

Annual Club Council Activity Report 2024

Date _____ District _____ Name of Council _____

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

October _____ November _____ December _____ January _____ February _____

Day of Week _____ Time _____ AM _____ PM _____

President (Current) _____

Address _____ City _____

Zip _____ Email _____

Telephone _____ Date Term Expires _____

President (New) _____

Address _____ City _____

Zip _____ Email _____

Telephone _____ Date Term Expires _____

INSTRUCTIONS

1. Annual Club Council Activity Report forms will be sent to all Council Presidents by **February 1**. Forms should be completed and copies emailed to the State Club Councils Chairman, District Director where the membership is registered, and the State President on or before **March 15**.
2. All questions should be answered as indicated. Use a separate sheet of paper as needed. 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. On the following page:
 - indicate the number of non-federated clubs that are associate members of the Council
 - list the Council Officers with addresses, telephone numbers, and email addresses
 - list all of the clubs with the number of members in each club

Number of non-federated clubs who are associate members of the Council _____

Council Officer	Name	Address	Phone #	Email
Vice President				
Treasurer				
Secretary				

	Club Code	Club Name	Total Members
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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33			

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 suggested Garden Club fiscal Year?
(March 1 - last day of February)
If no, give dates of fiscal year. _____ Yes ____ No ____
- *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?
Include list of Standing Committees. Yes ____ No ____
- *5. Does the Council meet a minimum of 5 times a year face to face or ZOOM?
If no, number of meetings per year _____ Yes ____ No ____
- *6. Are Council meetings open to all garden club members? Yes ____ No ____
Open to non-members? Yes ____ No ____
7. Did the Council add any new member clubs during the current year? Yes ____ No ____
How many? _____

RECORDS

- *8. Does the Council have a Newsletter? Yes ____ No ____
Attach a sample Newsletter to your email.
9. Does the Council prepare an annual Scrapbook? Yes ____ No ____
10. Does the Council have continuous records of Council minutes? 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 ____
Amount of membership dues _____
14. What are the main Ways & Means projects? Use separate sheet, if needed.

15. Does the Council have a Garden Center building, part of a building, 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?

*17. How does the Council promote Environmental Awareness? Briefly explain.

___ Workshops ___ Special projects ___ Literature made available ___ Programs ___ Environmental Courses ___ Other

*18. In what ways does the Council further the education of its member clubs in garden related areas? Briefly explain.

___ Basic Design ___ Gardening Courses ___ Landscape Design ___ Design Courses ___ Flower Shows
___ Tour of Homes ___ Design Courses ___ Environmental Courses ___ Other

*19. State methods the Council uses for involvement of youth. Briefly explain.

___ Youth Garden Club sponsored by Council ___ Flower Shows ___ Essay Contests ___ Workshops
___ Woodsy Owl Poster Contest ___ Poetry Contest ___ Youth Sculpture ___ Other

SUPPORT OF STATE, REGION, NATIONAL PROGRAMS

*20. Did Council members attend any of the following?

___ State Convention / Annual Meeting ___ National Convention ___ DS Convention ___ District Meeting in Person or ZOOM
___ Leadership/Awards Workshop (odd numbered years) ___ Environmental Workshop ___ State Sponsored Workshops

21. Does Council sponsor a Garden Activity Center or Mini-Center? Yes ____ No ____

Is Center registered with State Garden Centers Chairman? Yes ____ No ____

22. Does Council support District and State Fundraising projects? Yes ____ No ____

23. Indicate donations and/or promotions in support of other State, Region, or National projects. Give project name, amount, and activity (State Botanical Garden, Other Arboreta/Botanical Garden, Garden Therapy, Historic Preservation, Land Trust / Marshall Forest, LeConte-Woodmanston, Legislation, Roadside Beautification, State Headquarters, Natural Disasters, DS Regional Projects, Scholarship Fund, etc.). Use a separate sheet if necessary.

Activity	Project Name	Amount \$

*24. What NGC, Deep South, or State Awards were submitted in the name of the Council? Indicate Award name, number, and date of application. Use a separate sheet if necessary.

Award name	Award #	Date of Application

Instructions for the Annual Club Council Activity Report

Complete and send one copy via **EMAIL** to the State Club Councils Chairman, one copy to the State President, and one copy to the District Director where membership is registered, on or before **March 15, 2025**. **Please do not mail to GCG Headquarters.** Keep one copy for your council files.

To receive a Standard of Excellence, Councils must participate in at least two-thirds of all activities including seven starred * items.

Additional paper should be used to explain each activity or project as indicated.

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