

AAGC Calendar for FY 2024 - October 1, 2023 – September 30, 2024
Find all forms on the Zilker Botanical Garden website, [Info for Garden Reps, https://zilker garden.org/info-for-aagc-club-reps/](https://zilker garden.org/info-for-aagc-club-reps/)

MONTH	Executive Committee	Board of Directors	Clubs Reports/ Payments to AAGC	AAGC Reports to ZBGC	Election Year Activities (2024 is not an election year)
OCTOBER New Fiscal Year Begins	Oct 23 – 10 am		Oct 7 – Club gets <i>4Q Individual Volunteer Hours</i> form to members. Oct 14 – Club members send <i>4Q Volunteer Hours</i> to Club Rep Oct 21 – Club submits <i>4Q Club Volunteer Hours Report</i> to AAGC Oct 30 – Club submits <i>Education Programming Report</i> to AAGC	Quarterly Reports due Oct 31 *4Q Club Volunteer Hours Report *4Q 15% Net Profit Report on Fundraising Activities and payment of 15% net profits	
NOVEMBER	Nov 6 – 10 am	Nov 14 – 10 am		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	
DECEMBER	Dec 4 – 10 am		After Dec 31 – Club submits changes to Club Web Pages for Zilker.Org		
JANUARY	Jan 8 – 10 am		Jan 6 –Club gets <i>1Q Individual Volunteer Hours</i> form to members. Jan 13 – Club members send <i>1Q Volunteer Hours</i> to Club Rep Jan 20 – Club submits <i>1Q Club Volunteer Hours Report</i> to AAGC	Quarterly Reports due Jan 31 *1Q Club Volunteer Hours Report *1Q 15% Net Profit Report on Fundraising Activities and payment of 15% net profits	
FEBRUARY	Feb 5 – 10 am	Feb 13 10 am	“What Do AAGC Club Reps Do in March?” lists items needed by April 1 – dues, membership info, club officers, request for meeting space for FY 2025		
MARCH	Mar 4 – 10 am		Mar 1 – Number of dues-paying club members on this date determines the amount of dues owed by club Mar 30 – AAGC posts 2Q Volunteer Hours forms on web		

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MONTH	Executive Committee	Board of Directors	Clubs Reports & payments to AAGC	AAGC Reports to ZBGC	Election Year Activity
APRIL	April 1 – 10 am		April 1 – Club submits annual dues, club membership, club officers and schedule requests to AAGC Apr 6 – Club gets 2Q <i>Individual Volunteer Hours</i> form to members. Apr 13 – Club members send 2Q <i>Volunteer Hours</i> to Club Rep Apr 20 – Club submits 2Q <i>Club Volunteer Hours Report</i> to AAGC	April 30 – AAGC provides FY 2025 calendar schedule to ZBGC for review Quarterly Reports due April 30 *2Q Club Volunteer Hours Report *2Q 15% Net Profit Report on Fundraising Activities and payment of 15% net profits	
MAY	May 6 – 10 am	May 14 – 10 am	May 31 – Clubs considered delinquent if dues not received		
JUNE	June 3 – 10 am		June 30 – AAGC posts 3Q Volunteer hours forms on website		
JULY	July 1 10 am		Jul 6 – Club gets 3Q <i>Individual Volunteer Hours</i> form to members. Jul 13 – Club members send 3Q <i>Volunteer Hours</i> to Club Rep Jul 20 – Club submits 3Q <i>Club Volunteer Hours Report</i> to AAGC	Quarterly Reports due July 31 *3Q Club Volunteer Hours Report *3Q 15% Net Profit Report on Fundraising Activities and payment of 15% net profits	
AUGUST	Aug 30 – 10 am				
SEPTEMBER		Sept 10 - Agenda: Dues Recommendation 2025	Sept 30 – End of Fiscal Year 2024		

QUARTERLY FORMS

- *Individual Volunteer Hours, Club Volunteer Hours*
- **AS NEEDED**
- 15% Net Profit Report and Payment – club sends to AAGC one month after fundraising event is held.
- *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
- *FY 2024 Schedule* - New requests or changes to FY 2024 schedule

ANNUAL FORMS

- *Club Educational Programming Report*
- *Club Dues Report and Payment*
- *Club Membership Addresses and Emails*
- *Club Website Submissions and Changes to Zilker.org*
- *Club Officers List*
- *FY 2025 Schedule Request for Meetings and Events*