FY 2025 2Q Individual Volunteer Hours Report Form
AAGC Club Member Support for Zilker Botanical Garden

Club Name   [yellow box]   Date Submitted _____
Name of Volunteer

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 form with a shorter title; replace "Individual Volunteer Hours Form" with Last Name_Club Name (Example: 2025 2Q_Kalergis_AHS)
* Complete yellow spaces: put your club name and your name at top, and your name 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 next report by tracking your hours here.

Month	ZBG - Horticulture and Garden Maintenance	Events at ZBG (Dino Days)	Conservancy - Education: Docent Program	Conservancy - Education: Programming by ZBGC	Conservancy Event	Conservancy - Board of Directors and Committees	AAGC - Education & Publicity Mtgs, Events, NGW	AAGC - Board, Exec 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
January													0
February													0
March													0
Your Name	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours Volunteered													0

Updated 04/03/2025

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**

Events at ZBG - help plan, promote, or work on programming in the Garden, coordinated by ZBGC. Events this month are listed above.

Conservancy Education: Docent Program. Docent orientation, training, or serving as a docent doing tours and activities
Conservancy Education: Programming by ZBGC - help plan, promote, present or volunteer at educational programming events organized by ZBGC and/or its Education Director.
C**onservancy Event** - help plan, promote, and volunteer at events or programs organized by ZBGC, such as fundraisers or ZBGC Members Only events.
Conservancy Board of Directors and Committees - service related to duties and responsibilities as an ZBGC Board member, including attending meetings, or serving on a Committee, e.g. Facilities/Horticulture, Governance, Programming.

AAGC Education and Publicity - arrange speakers for monthly meetings or workshops, speakers bureau, club show or sale where program is held at ZBG and is publicized as open to the public; 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; education must be scheduled, can include work on videos.

AAGC Board, Exec and Other Committees - service related to duties and responsibilities as an AAGC Club, includes filing required reports for volunteer hours, educational programming; **two hours** for attending Board of Directors meetings for one member; service on AAGC Executive Committee or ad hoc committees such as Nominations, Archives, Edie's Arbor (Time related to creating or publicizing club educational programming held at ZBG 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 are *optional for clubs to complete* *. AAGC does not report these hours to ZBGC, because they are not volunteer services required by our Agreement. Clubs may find it useful to have these hours to track members' volunteer service to the club for use in applying for grants or giving prospective Board members an estimate of the hours required for a specific office.*

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 meeting open the public falls under AAGC Education and Publicity; planning for a plant sale or show is under Club Shows and Sales.

Club Education, Activities and Events - time for club-sponsored events **for members only** does not count towards AAGC service to ZBG because they are not open to the public. In this category, count time spent on club member-only activities such as a culinary study group, field trip, or member garden tour. Club President should let members know how they should enter their hours in these categories which may also include hospitality tasks at meetings.

Club Horticulture - this category is for volunteer hours done outside of ZBG by a club member, but they do not count towards PARD service 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!