



Colorado Federation of Garden Clubs, Inc.

Creating a new Club for membership in the COLORADO FEDERATION of GARDEN CLUBS, INC. aka CFGC

Below are the procedures for forming a new Colorado Federation of Garden Clubs, Inc. (CFGC) affiliated Garden Club. You can also visit the National Garden Clubs (NGC) website for more information. Please note that virtual clubs are also allowed.

STEP 1. FIND MEMBERS

- Post a message asking for interest in an online social media platform such as Next Door, Facebook, Instagram, local Craigslist etc.
- Ask neighbors, friends, and family to join your club
- Post flyers (**remember to ask permission first**) where gardeners can be found:
 - Nurseries and Garden Centers
 - Botanical Gardens
 - Libraries or Book Stores
 - Parks
 - Restaurants and Food Co-ops
 - Environmental Stores
 - Feed Centers
 - Community Gardens
 - Community Centers
- Take an ad in the neighborhood, church or HOA newsletters.

STEP 2. SELECT A MEETING PLACE AND TIME

- Be as flexible as possible to accommodate busy schedules. This is the perfect example where a hybrid meeting of (in person and zoom) would be applicable for those that cannot attend in person.
- Set the date and time for the first meeting. Club members may determine what day and time works best as you organize the club.
- Free meeting rooms may be available at libraries or community centers for non-profits. CFGC is a 501(c)3 organization. Check to see if they have free WIFI if you will be using the internet.
- Local nurseries may be willing to donate space as club members could likely shop after meetings.

STEP 3. DETERMINE CLUB'S FOCUS AND GOALS

- Will the Club focus and purpose be singular or multifaceted?
- Below are some examples of Club focus (you may have more than one).
 - General gardening education (soil improvement, local tips, landscape, floral/vegetable gardens, low water plants, indoor plants, trees, etc.).
 - Landscape Design

- Gardening
- Environmental
- Floral Design
- Community Beautification Projects (Library Gardens, Schools, Hospitals, etc.)
- Garden Arts
- Church members who do floral design for services and landscaping of the church
- Retirement community members who are interested in gardening
- Educate the community about specific gardening practices
- Beautification of a local community and or park
- Working with youth to ensure the next generation of gardeners
- Special Projects such as increasing the number of neighborhood pollinator gardens or trees
- How often will the club meet to accomplish these goals?
- Will the format of the meetings be informal or formal?

STEP 4. ORGANIZE THE CLUB

- **Elect Officers-** You will need someone to fill the roles of President, Vice President, Treasurer and Secretary at a minimum. However, one person can fill multiple positions if required when getting started.
- **Determine the cost of dues-** The total cost of membership will include CFGC dues which is currently \$9.00 per member in addition to your Club's expenses for programs, Club events, speakers and community projects. The dues may range from \$15.00 to \$30.00 annually, depending on your events and community outreach projects. But there is no set amount and is totally up to the club to determine. Please note that you can include family memberships as an additional membership type where the CFGC dues are \$9.00 for the first family member then \$4.50 for each additional family member joining. Some Club's offer this in addition to individual memberships but again it is up to the Club to determine if they want that.
- **Set meeting date/times and location(s).** After meeting with potential members, solidify the best day and time to have regular club meetings as well as a separate time for the Club Officers (your Executive Board) to meet. Many clubs meet once a month, others take the winter and or summer off. It doesn't have to be monthly but setting a regular date and time provides consistency to your members schedules. Be sure that you also select a location (some clubs use members homes on a rotating basis) that is convenient and preferably cost free. Libraries may allow you to book meeting rooms as a nonprofit organization for free. If you need a copy of our tax exemption status, please contact the current State Treasurer for a copy.
- **Write the Club's By-Laws.** In our CFGC website under "**Presidents Guide**" there are examples of By-Laws, agendas and budgets. You can also look at what other Clubs have written that will work within your focus and goals. Start simple and add as needed based on members' recommendations.

STEP 5. FILL OUT CLUB APPLICATION FOR AFFILIATION WITHIN THE COLORADO FEDERATION OF GARDEN CLUBS, INC.

A new Club automatically becomes affiliated with the National Garden Club and the Rocky Mountain Region by joining The Colorado Federation of Garden Clubs, Inc. Your membership dues to The Colorado Federation of Garden Clubs Inc. also ***includes automatic membership in the National Garden Club (NGC) and the Rocky Mountain Region*** as part of your CFGC dues. There is no additional cost. Visit www.coloradogardenclubs.org (CFGC website), www.gardenclubs.org (NGC website) and/or <http://sites.google.com/site/rockymtngardenclubs/home> (Rocky Mountain Region google site) for various additional information. Fill out and submit the material and dues to your State Membership Chair whose contact information can be found on the CFGC's website under the Resources tab.

These affiliations bring benefits such as invitations to conventions and specially arranged tours as well as educational forums and well-known speakers. It also gives you access to nationally accredited schools for Landscape Design, Gardening School, Flower Show School, Floral Arts and Environmental Studies. Additionally, affiliation enables your club to submit for grants and awards where some awards are monetary.

- **OPEN BANK ACCOUNT (Upon approval from The Colorado Federation of Garden Club's).**
Once the President of the new club has been contacted via the State President with the approval of the new club, it is recommended that they open a bank/checking account for the clubs financial transaction using the tax exempt number from CFGC. This information can be obtained by contacting the State Treasurer.

STEP 6. NETWORK WITH LOCAL RESOURCES

After your club forms, make sure you introduce yourself to the community. Network with local resources such as County Extension Offices, Colleges, Universities, Vocational Schools, local Nurseries and Garden Centers. Let others know what your club is all about and who to contact to answer questions or respond to inquiries. Find out what resources may benefit the members of your club and what your club can offer to others in the community.

Attend other clubs' meetings to gather ideas for meeting content, process of conducting a meeting and projects to garner interest. Also, it is fun to meet other like-minded individuals with the same interests as your clubs so that new friendships and people-sources can be made!

Whether starting a new club or joining an established one, you will enjoy the encouragement you receive from others, learn better ways to beautify your surroundings and environment while becoming acquainted with other gardening members of your community.

If you have any questions or concerns, please be sure to reach out to the State Membership Chairman for assistance.



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Application for Club Membership in the COLORADO FEDERATION of GARDEN CLUBS, INC.

1. CLUB

Name of Club: _____
Geographic Area: _____
Number of Charter Members: _____
Date Organized: _____

2. OFFICERS

PRESIDENT Name: _____
Mailing Address: _____
City, State & Zip: _____
Phone: Cell: _____ Home: _____
Email: _____

VICE PRESIDENT Name: _____
Mailing Address: _____
City, State & Zip: _____
Phone: Cell: _____ Home: _____
Email: _____

SECRETARY Name: _____
Mailing Address: _____
City, State & Zip: _____
Phone: Cell: _____ Home: _____
Email: _____

TREASURER Name: _____
Mailing Address: _____
City, State & Zip: _____
Phone: Cell: _____ Home: _____
Email: _____

Please mail a copy of this New Club Application form as well as a membership list including names, addresses, email and phone numbers of all members and a Dues check made payable to The Colorado Federation of Garden Clubs, Inc. to the Membership Chairman, whose contact information is located online or in the CFGC Directory. Feel free to go to www.coloradogardenclubs.org, scroll to bottom of the page and find CFGC Directory and Forms, scroll to page 14.