

FY 2021 Club Volunteer Hours 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 do your Club Volunteer Hours 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 pen or pencil, so numbers show up when you scan this form
- * Write your Club Name in the space at the top and bottom of the form; check the 3 months covered by this report.
- * Refer to an Individual Club Member form you received, and print the member's name in the first column on the left.
- * Fill in the hours they reported under each category; the 10 categories appear in the same order on their form and yours.
- * Calculate the hours from left to right and put total for that member in far right column; do this for every form you received
- * Calculate the hours for each category by adding numbers in each vertical column; put those numbers on the bottom line
- * Scan the completed form and save it with your Club Name first (AHS-Club Volunteer Hours Form)
- * Email your completed report to aagc@zbgconservancy.org with Subject Line: Club Volunteer Hours - Name of Your Club
- * Club reports are due quarterly - April 15, July 15, Oct 15. Download a newr form to do your next report.

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 and Publicity for club meetings & events, planning, promoting, websites 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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	0	0	0	0	0	0	0	0	0	0	0
Total Club Hours											0