

## FY 2023 3Q Individual Volunteer Hours Report Form

### AAGC Club Member Support for Zilker Botanical Garden

Club Name \_\_\_\_\_  
 Name of Volunteer \_\_\_\_\_

Date Submitted \_\_\_\_\_

Period Covered (Insert \*)    \_\_ (1Q) Oct-Dec    \_\_ (2Q) Jan-Mar    \* (3Q) Apr-June    \_\_ (4Q) July-Sept

- \* To produce your individual volunteer hours report the fastest way, use this form, and Excel will do the rest
- \* Save this form, replacing "Individual" with your last name and club name (Example: 2023 3Q\_Kalergis\_AHS)
- \* In yellow spaces: put club name at top and your name below that and at bottom of grid.
- \* 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 in each category for each of the 3 months. Round up to the nearest quarter (.25)
- \* Excel will total your hours for each month in the far right column and by category on the bottom line to right of your name
- \* Remember to **save again** before closing file, then return it to your Club Rep by date they specified.
- \* If you want, use this form to record your time next quarter, and make your next report easier.

Month	ZBG - Horticulture and Maintenance	ZBG - Event - Woodland Faerie Trail	Conservancy - Education: Docent Program	Conservancy - Education: Programming by ZBGC	Conservancy - Event - Surreal Garden	Conservancy - Board of Directors and Committees	AAGC - Education and Publicity for Club-sponsored speakers, meetings, events	AAGC - Board of Directors and Executive Committee	AAGC Club Shows and Sales	Club Board of Directors and Committees	Club Education, Activities or Events (for members only)	Club Horticulture	Total by Month
April													0
May													0
June													0
Your Name	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours Volunteered</b>													0
Updated 03/23/2023													

**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** - help plan, promote, or work at event where PARD coordinated volunteers. ZBG Events this quarter shown in category.

**Conservancy Education: Docent Program** Participation in docent orientation or training, or serving as a conducting tours and activities ZBGC Education Director.

**Conservancy Education: Programming by ZBGC** - help plan, promote, conduct or volunteer at educational programming events organized by ZBGC Education Director. This quarter education was AHGS - Ask the Expert/Microgreens Activity

**Conservancy Events and Operations** - help plan, promote, and volunteer at events or programs organized by ZBGC. Special events this quarter are listed in category itself. **ZBGC Members Only** events also apply.

**Conservancy Board of Directors and Committees** - service related to duties and responsibilities as ZBGC Board member, including attending meetings, service on a Committee, e.g. Development, Programming. Applies to ZBGC Board members and non-members

**AAGC Education and Publicity for Club-Sponsored Events** - arrange speakers for monthly meetings or workshops, speakers bureau, community event or club show or sale where education occurs; prepare and present program if speaker is a member; doing publicity to promote the program externally in flyers, news releases, articles, internally in club newsletter, website, social media; completing AAGC publicity form for the ZBG website and AAGC's Garden Happenings; education includes live demos and videos

**AAGC Board of Directors & Executive Committee** - service related to duties and responsibilities as an AAGC Club Rep, includes filing required reports for volunteer hours, education, 15% net profit; two hours for attending Board of Directors meetings; service on AAGC Executive Committee or ad hoc committees such as Nominations. (Time related to creating or publicizing club educational programming should be logged under AAGC Education and Publicity.)

**AAGC Club Shows and Sales** - planning, organizing, set up/tear down, and working the event. Includes doing publicity for the show, sale or garden expo, and completing reports for the 15% net profit due to ZBGC for applicable events. (Time spent on workshops held during the event are entered under **AAGC Education and Publicity**.)

*The three categories (in yellow above) are optional for clubs to complete. AAGC does not report these hours to ZBGC, because they are not part of volunteer services required by ZBGC. Clubs may find it useful to record these hours for their own volunteer reports, for use in applying for grants, or for providing prospective Board members with an estimate of the hours that officer's tasks require.*

**Club Board of Directors and Committees** - time spent fulfilling duties and responsibilities as member of your Club's Board of Directors or committees, 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** - time for club-sponsored events for members only cannot count towards AAGC service to ZBG because they are not open to the public. Count time spent on club member-only activities such as a culinary study group, field trip, member garden tour. Club President should let members know if they should enter their hours in these categories.

**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 may include propagating seeds for future use at ZBG, 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.

**Questions regarding what hours go where? Email reports.aagc@gmail.com and we'll help you out!**