**Texas Event Leadership Program**

**Volunteer Service Report**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone: (**\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Volunteer Service Points (VSP) are awarded on a one-to-one basis; 1 hour of volunteerism is equal to 1 VSP. Each TELP member must complete a total 50 VSP’s toward program completion. Regarding authorship, 1 article is equal to 8 VSP’s. 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.***

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| **Event Speaker / Instructor**  ***Note: attach separate copy of program listing, handout, or presentation*** |
| Conference/engagement title; *ex: Texas Event Summit 2013*: |
| Presentation title: |
| List co-presenters (if any): |
| Presentation duration: |
| Presentation abstract: |

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| **Event Planning Committee** |
| Committee name; *ex: Texas Event Summit 2013 planning committee*: |
| Your committee role: |
| Meeting dates; *ex: first Tuesday of each month, from 2/1/12 to 5/30/12*: |
| Average length of meetings: |

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| **Event Volunteer**  ***Note: attach separate copy of program listing or event flyer*** |
| Event name, location & dates; *ex: Old Settlers Music Festival, Austin, TX; 4/10 – 4/13/2014*: |
| Volunteer duration (*in hours*): |
| Volunteer role (*what did you do*): |
| Did you attend a volunteer orientation? |

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| **Event Mystery Shopper**  ***Note: attach separate copy of program listing / event flyer & event evaluation / report*** |
| Event name, location & dates; *ex: Old Settlers Music Festival, Austin, TX; 4/10 – 4/13/2014*: |
| Volunteer duration (in hours): |
| Volunteer role (what did you do): |
| Event attendance: |

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| **Publication Author**  ***Note: attach separate copy of the article*** |
| Publication title (electronic or print); *ex: IFEA Event Insider*: |
| Publication date: |
| Article Title: |
| Article abstract: |

**Return completed report to:** Texas A&M AgriLife Extension Service, Dept. of Recreation, Park & Tourism Sciences, 2261 TAMU, College Station, TX 77843, Attn: Texas Event Leadership Program; jill.martz@tamu.edu

or **fax** to **979-845-0446** \*For faxed reports, please email to verify it was received.

**TELP Office – Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**