

AAGC Calendar for FY 2025 - October 1, 2024 – September 30, 2025

Find all forms in italics 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 Mtgs	Board of Directors Mtgs	Key Dates for Club Reports, Dues, Remembrance Service	Key Dates for AAGC to Submit Reports, Funds to ZBGC	Other Activities - Election Year, Programs, Special Events
OCTOBER New Fiscal Year Begins	Oct 7 – 10-11:30 am	No Mtg	Oct 5 – Club Reps send <i>4Q Individual Volunteer Hours</i> form to club members Oct 12 – Club members send <i>4Q Volunteer Hours</i> to Club Rep Oct 22 – Club Rep gets <i>4Q Club Volunteer Hours Report</i> to AAGC Oct 30 – Club Rep submits annual <i>Education Programming Report</i> to AAGC	October 31 *4Q Club Volunteer Hours Report *4Q 15% Net Profit on Fundraising Activities Report and payment of 15% fee of net profits	Oct 25 – 60 th Anniversary Celebration of the Austin Area Garden Center Oct 26 – AAGC TWiG, presented by Austin Herb Society, part of Roots & Wings
NOVEMBER	Nov 4 – 10-11:30 am	Nov 12 – 10-11:30 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	Nov 13 – Executive Committee reviews officer duties, names Nominating Committee
DECEMBER	Dec 2 – 10-11:30 am	No Mtg			
JANUARY	Jan 6 - 10-11:30 am	No Mtg	Jan 4– Club reps get form for <i>1Q Individual Volunteer Hours</i> to their club members Jan 11 – Club members send <i>1Q Volunteer Hours</i> to Club Rep Jan 22 – Club Rep gets <i>1Q Club Volunteer Hours Report</i> to AAGC TBD - names for 2024 Brick	January 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	Jan 4 - AAGC TWiG 10:30 am – 12:30 pm Jan 6 - Nominating Committee presents slate to Executive Committee early in second quarter

AAGC Calendar for FY 2025 - October 1, 2024 – September 30, 2025

Find all forms in italics on the Zilker Botanical Garden website, [Info for Garden Reps](https://zilkerbotanicalgarden.org/info-for-aagc-club-reps/), <https://zilkerbotanicalgarden.org/info-for-aagc-club-reps/>

MONTH	Executive Committee Mtgs	Board of Directors Mtgs	Key Dates for Club Reports, Dues, Remembrance Service	Key Dates for AAGC to Submit Reports, Funds to ZBGC	Other Activities - Election Year, Programs, Special Events
FEBRUARY	Feb 3 – 10-11:30 am	Feb 11 10 – 11:30 am	“What Clubs Do in March?” lays out what’s due April 1 – dues, membership info, club officers, FY 2026 Schedule Request. Clubs submit names for 2025 brick		Feb 1 - AAGC TWiG 10:30 am – 12:30 pm Slate of officers from January Exec Com Mtg is publicized in February 11 BOD agenda, other nominations taken from floor at meeting
MARCH	Mar 3 – 10-11:30 am		Mar 1 – Number of dues-paying club members on this date determines the amount of dues clubs pay by April 1		Final slate of officers created and publicized in advance of election held in 3rd quarter
APRIL	April 7 – 10-11:30 am	No Mtg	April 1 – Club submits annual dues, club members’ names, club officers and FY 2026 schedule requests to AAGC	April 30 – AAGC gets calendar to ZBGC with FY 2026 Club Schedule Requests	
			Apr 5 – Club Reps get form for <i>2Q Individual Volunteer Hours</i> to their club members Apr 12 – Club members send <i>2Q Volunteer Hours</i> to Club Rep Apr 22 – Club Rep submits <i>2Q Club Volunteer Hours Report</i> to AAGC	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 5 – 10-11:30 am	May 13 – 10 am	May 13 is Annual Remembrance Service May 31 – Clubs considered delinquent if dues not received		May 3 - AAGC TWiG 10:30 am – 12:30 pm Elections held at May 13 th Board meeting

AAGC Calendar for FY 2025 - October 1, 2024 – September 30, 2025

Find all forms in italics on the Zilker Botanical Garden website, [Info for Garden Reps](https://zilkerbotanicalgarden.org/info-for-aagc-club-reps/), <https://zilkerbotanicalgarden.org/info-for-aagc-club-reps/>

MONTH	Executive Committee Mtgs	Board of Directors Mtgs	Key Dates for Club Reports, Dues, Remembrance Service	Key Dates for AAGC to Submit Reports, Funds to ZBGC	Other Activities - Election Year, Programs, Special Events
JUNE	June 2 – 10-11:30 am		ZBGC notifies Clubs of Approved Schedule Requests this month		New Board attends June Exec Com mtg for transition, official term starts July 1 June 7 – AAGC TWiG 10:30 am – 12:30 pm National Garden Week is June 1-7, 2025
JULY	July 7 10-11:30 am		Jul 7– Club Reps get form for 3Q <i>Individual Volunteer Hours</i> to their club members Jul 14 – Club members submit 3Q <i>Volunteer Hours</i> to Club Rep Jul 22 – Club Rep submits 3Q <i>Club Volunteer Hours Report</i> 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	Aug 29 – 10-11:30 am (Sept mtg)				
SEPTEMBER		Sept 9 - Agenda: Set Dues Rec 2026	Sept 30 – End of Fiscal Year 2025		Sept 6 – AAGC TWiG 10:30 am – 12:30 pm

QUARTERLY FORMS

- *Individual Volunteer Hours, Club Volunteer Hours*

AS NEEDED

- *15% Net Profit Report and 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 2025 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 2026 Schedule Request for Meetings and Events