

**Individual 4th Quarter Volunteer Form**  
**AAGC Club Member Support for Zilker Botanical Garden**

Club Name

Date Submitted \_\_\_\_\_

Name of Volunteer

- \* Use this form as an Excel spreadsheet that totals for you, or write in numbers by hand and add totals across and down.
- \* Start of by saving this form, replacing the word "Individual" with your full name
- \* Fill in blanks where the yellow is - put your club name on line 4 and your name on line 6 and line 20
- \* See the description of categories below, and identify where the volunteer hours you worked need to be reported
- \* Enter the number of hours you volunteered for each category, each month this quarter. Round hours up to the nearest hour
- \* Return it to your AAGC Club Representative by October 7, so rep can turn in the cumulative club quarterly report.
- \* Keep track of your October, November, December hours for your next 1st Quarter report which is due January 7

| Month                          | 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 or Board of Directors | Conservancy Fundraising | Conservancy Committees | Conservancy Board of Directors | Total    |
|--------------------------------|----------------------------------|--------------------------------|-------------------------|--|----------------------|-------------------------|--|-------------------------|------------------------|--------------------------------|----------|
| July                           |                                  |                                |                         |  |                      |                         |  |                         |                        |                                | 0        |
| August                         |                                  |                                |                         |  |                      |                         |  |                         |                        |                                | 0        |
| Sept                           |                                  |                                |                         |  |                      |                         |  |                         |                        |                                | 0        |
|                                |                                  |                                |                         |  |                      |                         |  |                         |                        |                                | 0        |
|                                | 0                                | 0                              | 0                       | 0  | 0                    | 0                       | 0  | 0                       | 0                      | 0                              | 0        |
| <b>Total Hours Volunteered</b> |                                  |                                |                         |  |                      |                         |  |                         |                        |                                | <b>0</b> |

Updated 8/07/2020

**ZBG Horticulture and Garden Maintenance** - time spent planning or working in a garden in Zilker that your club helps maintain; propagating or maintaining plants for a future bed or plant exhibit in Zilker Botanical Garden

**ZBG Docent and School Programs** - time spent as a docent, training or helping with school or public-related tours or programs

**ZBG Events** - Helping with planning, promoting and volunteering at events such as Faerie Tea Parties, Very Hungry Caterpillar, etc

**Education at Club Meetings and Events** - time spent arranging speakers for monthly meetings, events or speakers' bureau, or preparing and presenting a workshop as a speaker; promoting the program through websites, flyers and news releases; hosting meeting or event

**Club Shows and Sales** - time spent planning, organizing, setting up for a show or sale, working the event and tearing down after the event. Includes efforts related to publicity for the show, sale or garden expo, and completing reports for the 15% net profit due to ZBGC. (Time spent on workshops held during the event are entered under Education above.)

**Club Board of Directors** - time spent fulfilling duties and responsibilities as member of your Club's Board of Directors or a Board committee, including working on club website, newsletter, social media; membership services

**AAGC Executive Committee and Board of Directors** - time spent fulfilling duties and responsibilities as an AAGC Board member, including attending regular Board of Directors meetings as your club's AAGC Rep, working on AAGC website or publicity

**Conservancy Fundraising** - volunteering for any ZBGC fundraising activity, such as the Starlight Social

**Conservancy Committee Meetings** - serving on a ZBGC committee, separate from ZBGC Board, fulfilling duties and responsibilities

**Conservancy Board of Directors** - fulfilling duties and responsibilities as member of the ZBGC Board, including attending meetings