

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 enter date submitted to your club
- * See the description of categories below, and put your hours in the appropriate category
- * For total for each month, add the numbers under each category horizontally and put number in **Total By Month**
- * For total by category, add numbers in each column, and put that number in row **Total Hours by Category**
- * Scan and save the report with your last name and your club name (2022 3Q_Kalergis_Austin Herb)
- * Email the form to your Club Rep by date they requested.
- * 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 |
|--------------------------------|------------------------------------|---------------------------|---|--|-------------------------------------|---|--|---|----------------------|--|---|-------------------|----------------|
| April | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | |
| Total Hours by Category | | | | | | | | | | | | | |
| Total Hours Volunteered | | | | | | | | | | | | | |

Updated 07/05/2022 (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 work at events, where PARD organized volunteers

Conservancy Education: Docent Program If you participated in ZBGC's new docent program - being trained or doing docent orientation, conducting tours and activities, put those hours here

Conservancy Education: Programming by ZBGC - help to plan, promote, conduct or volunteer at educational programming events organized by ZBGC Education Director.

Conservancy Events and Operations - help plan, promote, and volunteer at events or programs where ZBGC organized volunteers, such as the **Surreal Garden, Woodland Faerie Trail, Members Only** events; includes help 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 fulfilling 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.