



# 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 [donna@savegeorgiashemlocks.org](mailto:donna@savegeorgiashemlocks.org) at the end of each calendar quarter. Form and instructions for submitting can be found [HERE](#) 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 AND PRESENTATIONS FOR ADULTS

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

## TEACHING AND PRESENTATIONS FOR YOUTH (K – 12 through college age)

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

