

Club 4th Quarter Volunteer Form

AAGC Club Support for Zilker Botanical Garden

Club Name



Submitted

Prepared by

Title

Email

- * To use as an Excel spreadsheet, follow these directions to copy reports from your members, and this form will do the rest
 - * OR - simply type in numbers received from your members, and the form will do total; OR write in amounts and add up yourself.
 - * To produce your club report the fastest way, save this template with your Club Name, (AHS_AAGC Club Volunteer Report)
 - * Type your Club name into the yellow boxes on Line 4 and Line 34
 - * Now, open an Individual Club Member form you received, and COPY LINE 20 from their report to you.
 - * Put cursor on a new line, go to PASTE Drop Down, and use first icon under, Paste Values. Volunteer name should be first.
 - * Do this for each member reporting volunteer hours. If they did not use our form, just type in their name and the hours they gave you.
- Be sure to add your own!!
- * Email your completed report to AAGC@zbgconservancy.org
 - * Due date for 4th Quarter 2020 is October 7. Next report will be due in January 2021.

Need help? Email us & we'll talk you through it! Very easy!

Name of Club Volunteer	ZBG Horticulture and Maintenance	ZBG Docent and School Programs	ZBG Event Participation	Education at Club meetings & events, planning & publicity	Club Shows and Sales	Club Board of Directors	AAGC Executive Committee, Board of Directors	Conservancy Fundraising	Conservancy Committees	Conservancy Board of Directors	Total
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	0	0	0	0	0	0	0	0	0	0	0
Total Hours by Club											0

Updated 8/08/2020