

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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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 ____

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.

COUNCIL CHAIRMAN

ROSEMARY MAULDEN
302 BUSHOAN RD
BRUNSWICK GA 31525
rosemarymaulden@bellsouth.net

GCG PRESIDENT

DIANE HUNTER
12239 BIG CANOE
JASPER GA 30143
president@gardenclubofgeorgia.org

LAUREL DISTRICT DIRECTOR

MERRELL HOLDEN
263 OLD DALLAS RD
CARTERSVILLE GA 30120
laureldistrictdirector@gardenclubofgeorgia.org

AZALEA DISTRICT DIRECTOR

JAN STEWART
722 NANCY GUNN CIR SE
CRAWFORDVILLE GA 30631
azaleadistrictdirector@gardenclubofgeorgia.org

OLEANDER DISTRICT DIRECTOR

MARTHA COBB
162 PONDEROSA DR
SWAINSBORO GA 30401
oleanderdistrictdirector@gardenclubofgeorgia.org

CAMELLIA DISTRICT DIRECTOR

MELODIE SMITH
378 CHAMPION OPHELIA RD
DUBLIN GA 31021
camelliadistrictdirector@gardenclubofgeorgia.org

MAGNOLIA DISTRICT DIRECTOR

MARILYN ALDRICH
591 BRANNON MONTGOMERY RD
MAUK GA 31058
mwaldrich1@aol.com

DOGWOOD DISTRICT DIRECTOR

CHRISTY NOVELLAS
4186 ROSWELL RD, NE
ATLANTA GA 30342
dogwooddistrictdirector@gardenclubofgeorgia.org

REDBUD DISTRICT DIRECTOR

BONNIE DUDLEY
108 LINCOLN LN
LAGRANGE GA 30240
bondudley@yahoo.com