



What Do AAGC Club Representatives Do in March?



February 14, 2023

Due April 1 - Forms found at <https://zilker garden.org/info-for-aagc-club-reps/>

When?	What?	Why?	How?	Questions?
4/1/2023 Due Date	Provide club membership and officers information. List as of March 1, 2023. Club Members & Officers List Form	<u>For ZBG Conservancy</u> - Name, email, physical address, and zip code. <u>For AAGC Presidents and Representatives</u> - Directory: best phone and email	<ol style="list-style-type: none"> 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. Your club's membership is <u>those who are members on March 1, 2023</u>. Email membership list to membership.aagc@gmail.com with subject line of "Membership - Your Club's Name". 	Liath Appleton, VP of Members membership.aagc@gmail.com 734-678-0392
4/1/2023 Due Date	Pay Dues \$13 per member by April 1. Dues Payment Form	To fund AAGC Budget, including insurance, night attendants, 15% Net Profit Fees, software, supplies, activities, projects, Zilker Garden	<ol style="list-style-type: none"> Use membership number as of March 1. Multiply membership number by \$13 to get the amount your club owes in dues. The club's treasurer will complete the Dues Payment Form and write a check to AAGC. An electronic payment option will be available. Mail check & form: Sally Dickson, 2564 Stoutwood Circle, Austin, Tx 78745. Dues must be paid before meetings and event days can be scheduled at Zilker for Fiscal Year 2024 (October 2023 - September 2024). 	Sally Dickson, Treasurer, treasurer.aagc@gmail.com 512-992-9773
4/1/2023 Due Date	Submit club's schedule requests for Oct '23 to Sept '24 to AAGC. Schedule Request Form	To reserve space at Zilker for future club meetings or special evens like Shows and Sales, Auctions, Raffles, Education	<ol style="list-style-type: none"> Club's Board decides which events they want: membership meetings, board meetings, shows and sales, and/or educational events. 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 schedule.aagc@gmail.com with the subject line "Scheduling - Your Club's Name". 	Karen Kalergis, VP of Education and Volunteers schedule.aagc@gmail.com 512-775-4534
4/7/2023 4/22/2023 Due Dates	Volunteer Reports due from AAGC to ZBGC each quarter. Individual & Club Volunteer Forms	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.	<ol style="list-style-type: none"> 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. 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. Email it to reports.aagc@gmail.com with the subject line "Jan-Mar Volunteer Report - Your Club's Name". Mark your calendar to repeat these steps in July and October, same dates. 	Karen Kalergis, VP Education and Volunteers, reports.aagc@gmail.com 512-775-4534