RUTGERS
New Jersey Agricultural Experiment Station

Rutgers Master Gardeners

Cooperative Extension of Passaic County
1310 Route 23 North ~ Wayne, NJ 07470

2017 Volunteer Time Record

Name : _____
Phone: _____
Date:_____

1. Time Sheets are to be submitted to Rutgers Cooperative Extension, Attention: Rachel DeFlumeri

2. Year end hours must be reported before **December 18, 2017**. **Keep a copy for your records.**

3. Remember to add travel time (except for continuing education). Hours should be rounded to the nearest quarter (15 minutes)

Date	Helpline Hours	M.G. Outreach Hours	Admin. Hours	Teaching Hours (Complete Audience Contact	Location	What did you do?	Continuing Education

Date	Helpline Hours	M.G. Activity Hours	Admin. Hours	Teaching (fill out Audience Contact Form)	Location	What did you do?	Continuing Education
Total	0	0	0	0			0

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.