



What do AAGC Club Representatives Do in March to Support Their Clubs?



February 13, 2024

All forms can be found at <https://zilker garden.org/info-for-aagc-club-reps/>

| When? | What? | Why? | How? | Questions? |
|----------------------------|--|--|--|--|
| By 4/1/2024 Due Date | <p>Provide updated club membership and officer information.</p> <p>Review list of Club Members & Officers List from VP M</p> | <p>For ZBG Conservancy - Name, email, physical address, and zip code.</p> <p>For AAGC Directory of officers only: best phone and email</p> | <ol style="list-style-type: none"> Remember, "Club membership" is defined as the number of <u>dues-paying members you have on March 1, 2024.</u> Liath will send you the 2023 club membership list including officer information for you to update and will let you know of any special instructions. Contact Liath if you have questions. Once you have updated your list, return it to membership.aagc@gmail.com with subject line of "Membership - Your Club's Name." | <p>Liath Appleton, VP Membership membership.aagc@gmail.com 734-678-0392</p> |
| By 4/1/2024 Due Date | <p>Pay Dues \$13 per member by April 1.</p> <p>Dues Payment Form</p> | <p>To fund AAGC Budget, including insurance, night attendants, software for Zoom, mailing list, supplies, activities, projects</p> | <ol style="list-style-type: none"> To determine the amount your club owes in dues, multiple the number of dues paying members as of March 1, times \$13 per member. Two options to pay dues: <ol style="list-style-type: none"> Club Treasurer submits a completed Dues Payment Form with a check made out to AAGC to: Sally Dickson, AAGC, 2564 Stoutwood Circle, Austin, TX 78745. Club Treasurer makes a payment thru Zelle and emails the completed Dues Payment Form to AAGC. (See instructions on dues form) Dues must be paid before May 31 or are considered delinquent. Dues must be paid before FY 2025 schedule requests can be approved. | <p>Sally Dickson, Treasurer, treasurer.aagc@gmail.com 512-992-9773</p> |
| By 4/1/2024 Due Date | <p>Submit club's schedule requests for FY 2025 (Oct '24 to Sept '25) to AAGC.</p> <p>FY 2025 Schedule Request Form</p> | <p>To reserve space at Zilker for club meetings or special events like Shows, Sales, Auctions, Educational Workshops</p> | <ol style="list-style-type: none"> Club decides which events they want: monthly membership and/or Board meetings, shows, sales, and/or educational events. Indicate dates, times and spaces preferred: Auditorium, Greene Room, or in the Garden: South Lawn, the Oak Grove, Rose or Herb Garden. 4. Email the completed form to schedule.aagc@gmail.com with the subject line "FY 2025 Schedule - Your Club's Name." | <p>Karen Kalergis, President schedule.aagc@gmail.com 512-775-4534</p> |

Club reps also support their clubs by seeing that these forms and reports are submitted either quarterly, annually, or as needed.

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|---|--|---|---|--|
| Quarterly Jan 20, Apr 20, July 20, Oct 20 Due Dates | AAGC Volunteer Reports are due to ZBGC one month after the end of each quarter. See Calendar for suggested schedule for clubs to help AAGC meet this deadline. Individual & Club Volunteer Forms | To show ZBGC, COA, and donors the clubs' contributions. Volunteer hours are one of the two major responsibilities clubs have in exchange for use of the Garden Center facilities and grounds. | Tips on completing the quarterly volunteer reports: <ol style="list-style-type: none"> 1. Establish a process so all members understand what volunteer hours should be reported and support the creation of this report. Members volunteering at shows and sales, creating programming, publicizing programming, and volunteering in the garden or at events, all keep track of their volunteer service. 2. By the 6th of the month, the club sends members individual forms to complete and provides a clear due date and email for them to send in their hours. 3. By the 20th of the month, the person receiving the individual forms is able to complete the Club Report and submit it to AAGC on time. | VP Education and Volunteers, reports.aagc@gmail.com 512-775-4534 |
| October 30 | Annual Education Report – lists number of programs, topics, audience size and any evaluation. FY 2024 AAGC Educational Programs and Activities Form | To demonstrate AAGC Club commitment to educational programming in the Garden. | Tips on completing the annual Education Form: <ol style="list-style-type: none"> 4. Coordinate with your programming team! 5. Download the form now and enter the names of the dates and programs you have set up for FY 2024. 6. Take the form to each club meeting or educational event and enter the number of attendees. 7. If you have any evaluation or assessment, enter results. 8. Transfer that month's data to your master form. 9. After your September meeting, compile the data, and submit the form by October 30 and you're done! | VP Education and Volunteers, reports.aagc@gmail.com 512-775-4534 |
| Within 30 days of your fundraising event | 15% Net Profit Report tracks expenses and revenues from a club fundraising event in the Garden and helps calculate amount due | To provide financial support to ZBG – per our agreement with ZBGC, the 15% net profit fee is to be used for the operation, maintenance or improvement of the Garden Center and ZBG. | Tips on completing the 15% Net Profit Report: <ol style="list-style-type: none"> 1. Coordinate with your Treasurer! 2. Encourage everyone involved in the event to keep track of expenses. 3. Schedule completing form and making payment into post-event work. 4. See the 15% Net Profit Report form for more details. 5. Contact AAGC Treasurer if any questions. | Treasurer, treasurer.aagc@gmail.com |
| Varied deadlines | Publicity Request form, Updates to Club Web Pages | To promote club mission, meeting dates and events | Tips on generating publicity for your club: <ol style="list-style-type: none"> 1. Club events in the Garden can be posted on the Zilker Botanical Garden website. Forms on the website provide details on how to submit. 2. Club events are also promoted in AAGC's Garden Happenings no matter where they take place. The above form can also be used for GH. 3. Club Web Pages can be updated in the next few months. See form online. | |