FY 2024 1Q Club Volunteer Report Form

AAGC Club Support for Zilker Botanical Garden

Club Name **Date Submitted**

Period Covered: * Oct - Dec Jan - Mar Apr - June Jul- Sept

Prepared by **Title** **Email**

* To complete your club report using this pdf form, put Club name in top yellow box, and fill in date you submitted it to AAGC
* Use one line for each individual report you receive. Enter member name, hours for each category **for the quarter.**
* Repeat for each member submitting hours. Remember to add yours! Copy form if you have more than 20 members reporting.
* Count the total hours per month for each member, and put the result in The "Total this Quarter" column
* Calculate the total hours by category by adding the numbers in each column, and put subtotal in the yellow row and total across
* The total hours in the yellow row should equal the Total Hours for Club
* Scan your report and save as CLUB NAME_1Q Report and email it to reports.AAGC@gmail.com
* This first quarter report is due to AAGC **January 25.**
* We'll get you a new form for the next quarter, which will be due in April

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 (Roots and Wings, Yule in the Garden)	Conservancy - Education: Docent Program	Conservancy - Educational Programming by ZBGC	Conservancy Event - Diner en Blanc	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, Events for members only	Club Horticulture	Total by Month
Total Hours by Club													

Updated 01/18/2024