**AAGC Calendar for FY 2021**

**October 1, 2020 – September 30, 2021**

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| **MONTH** | **Board of Directors** | **Executive Committee** | **Clubs Reports and payments to AAGC Due Dates** | **AAGC Reports**  **to ZBGC** | **Election Activity** |
| **OCTOBER**  Fiscal Year Begins |  | **Oct 13 –** Exec Com | **Oct 7**– 4Q Individual volunteer hours to club reps *(See form link below.)*  **Oct 15** – 4Q Club volunteer, publicity and 15% net profit check and reports to AAGC *(See form links below.)*  **Oct 30** – Club annual education report due to AAGC  *(See form link below.)* | **Oct/Nov ? -** AAGC year-end earnings restricted funds due to ZBGC  **Oct 30** – 4Q AAGC Volunteer, publicity reports due and 15% net profit reports and payment due to ZBGC | FY 2021 Nominating Committee meets to begin work for May 2021 elections |
| **NOVEMBER** | **Nov 10** – BOD meets, Holiday party |  |  | **Nov 30** – AAGC annual educational report due to ZBGC | Ongoing work to have FY 2021 slate ready for January |
| **DECEMBER** |  | **Dec 8** –  Exec Com |  |  | Ongoing work to have FY 2021 slate ready for Exec in January |
| **JANUARY** |  | **Jan 12** – Exec Com,  Agenda:  FY 21 NC presents slate | **Jan 7** – 1Q Individual volunteer hours to club reps *(See form link below.)*  **Jan 15** – 1Q – Club volunteer, publicity and 15% net profit check and reports due to AAGC  *(See form links below.)* | **Jan 30** – 1Q AAGC Volunteer, publicity and 15% net profit reports due to ZBGC | **Jan 12** - Nominating Committee presents Slate of officers to Exec here |
| **FEBRUARY** | **Feb 9** –  BOD Meets  Agenda: Slate, nominations from floor |  | **Feb 2** - Notice sent to clubs re: items due April 1 – dues, membership info, club officers, request for meeting space for FY 2022 |  | **Feb 9** - Have slate publicized on agenda, take nominations from the floor |
| **MARCH** |  | **Mar 9** –  Exec Com | **Mar 1** – Date when club’s membership is counted |  |  |

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| **MONTH** | **Board of Directors** | **Executive Committee** | **Clubs Reports and payments to AAGC** | **AAGC Reports**  **to ZBGC** | **Election Activity** |
| **APRIL** |  | **April 13 -** Exec Com | **April 1** – Club submit annual dues, club membership, club officers and requested event dates and spaces to AAGC  *(See form links below.)*  **April 7 –** 2Q Individual volunteer hours to club rep *(See form link below.)*  **April 15** – 2Q Club volunteer, publicity and !5% net profit reports to AAGC *(See form links below.)* | **April 30** – AAGC gets event calendar and spaces schedule to ZBGC for FY 2022  **April 30** – 2Q AAGC Volunteer, publicity and 15% net profit reports due to ZBGC |  |
| **MAY** | **May 11** – BOD Meeting  Agenda: Elections |  | **May 31** – Clubs considered delinquent if dues not received |  | **May 11** -Elections held at BOD mtg, new Board installed and assumes offices |
| **JUNE** |  | **June 8 –**  Exec Com |  |  |  |
| **JULY** |  |  | **July 7 –** 3Q Individual volunteer hours to club rep *(See form link below.)*  **July 15** – 3Q Club volunteer, publicity and !5% net profit reports to AAGC  *(See form links below.)* | **July 31** – 2Q AAGC Volunteer, publicity and 15% net profit reports due to ZBGC |  |
| **AUGUST** |  | **Aug 10** –  Exec Com |  |  |  |
| **SEPTEMBER** | **Sept 14 -** BOD Meets  Agenda: Budget FY 2022 | **Sept 7 –**  **Exec Com** | **Sept 30** – End of Fiscal Year 2020 |  |  |

**Links for Forms on** [**www.zilkergarden.org**](http://www.zilkergarden.org) **in the Events segment.**

* *One month after event - 15% Net Profit Form*
* *Annual Club Dues Form*
* *Annual Club Membership Instructions*
* *Annual Club Officers Form*
* *Annual Request for Event Dates/Space Form*
* *Quarter – Volunteer Individual Form Link*
* *Quarter – Volunteer Club Form Link*
* *Annual Club Educational Program/Activities Form Link*
* *As needed – Club Event Publicity Form Link*