Please mail completed timesheets to the Milwaukee County Extension Office, ATTN: Kathy Reese.

Name: _____

SEWMG Volunteer Hours Timesheet

For the Year _____

(Revised Nov. '08)

Date	Description of Activity *(Full name of activity, brief description and what you did. You may include travel time, research & preparation time.)*	Community Education	Support	Youth
TOTAL Each Column (Full hour & ½ hour units only)				
TOTAL Hours (add all three columns) (24 hours required annually)				

Travel time may be included to and from volunteer activities but not for continuing education. Continue to record hours even after the minimum 24 and 10 have been completed. If the minimum has been met and it is around September 15th, tally the hours and turn them in. Then begin recording your activities on a new timesheet for the next year. New timesheets may be printed from the SEWMG website: *milwaukee.uwex.edu/mg* or obtained from your Co. UWEX office.

Please mail completed timesheets to the Milwaukee County Extension Office, ATTN: Kathy Reese.

Name: _____

SEWMG Continuing Education Hours Timesheet

For the Year _____

(Revised Nov. '08)

Date	Description – topic, presenter, sponsoring organization, etc. (travel time should not be included in C.E. hours)	Total
Total Continuing Education Hours (10 required to recertify annually)		

Travel time may be included to and from volunteer activities but not for continuing education. Continue to record hours even after the minimum 24 and 10 have been completed. If the minimum has been met and it is around September 15th, tally the hours and turn them in. Then begin recording your activities on a new timesheet for the next year. New timesheets may be printed from the SEWMG website: *milwaukee.uwex.edu/mg* or obtained from your Co. UWEX office.