**TIPS TO COMPLETE REVISED AAGC VOLUNTEER HOURS FORM!**

Thank you for the time, energy, and commitment you give to Zilker Botanical Garden. By volunteering your time, you are part of the long history of AAGC club members who grew Zilker Botanical Garden to what it is today!

Sometimes the paperwork is not as much fun as working in the garden, taking school children on a docent tour, or finding a great speaker for an educational program. But doing the paperwork is as important as doing the work, and we have tried hard to make the paperwork a little easier by revising this form. If you have other questions, feel free to email [reports.aagc@gmail.com](mailto:reports.aagc@gmail.com)

**TIPS FOR COMPLETING AAGC VOLUNTEER REPORTS**

**Tip #1.** Print out the volunteer form and refer to it as you read these tips. The form has a detailed description of each category.

**Tip #2.** This form is the official way AAGC Club Members report volunteer hours required under AAGC’s agreement with the Zilker Botanical Garden Conservancy (ZBGC).

While PARD, ZBGC and some clubs are using GivePulse to manage their volunteer activities, GivePulse is not yet set up to capture all the tasks AAGC Clubs are required to do under our agreement with ZBGC, such as education programs at your club meetings. We also don’t know if it can produce the report AAGC needs to submit to ZBGC, showing all activity by all 27 clubs.

We are working on that, and no one wants to see a consolidated, real-time volunteer system more than I. But until we get all the bugs worked out and can say GivePulse makes your job easier as an AAGC Rep, and not harder, our official reporting mechanism is these forms.

Please complete the form and submit it to your Club Rep to have your efforts reported to ZBGC as part of the AAGC family.

**Tip #3.** **ZBG Horticulture and Events** (Green) are big areas for AAGC Volunteers. The new form now lists the actual ZBG Events that occurred this quarter. So, if you volunteered in the Garden this quarter or volunteered at one of the events listed, enter the hours you worked here. Although using GivePulse for reporting is our goal, we’re not there yet. Please complete this form even if you signed up for these volunteer opportunities in GivePulse.

**Tip #4. Conservancy Areas** (Pink) Did you work as a docent this quarter or attend a ZBGC Board meeting or serve on one of their committees, such as Development? Enter your hours under the appropriate category. There are no ZBGC Education or Events this quarter, but there will be next quarter as ZBGC’s creative Education Director has been very busy. For example, we will tell you exactly where to put your hours for the Austin Home and Garden Show!

**Tip #5.** (Blue) These three categories are a major part of our agreement with ZBGC and continue AAGC’s tradition of being the go-to people for education about gardening in the Austin-area.

**AAGC Education and Publicity**. Providing educational programming to the public is one of AAGC’s major responsibilities under our agreement with ZBGC

**Your club does this by:** *Having speakers at club meetings, special events and workshops, and promoting these educational programs to the community.*

For example:

* If you identified a speaker and arranged for them to do an educational program at your club meeting, enter your time in this category.
* If you submitted the Publicity form to AAGC with a program description and speaker bio for posting on the ZBG website and a listing in Garden Happenings, enter your time.
* If you organized a workshop or seminar, either a stand-alone session or a program offered in conjunction with a sale or show, enter the time it took to develop that programming.
* Did you create an educational program and present it at a club meeting? Enter your hours.

**What other publicity did you do?** Create content for your website and social media? Send a news release to a garden calendar? Send information to non-members as “friends of your club.” Call in to radio talk shows? Two clubs promote their sales and their meetings this way. If you took extra steps to get the public to attend your meeting/event, enter your hours.

**AAGC – Board of Directors and Executive Committee.** AAGC Clubs are required to have a voting member (usually the AAGC Rep or alternate) at Board meetings. The Club’s voting member can report 2 hours, 1.5 for the actual meeting, and .5 for reviewing materials to participate in discussion and votes. This volunteer service is not required by the ZBGC agreement but by AAGC’s bylaws, so the Club report should reflect that one club member attended a meeting that quarter; clubs cannot miss three Board meetings in a year.

C**lub Shows and Sales** are critical fundraising activities for the club, and also produce income for the Garden through the 15% net profit payment the club pays to AAGC, and AAGC then pays to ZBGC quarterly. This category records the effort club members put in to make this contribution which goes to support the Garden itself.

**Tip #6.** (Yellow) These three categories are not part of AAGC’s reporting requirements to ZBGC. AAGC includes them because clubs have found them useful. If your club has its own volunteer requirements, this one form gathers info for the club and AAGC. If the club is applying for a grant, and the funder wants proof of volunteer support, you have it. If a prospective candidate for a Board position wants to know the time commitment, you have that first-hand information. ***Your Club Rep will let you know whether you should include these hours in the report you submit to them.***

Any other questions on what goes where? Email us at [reports.aagc@gmail.com](mailto:reports.aagc@gmail.com)

Many thanks for all you do for your club, AAGC, ZBGC, and Zilker Botanical Garden!

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AAGC Representative to ZBGC