FY 2022 Individual Volunteer Hours Report Form

AAGC Club Member Support for Zilker Botanical Garden

Club Name **Date Submitted** _____

Full Name of Volunteer

Period Covered __ (1Q) Oct-Dec __ (2Q) Jan-Mar __ (3Q) Apr-June __ (4Q) July-Sept

* To produce your individual volunteer hours report using this pdf form, follow these simple tips. #1 Have a calculator handy.
* Put your Club Name and your Full Name in the spaces above, and check the months covered by this report
* Print the names of the months covered by this report in the left hand column titled "Months Covered"
* See the description of categories below, and put your hours in the appropriate category
* Get the total for each month by adding the numbers horizontally by category and put number in **Total By Month**
* Get the total by category by totalling each column, and put that number in row **Total Hours by Category**
* Scan and save the report with your full name and months covered (Kalergis_Oct-Dec)
* Return the form to your Club Rep by date required. **Club report is due to AAGC Jan 25**
* Print a new form for the next quarter and keep track of your hours, making your next report easier.

Months Covered	ZBG - Horticulture and Maintenance	ZBG - Event Participation	Conservancy - Education: Docent Program	Conservancy - Education: Programming by ZBGC	Conservancy - Events and Operations	Conservancy - Board of Directors and Committees	AAGC - Education and Publicity for Club-sponsored speakers, meetings, events	AAGC - Board of Directors and Executive Committee	Club Shows and Sales	Club Board of Directors and Committees	Club Education, Activities, Events for Members Only	Club Horticulture	Total by Month
Total Hours by Category													
Total Hours Volunteered													

Updated 01/12/2022 (PDF version)

Categories Relate to Volunteer Service for ZBG, ZBGC, AAGC or your club.

ZBG Horticulture and Garden Maintenance - work done **only at Zilker Botanical Garden** in a garden that an AAGC club helps maintain or another bed; hours propagating or maintaining plants outside ZBG are to be entered under Club Horticulture

ZBG Events - helping to plan, promote, or volunteer at events, such as Woodland Faerie Trail, Roots and Wings, etc

Conservancy Education: Docent Program - participate in training, conduct tours and activities organized through the ZBGC Docent Program *(More specifics when program in place.*)

Conservancy Education: Programming by ZBGC - help to plan, promote, conduct or volunteer at educational programming events organized by ZBGC Education Director. (*More specifics when director in place*).

C**onservancy Events and Operations** - help plan, promote, and volunteer at ZBGC events or programs such as the Starlight Social, Yoga, Camarata, Members Only events; may include help with parking and providing information to visitors

Conservancy Board of Directors and Committees - service related to duties and responsibilities as an ZBGC Board member, including attending meetings, or service on a ZBGC committee, i.e. Development, Programming, for ZBGC Board members and non-members

AAGC Education and Publicity for Club-sponsored speakers, meetings and events - time spent arranging speakers for monthly meetings, speakers bureau, community event or for a club show or sale where education occurs; hours for a club member who is the speaker to prepare and present the educational program; time spent on publicity to promote the education in newsletters, flyers, news releases and articles, and on club and/or ZBG website and social media and Garden Happenings; social media education including live demos and videos in the garden

AAGC Board of Directors and Executive Committee - service related to duties and responsibilities as an AAGC Board member and/or Club Rep, including completing required reports and forms, such as volunteer reports and 15% net profit for applicable events; attending Board of Directors meetings as required; service on AAGC Executive Committee or ad hoc committees such as Nominations. Tasks related to creating or publicizing club educational programming should be logged under AAGC Education and Publicity.

Club Shows and Sales - time spent planning, organizing, preparing publicity for the show, sale or garden expo, set up/tear down for a show or sale, and working the event.(Time spent on workshops held during the event are in **AAGC Education and Publicity.**)

Club Board of Directors and Committees - time spent fufilling duties and responsibilities as member of your Club's Board of Directors or committee, unless activity falls under another specific category. For example, arranging speakers and promoting the program falls under **AAGC Education and Publicity;** planning a plant sale or show should be under Club Shows and Sales.

Club Education, Activities and Events - this category is for those club-sponsored events that are for members only and thus cannot count towards AAGC service to ZBG because they are not open to the public. They are important club efforts to record as part of club volunteer tracking, so include time spent on club member-only activities such as a culinary study group, field trip, member garden tour. AAGC will maintain records submitted by clubs.

Club Horticulture - this category is for horticulture done somewhere other than Zilker Botanical Garden by a club member, and cannot be counted towards AAGC service to ZBG because work must be done **in the garden**. Horticulture by club members is important to record as a club activity and time may include propagating seeds for future use at ZBG, or maintaining a club collection that will be exhibited at ZBG, such as bonsai, growing plants or gathering specimens for a club sale or show, or providing seedlings to schools through your club's community outreach service. AAGC will maintain records submitted by clubs.