



What Do AAGC Club Representatives Do in March?



February 8, 2022

Due in April - Forms are attached and at <https://zilker garden.org/info-for-aagc-club-reps/>

When?	What?	Why?	How?	Questions?
4/1/2022 Due Date	Provide club membership and officers information. List as of March 1, 2022. Club Members & Officers List Form	For COA/PARD-Name, address, zip code For ZBGC Name, email FOR AAGC Member-Only Club Directory: best phone and email	1. Liath will send your clubs' membership list with officer information included in Excel to be updated and will communicate special instructions. Contact Liath if you have questions. 2. Your club's membership is <u>those who are members on March 1, 2022</u> . 3. Email membership list to aagc@zbgconservancy.org with subject line of "Membership - Your Club's Name".	Liath Appleton, VP Membership liathappleton@gmail.com 734-678-0392
4/1/2022 Due Date	Pay Dues \$10 per member by April 1. Clubs may choose to pay \$7, \$8, or \$9 per member due to COVID19 hardships. Dues Payment Form	To fund AAGC Budget, including insurance, night attendants, software, supplies, activities, projects, Zilker Garden	1. Use membership number as of March 1. Multiply membership number by \$10, or by \$7, 8, or \$9, if you pay reduced amount due to COVID hardship. 2. The club's treasurer will complete the Dues Payment Form and write a check to AAGC. 3. Mail check & form: Sally Dickson, 2564 Stoutwood Circle, Austin, Tx 78745. 4. Dues must be paid before meetings and event days can be scheduled at Zilker for Fiscal Year 2023 (October 2022 - September 2023).	Sally Dickson, Treasurer, skdickson@yahoo.com 512-992-9773
4/1/2022 Due Date	Submit club's schedule requests for Oct '22 to Sept '23 to AAGC. Schedule Request Form, coming soon	To reserve space at Zilker for future club meetings or special events	1. Club's Board decides which events they want: membership meetings, board meetings, shows and sales, and/or educational events. 2.. Determine dates, times and spaces preferred: Auditorium, Greene Room, or outside on the South Lawn, the Oak Grove, or elsewhere in the Garden. 4. Email the completed form to aagc@zbgconservancy.org with the subject line "Scheduling - Your Club's Name".	Karen Kalergis, AAGC Rep to ZBGC, AAGC@zbgconservancy.org 512-775-4534
4/7/2022 4/22/2022 Due Dates	Volunteer Reports due from AAGC to ZBGC each quarter. Individual & Club Volunteer Forms, coming soon	To show ZBGC, COA, and donors the clubs' contributions. Volunteer hours are the club's way to pay for facility usage and to support the Garden.	1. Send club members the Individual Volunteer Form and provide an email address for them to return the form to the Club Rep by April 7. 2. The AAGC Club Rep enters the individual members' names and volunteer hours onto the Club Volunteer Report Form to send to AAGC by April 22. 3. Email it to aagc@zbgconservancy.org with the subject line "Jan-Mar Volunteer Report - Your Club's Name". 4. Mark your calendar to repeat these steps in July and October, same dates.	Karen Kalergis, VP Education and Volunteers, AAGC@zbgconservancy.org 512-775-4534