



# What Do AAGC Club Representatives Do in April?



February 9, 2021

AAGC = Austin Area Garden Council ZBGC = Zilker Botanical Garden Conservancy COA or PARD = City of Austin, Parks and Recreation Dept.

	When?	What?	Why?	How?	Questions?
Due in April	04/01/21	<p><b>Pay dues by April 1.</b> \$10 per member, or \$7, \$8, or \$9 if experiencing COVID19 hardships</p> <p><b>Dues Payment Form</b></p>	To fund AAGC Budget, including insurance, night attendants, software, supplies, activities, projects, Zilker Garden	<ol style="list-style-type: none"> <li>1. Use number of members as of 3/1/2021. Multiply number by \$10, or by \$7, \$8, or \$9, if you choose to pay reduced amount if experiencing COVID19 hardships.</li> <li>2. The club's treasurer will complete the Dues Payment Form and write a check to AAGC.</li> <li>3. Mail check and form to Lynn Langley, 2410 Kathy Cove, Austin TX 78704.</li> </ol>	Lynn Langley, Treasurer, lresk@aol.com 512-940-8392
	04/01/21	<p><b>Provide club member contact information.</b> Members as of 3/1/2021</p> <p><b>Club Members Form</b></p>	<p>For COA/PARD Name, address, zip code</p> <p>For ZBGC Name, email</p> <p>FOR AAGC Member-Only Club Directory: best telephone number</p>	<ol style="list-style-type: none"> <li>1. Work with your membership officer for assistance.</li> <li>2. Use Form or provide first name, last name, physical address, city, state, zip code, email, phone number, preferably in Excel or Word. AAGC will share appropriate data only.</li> <li>3. Email Club Member Form to aagc@zbgconservancy.org with subject line of "Membership - Your Club's Name"</li> </ol>	Liath Appleton, VP Membership liathappleton@gmail.com 734-678-0392
	04/01/21	<p><b>Provide Club Officer and club contact and key information</b></p> <p><b>Club Officers Form</b></p>	To facilitate communications with AAGC and officers from 30 member clubs	<ol style="list-style-type: none"> <li>1. Contact your club's president for assistance.</li> <li>2. Use Form or provide: Officer Title, Term Start Date, first name, last name, email, phone, preferrably in Excel or Word.</li> <li>3. Club contact info (club or personal email), contact phone, club's website or other social media; meeting day and time.</li> <li>4. Email Club Officers Form to aagc@zbgconservancy.org with subject line "Officers Form - Your Club's Name"</li> </ol>	Liath Appleton, VP Membership liathappleton@gmail.com 734-678-0392
	04/15/21	<p><b>Volunteer Report(s)</b> for Individuals and for clubs are due from AAGC to ZBGC each quarter.</p> <p><b>Individual Volunteer Hours Form, Club Volunteer Hours Form</b></p>	Volunteer hours are one way clubs support the Garden and show ZBGC, COA, and donors the clubs' contributions.	<ol style="list-style-type: none"> <li>1. Club members complete Individual Volunteer Hours Form quarterly, and send to Club Rep by 7th of April, July, and Oct.</li> <li>2. Club Rep enters member data into the Club Volunteer Hours Form quarterly; submits to AAGC by 15th of April, July, &amp; October.</li> <li>3. Contact Karen Kalergis, AAGC Rep to ZBGC, for questions about the forms at Karen.Kalergis@gmail.com, 512-775-4534.</li> <li>4. Club Rep emails Club Volunteer Hours Form to aagc@zbgconservancy.org with the subject line "Club Volunteer Hours - Name of Club"</li> </ol>	Marion Alsup, VP Education and Volunteers, marionalsup@aol.com 512-970-3405