

FY 2022 Club Volunteer Report Form

AAGC Club Support for Zilker Botanical Garden

Club Name
Date Submitted
Period Covered (Mark one) Oct - Dec Jan - Mar Apr - June Jul - Sept
Prepared by **Title** **Email**

* To produce your Club Volunteer Report the fastest way, follow these simple directions, and this Excel form will do the rest!
 * First, save this form by adding your Club Name upfront (Example: AHS_2022_Club Volunteer Report_Jan-Mar)
 * Then, put your Club name in the yellow boxes at top and bottom of form; put a mark to the left of period covered on the next line
 * Next open an Individual Volunteer Excel form you received, COPY LINE 22 from their report. Make sure their name is there.
 * Go back to club report, put curser in first column on a new line. go to PASTE Drop Down, and click **Paste Values, first icon on left.**
 * Repeat for each member submitting hours. Remember to add yours! Copy form if you have more than 20 members reporting.
 NOTE: If they did not use our Excel form, type in their name and hours by category. Save all reports you received from members!
 * This quarterly report is due to AAGC April 22. Please email your completed report to Reports.AAGC@gmail.com
 * We'll get you a new form for the next quarter. That report will be due July 15.

Need help? Email Reports.aagc@gmail.com and we'll talk you through it! Very easy!

Name of Club Volunteer	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
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	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours by Club													0

Updated 03/30/2022