

Annual Club Council Activity Report 2025

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			
17			
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23			
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28			
29			
30			
31			
32			
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? Yes _____ No _____
If no, number of meetings per year _____

*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.

*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.

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, 2026**. **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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