to be reported annually.

## Master Gardener ONLINE reporting website directions.

1. Go to <http://mastergardenervolunteer.unl.edu/>
2. Login with Username and Password (DO NOT CLICK ON **ENROLL NOW** BOX) Pam Foltz has assigned you with this already. If you are new or have forgot, contact Pam Foltz.
3. Previous years totals will be listed if applicable.
4. Easiest way to enter volunteer and education hours is from the Master Gardener Home Page. Two boxes are listed on the left side of the page. You can choose up to 5 records to enter at each time then click ADD NEW button.
5. Your County and Name will appear.
6. For **Volunteer Hours**, enter required fields with red asterix. (Date, Activity, and Hours.) Optional fields are Site, Adults and Youth (Some local sites are entered and viewable by clicking on the down arrow. It is recommended to put in number of Adults and/or Youth contacts.)
7. Then click on INSERT.
8. You are returned to the Home Page. If you have more hours to report, repeat steps.
9. For **Education Hours**, enter required fields with red asterix. (Date, Activity, and Hours.) Optional field is Site. (local sites are entered and viewable by clicking on the down arrow.)
10. Then click on INSERT.
11. You are returned to the Home Page, if you have more hours to report, repeat steps.

To View hours submitted, click on PRINT in the Navigation box. You can change years to view on this page.

To Edit hours submitted, click on VOLUNTEER or EDUCATION in the Navigation box. To see only current year, click on Show Filter box then type in the year in the Date Box. Then click the Filter Box. You can then click on the Edit icon (pencil on right) or Delete icon (red X on right). If editing, after making changes you can Update (to correct) OR Insert as new (to add an additional entry) or Cancel (if decide not to make changes).

More advanced features exist with this site also.