

Annual Club Council Activity Report

Send to the State Club Councils Chairman on or before March 15.
(See State Board List - Membership)

Date _____ District _____

Name of Council _____

Meetings: March _____ April _____ May _____ June _____ July _____ August _____

September _____ October _____ November _____ December _____ January _____ February _____

Day of Week _____ Time _____

President (Current) _____

Address: Street _____

City _____ Zip _____

Telephone _____ Date Term Expires _____

President (New) _____

Address: Street _____

City _____ Zip _____

Telephone _____ Date Term Expires _____

INSTRUCTIONS

1. Report Forms, mailed from State Headquarters, will be sent to all Council Presidents by February 1. Forms to be completed and returned to the State Club Councils Chairman on or before March 15, with a copy to be sent to the District Director of district where membership is registered.
2. All questions should be answered as indicated. Use separate sheet of paper, if needed. Must be legible or type, if possible. Keep a copy for own files.
3. This report reflects the activities, accomplishments and participation of the Council as a group. The information is needed by the State President in completing an annual report of the State Garden Club to NGC; by the District Director for her report to the State; and, to determine eligibility for the Council Standard of Excellence Certificate.
4. Include a typed list of all clubs with number of members in each club and a list of Council Officers with addresses and telephone numbers. Indicate number of non-federated clubs who are associate members of the Council.

ADMINISTRATION

- *1. Are the Council officers elected for a two-year term running concurrent with State officers? Yes_____ No_____
2. Does the Council fiscal year conform to the State Garden Club fiscal Year (March 1 - last day of February)? Yes_____ No_____
- If no, give dates of fiscal year. _____
- *3. Were the Council membership dues (\$15.00) paid to the Club Council's Chairman by March 1? Yes_____ No_____
- *4. Does the Council have at least 5 Standing Committees corresponding to State committees? Yes_____ No_____
- Include list of Standing Committees. _____
- *5. Does the Council meet a minimum of 5 times a year? Yes_____ No_____
- If no, give number of meetings a year. _____
- *6. Are Council meetings open to all garden club members? Yes_____ No_____
- To non-members? Yes_____ No_____
7. Did the Council add any new member clubs during the current year? How many? Yes_____ No_____
- _____

RECORDS

- *8. Does the Council have a Yearbook? Yes_____ No_____
- Newsletter? Yes_____ No_____
- Enclose Yearbook and sample newsletter. _____
9. Does the Council prepare an annual Scrapbook? Yes_____ No_____
10. Has continuous records of the minutes of Council meetings been kept? Yes_____ No_____
- Where are they stored? _____
11. Has a written history of the Council been compiled? Yes_____ No_____
- What years does it cover? _____
- Is it kept current? Yes_____ No_____
- *12. Are the Bylaws and Standing Rules made available to all member clubs? Yes_____ No_____
- Are they upheld in matters of policy? Yes_____ No_____

FINANCE

13. Does the Council have an annual budget approved by the member clubs? Yes_____ No_____
- Give amount of total annual budget \$ _____
- amount of membership dues \$ _____
- any other assessment \$ _____
14. What are the main Ways & Means projects? Use separate sheet, if needed. _____
15. Does the Council have a Garden Center building? Yes_____ No_____
- Part of a building? Yes_____ No_____
- Or an office in a public place? Yes_____ No_____
- How is it maintained? _____
- _____

PROJECTS

- *16. Does the Council have a unified civic beautification project in which all member clubs participate? Yes_____ No_____ Describe project and state percentage of club participation. How is it funded? Use separate sheet.
- *17. How does the Council promote Environmental Awareness? Workshops _____; Special projects _____; Literature made available _____; Programs _____; Environmental Courses _____; Other _____ Briefly explain. _____
- *18. In what ways does the Council further the education of its member clubs in garden related areas? (Basic Design, Horticulture, Gardening Study, Landscape Design Courses, Flower Show, At Home With Flowers Workshops, Tour of Homes, Library, etc.) Attach separate sheet giving specifics.
- *19. State methods the Council uses for involvement of youth. (Youth Garden Club sponsored by Council, Flower Show, Speech and/or Essay Contests, Smokey Bear Poster Contest, Workshops, Etc.) Briefly explain.

SUPPORT OF STATE, REGION, NATIONAL PROGRAMS

- *20. Give number representing Council attending District Meeting _____
State Convention _____
Deep South Convention _____
National Convention _____
Parks/Public Lands Luncheon _____
DOT Wildflower Luncheon _____
State-Sponsored Workshops _____
(Indicate on separate sheet those attended).
21. Does Council sponsor a Garden Activity Center? Yes_____ No_____
Mini-Center Yes_____ No_____
Is Center registered with State Garden Centers Chairman? Yes_____ No_____
22. Does Council support State Ways & Means by purchasing items for resale? (Calendars, GUIDES, At Home With Flowers, cookbooks, other books/items) Provide list of items and number sold.
23. Indicate donations and/or promotions in support of other State, Region, or National projects. Give project name, amount/ activity. (State Botanical Garden, Garden Therapy, Land Trust/ Marshall Forest, LeConte, Legislation, State Headquarters, Natural Disaster, Regional Project, NGC Environmental Incentives program, etc.).
- *24. What NGC, Deep South and State Awards were submitted in the name of the Council? Indicate Award name, number, date of application.

To receive Standard of Excellence, Councils must participate in at least 2/3 of all activities including seven starred items. Be sure to follow directions carefully and mail to the State Club Councils Chairman by the deadline date **MARCH 15**.