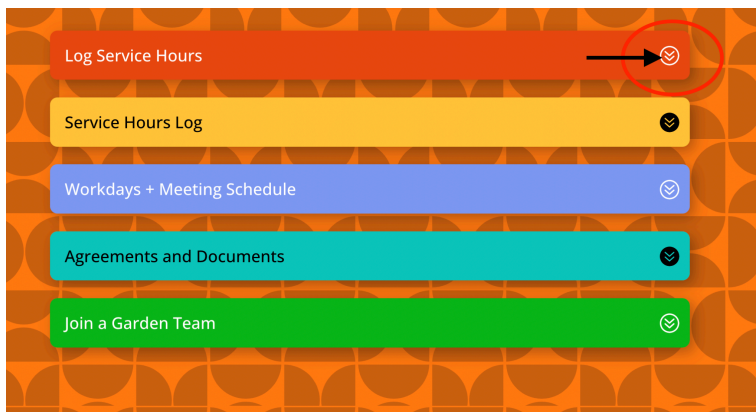


# How To Log Your CSG Service Hours

1. Visit the Charles Street Gardens website, here is the link:  
[www.charlesstreetgardens.org](http://www.charlesstreetgardens.org)
2. Click on **'Garden Members'** in the top right on the menu:



3. Scroll down to the bottom of the page and find the orange tab titled **'LOG SERVICE HOURS'** Click on the arrow symbol to open the form:



4. Enter details into each field and make sure to **enter your bed number correctly** EG: C8 [or just the number for Group Gardeners] Your member number is on your Gardeners Agreement:

Log Service Hours

### CSG Volunteer Service Hours

Use this form to record your Charles Street Garden volunteer hours.

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

**Name \***  
Who are you?  
Your answer

**Date \***  
What day did you volunteer? (mm/dd/yyyy)

5. Once completed, make sure you click the **SUBMIT** button at the bottom of the form. This ensures you have entered your info to the Log:

**Hours \***  
How many hours did you do it? (e.g.: 1.5)  
Your answer

**With**  
Who did you do it with? (Group leader's name if working with a group)  
Your answer

**Submit** [Clear Form](#)

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6. You can check what you entered by opening the yellow **SERVICE HOURS LOG** tab by clicking on the arrow button, and then clicking on '**Click here to view hours logged**' :

### Service Hours Log

- Log service hours after completing a Community Garden Task
- Check how many hours you have logged so far

[Click here to view hours logged](#)

As a CSG Member you must fulfill and log **15 x service hours** by August 31st each year, per your Gardener's Agreement. It's very easy to achieve and helps keep our lovely community garden maintained and looking good.

Attend our Second Saturday or Last Thursday workdays where there are plenty of community jobs allocated on those days.

Check with your Row Leader what needs doing near your Row **QR** there is a monthly Task List posted here and on the garden kiosk noticeboard near the main gate. So if you need to contribute service hours outside of workdays, you can easily log an hour or two each month.

**Happy gardening!**

7. View your total hours entered by finding your bed number and name on the first tab:

BED NUMBER	Current Agreement Year is 09/1/2022 through 8/31/2023	Total Hours entered since 8/1/22	Adjustments (prorated hours and transfer)	Total Hours for your current bed year agreement (>= 15 hours per year) ending 8/31/2023 Green - finished requirement for current year Yellow - on target to finish Red - bed renewal requirement not being met	Bed Owner
L13		15		15.00	Marisol
M1		23	8	15.00	Sid
M2		16		16.00	Tatiana
M3		24		24.00	Doug
M4		5	-10	15.00	Hiroko
M5		17		17.00	Li-Mei
M6		0		0.00	NEEDS REPAIR
M7		17.5		17.50	Steven & Lynn
M8		5.5		5.50	Henry
M9		15		15.00	Paolo
M11		10.5		10.50	Hannah
M13		15		15.00	Subrata
O1		9.8		9.80	Frances & Arnie

8. View each entry made by clicking on the 'Entered Services Hours **RAW DATA**' tab which is the second tab on the spreadsheet:

Timestamp	Date	Name	Bed Number	Task Description	Hours	With
8/12/2023 22:59:44	08/12/2023	Kanwaldeep Singh	1053	Removed weeds in the back and cut down fig tree at the fence (2 hrs) + Removed suckers under a tree (1 hr each for my wife and son)	4	Margherita
8/13/2023 9:24:43	08/13/2023	Carl Sandwick	O7	Weeded common area	2	Myself
8/13/2023 10:31:15	07/02/2023	Mike Glownia	C3	weeded common path by the herb garden	1	
8/13/2023 10:32:04	08/12/2023	Mike Glownia	C3	weed and clean side lot of thistle and large weeds	2	work day
8/13/2023 10:32:51	08/13/2023	Mike Glownia	C3	fix clog, replumb, and fix leaks in charles steet	2.5	
8/13/2023 10:34:50	08/13/2023	Mike Glownia	C3	irrigation	2.5	
8/13/2023 11:18:35	08/12/2023	Eric culver	F2	hour correction	-1	
8/13/2023 11:18:35	08/13/2023	Eric culver	F2	Compost work. Water each of the bins	1.5	Myself
8/14/2023 13:13:43	08/13/2023	Linda Aguirre	A4	Donation harvest + delivery	1.5	Margherita
8/14/2023 13:14:24	08/06/2023	Linda Aguirre	A4	Donation harvest + delivery	1.5	Margherita
8/14/2023 13:15:07	07/31/2023	Linda Aguirre	A4	Donation harvest + delivery	1.5	Margherita
8/14/2023 13:16:09	08/12/2023	Linda Aguirre	A4	Cleared out greenhouse 2, spread out gravel, built new shelves	3	Jessica, John
8/14/2023 18:39:30	08/12/2023	Kiretin Solorzano	P7	Weeded the perimeter along the parking lot (the fenced in part).	2	Janet

If you made a mistake entering your hours, don't worry - just email the Garden Coordinators and we can edit it for you ASAP.

### Monthly Service Hours Goal

September	1.25 hrs
October	2.50 hrs
November	3.75 hrs
December	5.00 hrs
January	6.25 hrs
February	7.50 hrs
March	8.75 hrs
April	10.00 hrs
May	11.25 hrs
June	12.50 hrs
July	13.75 hrs
August	15.00 hrs