

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