

**AAGC Calendar for FY 2021**  
**October 1, 2020 – September 30, 2021**

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

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

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

- Quarter – Volunteer Individual Form Link
- Quarter – Volunteer Club Form Link
- Annual Club Educational Program/Activities Form Link
- As needed – Club Event Publicity Form Link
- 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