Texas Event Leadership Program
Volunteer Service Points Report FAQ

Volunteer service points can be earned by completing any combination of the activities listed below. If your volunteer service is related to something other than listed below, please submit a one-page write-up describing the activity in paragraph or bullet form. Please include your name, organization name, and contact information. Points awarded are determined on an individual basis. Completed volunteer reports must be submitted by e-mail attachment or fax (listed below) in order to receive credit.

- If you were a speaker/instructor:
  - Location of speaking engagement (i.e. Texas Festivals and Events Conference)
  - Title and duration of presentation; list co-presenters if any.
  - The outcome or purpose of the presentation
  - A flyer from the session (if possible)
  - A copy of the handout or presentation

- If you served on an event committee:
  - Name of the committee
  - Dates and times of meetings (i.e., First Tuesday of the month)
  - Average length of meetings
  - Your role/responsibilities on the committee

- If you volunteered at an event:
  - Name, date, and location of the event
  - How long did you volunteer at the event?
  - What were your responsibilities at the event?
  - Did you attend a volunteer orientation?

- If you were a Mentor or a Shadow:
  - Name, date, and location of event
  - Attendance of event
  - Who did you mentor/_shadow? Who mentored/shadowed you?
  - How long did you mentor/shadow this person?
  - What did you do to help this person or what did you learn from this experience?

- If you were a Mystery Shopper:
  - Name, date, and location of event
  - Attendance of event
  - Who asked you to be a mystery shopper?
  - How long were you at the event as a mystery shopper?
  - Attach a copy of the evaluation with this report

- If you wrote an article:
  - Publication name
  - Date of publication
  - Title of article
  - Include a copy of the article with this report

Download form from: http://telp.tamu.edu/home/resource/
Return completed report via email attachment: jill.martz@tamu.edu (preferred)
Completed forms may also be mailed to: Texas A&M AgriLife Extension Service, Dept. of Recreation, Park & Tourism Sciences, 2261 TAMU, College Station, TX 77843, Attn: Texas Event Leadership Program