



FACILITATOR QUARTERLY ACTIVITY REPORT

Dear Leadership Team Members and Facilitators:

To help us provide the kinds of information required by the IRS and considered by potential members and donors, please keep this log of your activities and email it to heidi@savegeorgiashemlocks.org at the end of each calendar quarter. The form and instructions for submitting it can be found on the [Facilitators page](#) of our web site in the General Materials section.

NOTE: All hours should represent YOUR OWN INDIVIDUAL HOURS and include your PLANNING, PREPARATION, AND ROUND-TRIP TRAVEL TIME.

YOUR NAME: _____ PERIOD OF REPORT: _____

TEACHING & PRESENTATIONS FOR ADULTS

Date	Audience Name & Location	Name of Class Taught or Presentation Given	# of Attendees	Hours

TEACHING & PRESENTATIONS FOR YOUTH (K – 12 through college)

Date	Audience Name & Location	Name of Class Taught or Presentation Given	# of Attendees	Hours

FACILITATOR VISITS TO PRIVATE OR PUBLIC PROPERTY

Date	Client Name & County	Service Provided – Assessment, Advice, and/or Assistance Treating Trees	# of Trees Treated	Hours



SAPLING / SEEDLING PROJECTS

Date	Name of Property & Location	Describe Activity – Rescue, Potting, or Planting	# of Trees	Hours

OTHER ACTIVITIES (List ANYTHING you spent time on that's not covered above, such as helping at fairs/festivals or community events, participating in SGH or other meetings/events, fund raising, membership/partnership building, injector refurbishment/repair, attending training, research and study, writing, personal outreach, admin work, etc.)

Date	Event Name & Location	Nature of Activity (and any pertinent details)	Hours