



The Colorado Federation of Garden Clubs, Inc.

Creating a new Club for Membership in the COLORADO FEDERATION OF GARDEN CLUBS, INC. (CFCG)

Below are the procedures for forming a new Colorado Federation of Garden Clubs, Inc. (coloradogardenclubs.org) affiliated Garden Club. You can also visit the National Garden Clubs (NGC) website (gardenclub.org) for [more information](#).

Step 1. Find Members

- Post flyers where gardeners typically can be found:
 - Nurseries & Garden Centers
 - Botanical Gardens
 - Libraries
 - Book Stores
 - Parks
 - Organic Restaurants & Food Co-Ops
 - Environmental Stores
 - Feed Centers
 - Community Gardens
 - Community Centers
- Take out a small classified ad in local newspapers or neighborhood newsletters
- Post a message asking for interest in an online social form such as Next Door, Facebook Marketplace or even your local Craigslist
- Ask neighbors and friends to join

Step 2. Select a Meeting Place & Time

- Be as flexible as possible to accommodate busy schedules.
- At the first meeting, you may find that you have some members who are interested in meeting during the day and others at night. If this is the case, you may need to set up two separate clubs to accommodate schedules. But you might want to be unofficially affiliated with each other to share in common interests, such as projects, to help you both get started.
- Set the date and time for the first meeting; the club members may determine what day and time works best as you organize your club (more information below).
- Free meeting rooms are often available at libraries or community centers.
- Local nurseries may be willing to donate space in exchange for free advertising to club members.

Step 3. Determine Clubs' Focus & Goals

- Will the club focus/purpose be singular or multifaceted?
- Below are some examples of Club Focus (You may have more than one).
 - Landscape Design
 - General Gardening Education (soil improvement, local tips, landscapes, floral or vegetable gardens, low water plants, indoor plants, trees, or any other educational topics)
 - Floral Design
 - Community Beautification & Projects (Gardens for Libraries, Schools, Hospitals, etc.)
 - Community's Environmental Issues
 - Horticulture
 - Church members who do floral design for worship services and landscaping of the church
 - Retirement community members who are interested in the gardening of their common areas
 - Educate the community about specific gardening practices
 - Beautification of the local community/park
 - Work 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 role 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 CFCG dues (currently \$9), your club expenses for programs, club events, speakers, and community projects. The fee might range from \$15-\$30, depending on how many community projects the club hopes to fund.
- **Set Meeting Date/Times/Location** – After meeting with potential members, solidify the best day and time to have regular club meetings as well as separate time for the Officers (Executive Board) to attend. Many clubs meet once a month. It doesn't have to be that often but set a regular date and time so that members can add it to their schedule. Be sure that you also select a location that is convenient and preferably cost-free. Libraries typically allow you to book meeting rooms as a non-profit organization for free.
- **Write By-laws** – You may want to get a couple of examples from other clubs to get started. Start simple and add as needed based on the members' recommendations.

Step 5. Fill out Application to become affiliated with The Colorado Federation of Garden Clubs, Inc.

Fill out the New Club Application for The Colorado Federation of Garden Clubs, Inc. (CFCG). A new club automatically becomes affiliated with National Garden Clubs, Inc. by joining The Colorado Federation of Garden Clubs, Inc., which is a member of National Garden Clubs (NGC). Your membership dues to The Colorado Federation of Garden Clubs, Inc. includes automatic membership in the National Garden Clubs (NGC) as part of your CFCG dues. There is no additional cost. Visit [The Colorado Federation of Garden Clubs, Inc. Website](#) or the [NGC Website's state garden club section](#) to find the contact information for your CFCG Membership Chairman and ask for the application document that goes with this procedure's instruction document. Fill out and submit the material back to the Membership Chairman. They will also be able to answer any questions you may have.

These affiliations bring benefits such as invitations to conferences and specially arranged tours and access to well-known speakers. It also gives you access to nationally accredited schools for landscape design, gardening, floral arts, and environmental studies. Additionally, affiliation enables your club to submit for grants and awards, many of which are monetary, to help your club finance various projects.

Network with Local Resources

After your club forms, make sure you introduce yourself to the community. Network with local resources such as country extension agencies, colleges, universities, 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, how to conduct a meeting, and projects to garner interest.

Whether starting your club or joining one that is active, you'll enjoy the encouragement you receive from others, learn better ways to beautify your environment and become acquainted with gardening members of your community.

If you have questions, be sure to reach out to the CFCG President or the CFCG Membership Chairman for assistance.

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