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| **MONTH** | **Executive Committee** | **Board of Directors** | **Clubs Reports/Payments to AAGC**  | **AAGC Reports to ZBGC** | **Election Year Activities** |
| **OCTOBER** New Fiscal Year Begins | **Oct 10 –** 11:30 am |  | **Oct 7**– Club Reps get form for *4Q Individual Volunteer Hours* to their club members**Oct 15** – Club members send 4Q *Volunteer Hours* to Club Rep**Oct 22** – Club Rep gets *4Q Club Volunteer Hours* *Report* to AAGC**Oct 30** – Club Rep submits annual *Education Programming* *Report* to AAGC  | **Quarterly Reports due Oct 31** \*4Q Club Volunteer Hours Report\*4Q 15% Net Profit on Fundraising Activities Report and payment of 15% fee of net profits | Nominating Committee meets in first quarter to review duties of each office to be filled in May 2023 elections |
| **NOVEMBER** | **With Oct Mtg** | **Nov 8** – 10 am***Election Day***  |  | **No later than Nov 30** \*AAGC annual Educational Programming Report due to ZBGC\*AAGC annual report of earnings from two restricted funds and amount available for ZBGC to spend as directed by donors | Nom Com reviews duties, works to have FY 2023 slate ready for Exec early in the 2Q |
| **DECEMBER** | **Dec 5** – 10 am |  |  |  | Ongoing work to have FY 2023 slate ready for Exec in January |
| **JANUARY** | **Jan 9,****10 am** Agenda Item:FY 2023 slate from NC |  | **Jan 7**–Club reps get form for *1Q Individual Volunteer Hours* to their club members**Jan 15** – Club members send *1Q Volunteer Hours* to Club Rep**Jan 22** – Club Rep gets *1Q Club Volunteer Hours* *Report* to AAGC | **Quarterly Reports due Jan 31** \*1Q Club Volunteer Hours Report\*1Q 15% Net Profit on Fundraising Activities Report – account of profit and payment of 15% fee of net profits | Nominating Committee presents Slate of officers to Exec at Jan 9 mtg |
| **FEBRUARY** | **Feb 6** – 10 am | **Feb 14****10 am** Agenda: Election, April 1st items | **Feb 8** – “What Clubs Do in March?” sent to clubs re: items due April 1 – dues, membership info, club officers, request for meeting space for FY 2024 |  | Slate of officers from Jan Exec Mtg is publicized in Feb BOD agenda, other nominations from the floor at 2/14 BOD mtg |
| **MARCH** | **Mar 6** –10 am |  | **Mar 1** – Number of club members on this date determines the number of members dues are paid for |  | Final slate of officers created and publicized in advance of 3Q - May election |

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| **MONTH** | **Executive Committee** | **Board of Directors** | **Clubs Reports & payments to AAGC** | **AAGC Reports to ZBGC** | **Election Year Activity** |
| **APRIL** | **April 3 -** Exec Com, 10 am |  | **April 1** – Club submits annual dues, club membership, club officers and schedule requests to AAGC  | **April 30** – AAGC gets calendar and spaces schedule to ZBGC for FY 2024 |  |
|  |  |  | **Apr 7**– Club Reps get form for 2*Q Individual Volunteer Hours* to their club members**Apr 15** – Club members send 2*Q Volunteer Hours* to Club Rep**Apr 22** – Club Rep submits *2Q Club Volunteer Hours* *Report* to AAGC | **Quarterly Reports due April 30** \*2Q Club Volunteer Hours Report\*2Q 15% Net Profit on Fundraising Activities Report – account of profit and payment of 15% fee of net profits |  |
| **MAY** | **May 1** – 10 am | **May 9** – BOD Agenda: Elections | **May 31** – Clubs considered delinquent if dues not received |  | **May 11** - Elections held at BOD mtg; new Board attends June Exec Mtg for transition, official term starts July 1.  |
| **JUNE** | **June 5 –** 10 am |  |  |  | New and outgoing officers attend Exec Com |
| **JULY** | July 1010 am |  | **Jul 7**– Club Reps get form for 3*Q Individual Volunteer Hours* to their club members**Jul 15** – Club members submit *3Q Volunteer Hours* to Club Rep**Jul 22** – Club Rep submits *3Q Club Volunteer Hours* *Report* to AAGC | **Quarterly Reports due July 31** \*3Q Club Volunteer Hours Report\*3Q 15% Net Profit on Fundraising Activities Report – account of profit and payment of 15% fee of net profits | New Board officially starts |
| **AUGUST** | **No Mtg** |  |  |  |  |
| **SEPTEMBER** | **Sept 1 –** **10 am** | **Sept 12 -** Dues FY 2024 | **Sept 30** – End of Fiscal Year 2023 |  |  |

**9/19/2022**

***ANNUAL FORMS***

* *Club Educational Programming Report*
* *Club Dues Report and Payment*
* *Club Membership Addresses and Emails*
* *Club Officers List*
* *FY 2024 Schedule Request for Meetings and Events*

**QUARTERLY FORMS**

* *Individual Volunteer Hours, Club Volunteer Hours*

**AS NEEDED**

* *15% Net Profit Report & Payment – clubs sends to AAGC one month after fundraising event*
* *Publicity Request – at least 2 weeks before Event for ZBG website post or up to 2 months before the Event for AAGC Garden Happenings and Facebook*
* *New Schedule requests or change to FY 2023 schedule*

**Links for Forms https://zilkergarden.org/info-for-aagc-club-reps/**