

# FY 2024 Individual Volunteer Hours Report Form - 3Q

## 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 using this pdf form, follow these simple tips. #1 have a calculator handy
- \* Save this form, replacing "Individual" with your last name and club name (Example: 2024 3Q\_Kalergis\_AHS\_April-June)
- \* Complete yellow spaces: your club name first, then your name below that, and at the bottom of grid.
- \* See the description of categories below, and enter your volunteer hours in the appropriate category. Round up to .25
- \* For total for each month, add the numbers under each category horizontally, and put total in the last column
- \* For total by category, add the numbers vertically under each category, and put total in bottom of that category column
- \* Remember to **save again** before closing file, and **scan and email** the file to your Club Rep by date they specified.
- \* If you want, print a blank form, change months, and get a headstart on the 4Q report by tracking your hours here.

Month	ZBG - Horticulture and Garden Maintenance	ZBG - Events at Zilker (Woodland faerie Trail)	Conservancy - Education: Docent Program	Conservancy - Education: Programming by ZBGC	Conservancy Events	Conservancy - Board of Directors and Committees	AAGC - Education and Publicity for Club-sponsored speakers, meetings, events	AAGC - Board, Executive and Other Committees	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

REVISED 07/10/2024

**Categories Relate to Volunteer Service for ZBG, ZBGC, AAGC or your club.**

**ZBG Horticulture and Garden Maintenance** - work done **only at Zilker Botanical Garden**, either in a garden an AAGC club helps maintain or a bed you volunteered for thru GivePulse; hours propagating or maintaining plants outside ZBG are to be entered under **Club Horticulture**

**ZBG Events** - help plan, promote, or work on programming in the Garden. ZBG Events this quarter are listed above.

**Conservancy Education: Docent Program.** Participation in Docent orientation, training, or conducting tours and activities

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

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

**Conservancy Board and Committees** - hours related to duties and responsibilities as ZBGC Board member, including attending meetings, serving on a Committee, e.g. Facilities, Governance, Programming.

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

**AAGC Board, Exec and Other Committees** - service related to duties and responsibilities as an AAGC Club Rep, includes filing required reports for volunteer hours, education; two hours for one person to attend AAGC Board meetings; service on AAGC Executive Committee or Nominations, Archives, etc. (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 on far right in BEIGE are optional for club members to complete. AAGC does not report these hours to ZBGC, because they are not part of volunteer services required by our agreement. Clubs may find it useful to record these hours for their purposes, such as applying for grants, or giving prospective Board members 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, if you plan your club's monthly program and promote it, your time 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. Here, you 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 volunteer hours done outside of ZBG by a club member. They cannot count towards ZBG Hort 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, 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!**