FY 2024 Club Volunteer Report Form - 3Q

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
* Fill in the next row, so if we have any questions about his report, we can contact you.
* Use one line for each individual report you receive. Print member name, and number of 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_2024 3Q Volunteer Report and email it to **reports.AAGC@gmail.com**
* This third quarter report is due to AAGC July 22**.**
* We'll send a new form for 4Q quarter which is due October 22. Thank you for doing the volunteer work, and this report!!

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 (Woodland Faerie Trail)	Conservancy - Education: Docent Program	Conservancy - Educational Programming by ZBGC	Conservancy Events	Conservancy - Board of Directors and Committees	AAGC - Education and Publicity for Club-sponsored speakers, meetings, events	AAGC - Board, Exec and Other Committees	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													

Revised 07/10/2024