



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



March 1, 2025

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

When?	What?	Why?	How?	Questions?
By 4/1/2025 Due Date	<p>Review list of Club Members & Officers received from VP Membership the first week of March</p> <p>Provide updated club membership and officer information by April 1.</p>	<p>For ZBGC - Name, email, physical address, and zip code for all members required by agreement.</p> <p><i>If a member wants to keep physical address private, simply provide Zip Code, no P.O. boxes</i></p> <p><u>For AAGC Directory:</u> please provide phone and email for officers</p>	<ol style="list-style-type: none"> Liath will email individual club reps the first week of March and send a member list to each club. Please send the list to whoever handles membership for your club. Liath needs to know who is no longer in the club and who is new to the club. Remember, "Club membership" is defined as the number of <u>dues-paying members you have on March 1, 2025</u>. Once your list is updated, return it to membership.aagc@gmail.com with subject line of "Membership - Your Club's Name." Membership info must be provided before clubs can secure reservations for the upcoming year. 	<p>Liath Appleton, VP Membership membership.aagc@gmail.com 734-678-0392</p>
By 4/1/2025 Due Date	<p>Pay Dues of \$15 per member by April 1.</p> <p>Dues Payment Form</p>	<p>To fund AAGC Budget, including insurance, night attendants, software for Zoom and 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 \$15 per member. Two options to pay dues: <ol style="list-style-type: none"> Club Treasurer makes a payment thru Zelle and emails the completed Dues Payment Form to AAGC. (See instructions on dues form) Club Treasurer mails a completed Dues Payment Form with a check made out to AAGC to: Sally Dickson, AAGC, 2564 Stoutwood Circle, Austin, TX 78745. 3. 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 4/1/2025 Due Date	<p>Submit club's schedule requests for FY 2026 (Oct '25 to Sept '26) to AAGC.</p> <p>FY 2026 Schedule Request Form</p>	<p>To reserve space at Zilker for club meetings or special events like Shows, Sales, Educational Programs, 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. Email the completed form to schedule.aagc@gmail.com with the subject line "FY 2026 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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When?	What?	Why?	How?	Questions?
Quarterly Jan 22, Apr 22, July 22, Oct 22 Due Dates	AAGC Volunteer Reports are due to ZBGC one month after the end of each quarter. Submit yours by suggested schedule to help AAGC meet this deadline. Individual & Club Volunteer Forms	To show ZBGC, COA, and donors the clubs' contributions. Doing and reporting 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, should 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. 	Sandy Godfrey VP Education and Volunteers, reports.aagc@gmail.com 512-669-2125
October 30	Annual Education Report – lists number of programs, topics, audience size and any evaluation. FY 2025 AAGC Educational Programs and Activities Form	Doing educational programs and promoting them so the public attends is the second major responsibility for AAGC clubs.	Tips on completing the annual Education Form: <ol style="list-style-type: none"> 1. Coordinate with your programming team! 2. Download the form now and enter the names of the dates and programs you have set up for FY 2025. 3. Take the form to each club meeting or educational event and enter the number of attendees. 4. If you have any evaluation or assessment, enter the results. 5. Transfer that month's data to your master form. 6. After your September meeting, compile the data, and submit the form by October 30 and you're done! 	Sandy Godfrey VP Education and Volunteers, reports.aagc@gmail.com
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. 	Sally Dickson Treasurer, treasurer.aagc@gmail.com
Varied deadlines	Promote club meetings, events like shows, sales educational programs	Build attendance and in events and membership in your club	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. 	