

FY 2021 Individual Volunteer Hours Form

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 using this pdf form, follow these simple tips. #1 Have a calculator handy!
- * Fill in your Club Name and your Full Name above, and check the months covered in this report.
- * Print the names of the months you are reporting hours for in the left hand column, under "Months Covered in This Report"
- * 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, for each month this quarter. Round up to the nearest quarter
- * Get the total hours for **each month** by adding hours from all ten categories. Put that number in the column to far right.
- * Get the total hours by **Category** by adding three numbers vertically under each Category. Put that number on the Bottom line
- * Scan the completed form, save it with your Full Name and Months covered (Karen Kalergis - Jan - Mar)
- * Return the form to your Club Rep to add to the Club report. Your report is due to them April 7, July 7, Oct 7
- * Print a new form for the next quarter. Keep track of your hours, so the next report is even easier.

Months Covered in this Report	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 or Board of Directors	Conservancy Fundraising	Conservancy Committees	Conservancy Board of Directors	Total by Month
											0
											0
											0
Total Hours by Category											0
Total Hours Volunteered											0

Updated 4/01/2021

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 and Publicity at Club Meetings and Events, Planning and Promoting - 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