

## FY 2021 Club Quarterly Volunteer Form

### AAGC Club Support for Zilker Botanical Garden

**Club Name** 
**Submitted**  
**Period Covered (Check one)**  Oct - Dec  Jan - Mar  Apr - June  Jul- Aug  
**Prepared by** \_\_\_\_\_ **Title** \_\_\_\_\_ **Email** \_\_\_\_\_

- \* To produce your Club Volunteer Report on this pdf form, follow these simple directions. Have a calculator handy to total hours! Print volunteer names so they are legible, and use a dark pen or pencil, so numbers show up when you scan this form.
- \* Print out the form, and write your Club Name in the space at top and bottom; check the three-month period covered in this report
- \* Now, refer to an Individual Club Member form you received from one of your members, and print their name in the first column
- \* Fill in the hours they reported under each category; the 10 categories appear in the same order on their form and yours.
- \* Calculate the total hours for that volunteer by adding number from each category, and put total in the last space on the right
- \* Do this for each member reporting volunteer hours to you. **Be sure to add your own hours!!!**
- \* Last step: Add the numbers in each column, and put total on the bottom line. This gives you total by category.
- \* Scan the final form and save it with your Club name first (Example AHS\_Club Volunteer Report\_Oct-Dec 2020)
- \* Due date for this quarterly report is January 22 - please email your completed report to [AAGC@zbgconservancy.org](mailto:AAGC@zbgconservancy.org)
- \* Your next quarterly report is due to AAGC April 15

**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 and newsletters	Club Shows and Sales	Club Board of Directors	AAGC Executive Committee, Board of Directors	Conservancy Fundraising	Conservancy Committees	Conervancy Board of Directors	Total
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Club name	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours by Club</b>											0