

**FY 2021 Individual Volunteer Hours**  
**AAGC Club Member Support for Zilker Botanical Garden**

Club Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Period Covered (Check one) \_\_\_\_\_ Oct - Dec \_\_\_\_\_ Jan - Mar \_\_\_\_\_ Apr - June \_\_\_\_\_ Jul- Aug

Name of Volunteer \_\_\_\_\_

- \* To produce your individual volunteer hours report on this pdf form, follow these simple tips - have a calculator handy, use a dark ink pen or sharp pencil so numbers show up when you scan the form, and write clearly. Print out this form.
- \* Fill out spaces for your club name and your full name, and check the months covered by this report. Print months in first column
- \* 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
- \* Calculate the hours each month by totalling the ten categories, and enter the number in column to far right.
- \* Calculate the hours by category, by adding up the numbers in each column. You then have your hours by month and by category.
- \* Scan the completed form, and save it with your full name (Example Karen Kalergis Volunteer Hours\_Oct-Dec 2020
- \* Return the form to your Club Rep by Jan 15, so they can compile the report for the entire club
- \* Your next report will cover January, February and March, and be due to your Club Rep by April 7th.
- \* Save a new form as Jan-Mar, and use it to keep track of your hours, so your next report is even easier!!

Month	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 or Board of Directors	Conservancy Fundraising	Conservancy Committees	Conservancy Board of Directors	Total by Month
October										0
November										0
December										0
<b>Total Hours by Category</b>										0
<b>Total Hours Volunteered</b>										0

Updated 1/07/2021

**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, Planning Publicity and Newsletters** - 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; working on club newsletter or website

**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