

**A GUIDE
FOR
CLUB
PRESIDENTS**



Federation of Garden Clubs, Inc.

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Dear Club President,

Congratulations on being elected President of your garden club! Leading and guiding your garden club activities and projects can be a fun and rewarding experience. It is a team effort with everyone on the team making a contribution.

In order to help you in your job as President, this booklet contains information and resources that you may need – to help you conduct the business meeting, to give you background information that you may not know or to help guide you in finding resources for education and projects.

Below is a “creative” list of duties for a Club President:

Communicate with all members and officers

Learn from district, state and national publications and **SHARE** them with members

Understand the power of personally inviting someone to attend or join the club

Bylaws – are they member-friendly and inclusive?

Preside at club meetings with an agenda

Represent the club at District and State meetings

Encourage participation; emphasize educational programs

Select chairmen and support new ideas

Identify why you exist as a group; do you need a new purpose or focus?

Decide on a goal or theme

Enjoy each other, gardening and flowers

New ways to do things

Treasurer is a key player of the club

My best wishes for a successful administration,

Nancy Griffin,
President, Colorado Federation of Garden Clubs

INFORMATION AND IDEAS

General Information

1. All the information you need to know is in your district, state and national publications and on their websites.
2. Notify your District President and CFGC Asst. Treasurer when the Club President changes. Send the contact information **as soon as possible** so the president will receive all the pertinent publications.
3. Use Member Services of National Garden Clubs to order ribbons for Flower Shows, a pin for the club president, books, videos, etc. (See page 20.)
4. Encourage members to attend District meetings, State Conventions and Schools (Flower Show School, Landscape Design School, Gardening School and Environmental School) for further educational information.
5. Apply for District, State, Region, and NGC awards for the work the club is doing. The monetary award can add funds to the project. The recognition for a job well done serves as a source of ideas for other clubs.
6. Invite the District Director and State President to special events of the club, such as anniversaries, flower shows, etc.

Financial

1. The club's bank account should have the EIN (Employer Identification Number) obtained by the club, not the Social Security Number of an individual member in the club. An EIN can be obtained from the IRS using form SS-4, which can be found on the IRS website, www.irs.gov. Application can be made by phone, fax, online or by mail.
2. Donations to your club are tax-deductions to the donor only if the club has IRS 501(c)(3) status that has been obtained by the club from the IRS or the club is a subordinate in the IRS Group Exemption through the State Garden Club organization. Any other questions about non-profit organizations can be found at <http://www.IRS.gov/Charities-&-Non-Profits/Charitable-Organizations>. Be sure to check out the IRS 1023 - EZ streamline process for applying for tax exempt status.
3. Being tax-exempt means the club is exempt from paying **federal income tax**. It does not mean the club does not have to pay **state sales tax** unless the club has acquired an exemption from the state government to not pay sales tax.
4. If your club is sponsoring an event in a location that requires liability insurance, check with your state organization to see if they provide that coverage for the clubs in the state. If not, the club will need to acquire their own policy.

Ideas

1. Use a club newsletter by email or regular mail to better communicate with all members and/or shorten the business portion of the club meeting by putting some chairmen's reports in it.
2. Honor a club member with a Life Membership in _____. This \$__ contribution goes to _____. The donation should be sent to _____.
3. The sale of NGC *Vision of Beauty Calendars* is used by some clubs as a fundraiser. (See page 19).
4. Meeting ideas that will save the club paying for a speaker for a meeting:
 - Let the District meeting be one of your club's meetings.
 - Join with other club/clubs for a monthly program.

- Visit gardens or flower shows for a monthly meeting.

SAMPLE AGENDA

As President, you should always have a **written AGENDA**, or ORDER OF BUSINESS, for each meeting. It should include the following:

1. CALL MEETING TO ORDER - Opening exercises, such as invocation or pledge of allegiance (optional)

2. MINUTES OF PREVIOUS MEETING

- Read by the Recording Secretary.
- After any additions or corrections by a member, say **“APPROVED AS READ (OR AS CORRECTED),”** usually by general consent. No motion or vote is needed to approve.
- **Minutes are the written record of the proceedings and should include:**
 - Date
 - Time
 - Place of meeting
 - Presence of president and secretary or their substitutes
 - Approval of minutes of the previous meeting
 - Treasurer’s Financial Report
 - Record of actions taken, including all main motions whether adopted or lost (but not if withdrawn); name of maker (but not seconder) of the main motions
 - Time of adjournment
 - Signature of Recording Secretary

3. TREASURER’S REPORT

- Read by the Treasurer.
- After any questions or corrections, say **“THE REPORT WILL BE FILED.”**
- **No motion or vote is needed to accept report.**
- **Example of a brief form for Treasurer’s monthly report:**

Balance on hand (date of last report)		\$	
Receipts (for current month)		+	
	Total		
Expenses (for current month)		-	
Balance on hand (date of present report)			
	(Signature), Treasurer		

4. REPORTS OF OFFICERS AND STANDING COMMITTEES

5. REPORTS OF SPECIAL COMMITTEES

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. ANNOUNCEMENTS

9. ADJOURNMENT

SAMPLE CLUB BUDGET

Club Name:

Year: _____

Contact Person:

Address:

Phone:

Email:

SAMPLE BUDGET

INCOME (List all sources of income*)

	AMOUNT
Dues - 20 members @ \$25 per member	\$500.00
Fundraisers	
Plant Sale	\$200.00
Calendar Sales	\$120.00
Donations	\$115.00
Interest from Savings Account	\$15.00
Interest from Certificates of Deposit	\$50.00

TOTAL INCOME **\$1,000.00**

EXPENSES

Membership Expenses	
State Dues - 20 @ \$3.50 per member	\$70.00
District Dues - \$10 per club	\$10.00
Meeting Expenses	
Programs	\$250.00
Room Rental Fees	\$100.00
Judges' Gifts	\$25.00
Printing/Postage	
Yearbook	\$100.00
Newsletter	\$75.00
Recording Secretary/Treasurer	\$20.00
Corresponding Secretary	\$15.00
Activities	
Fundraiser - Plant Sale	\$50.00
Fundraiser - Calendars	\$60.00
Flower Show	\$75.00
Donations	
Nature Camp	\$75.00
State Life Membership	\$50.00
Blue Star Memorial	\$25.00

TOTAL EXPENSES **\$1,000.00**

SAMPLE YEAR-END FINANCIAL REPORT

GREEN THINGS GARDEN CLUB

ANNUAL FINANCIAL REPORT

JUNE 1, 2019 – MAY 31, 2020

Jane Gardenclubber, Treasurer

INCOME (List all sources of income*)	BUDGET	ACTUAL
Dues - 20 members @ \$25 per member	\$500.00	\$500.00
New Member Dues - 2 @ \$25		\$50.00
Fundraisers		
Plant Sale	\$200.00	\$235.00
Calendar Sales	\$120.00	\$135.00
Donations	\$115.00	\$149.00
Interest from Savings Account	\$15.00	\$12.35
Interest from Certificates of Deposit	\$50.00	\$50.00
Activities		
November Box Lunch		\$220.00
Holiday Party		\$120.00
Annual Installation Luncheon		\$440.00
Floral Design Workshop		\$150.00
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00
TOTAL INCOME	\$1,000.00	\$2,461.35
EXPENSES		
Membership Expenses		
State Dues - 22 @ \$3.50 per member	\$70.00	\$77.00
District Dues - \$10 per club	\$10.00	\$10.00
Meeting Expenses		
Programs	\$250.00	\$225.00
Room Rental Fees	\$100.00	\$75.00
Judges' Gifts	\$25.00	\$24.75
Printing/Postage		
Yearbook	\$100.00	\$105.75
Newsletter	\$75.00	\$78.80
Recording Secretary/Treasurer	\$20.00	\$12.25
Corresponding Secretary	\$15.00	\$8.95
Activities/Fundraisers		
Fundraiser - Plant Sale	\$50.00	\$45.63
Fundraiser - Calendars	\$60.00	\$55.50
Flower Show	\$75.00	\$72.29
November Box Lunch		\$211.23
Holiday Party		\$105.40
Annual Installation Luncheon		\$445.50
Floral Design Workshop		\$145.50
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00
Donations		
Nature Camp	\$75.00	\$75.00
State Life Membership	\$50.00	\$50.00
Blue Star Memorial	\$25.00	\$25.00
TOTAL EXPENSES	\$1,000.00	\$2,248.55

**Note: Any funds that are deposited in the bank are considered part of gross income such as dues, lunches, fundraisers, plant sales, interest, etc.*

SAMPLE BYLAWS

Composing Bylaws

- Bylaws may be drawn up by a committee appointed at the first organizational meeting. They are adopted by a majority vote.
- Bylaws should be as brief and unrestrictive as possible and no more detailed than necessary.
- The following outline includes articles that are generally included in bylaws and in the usual order in which they are found. Articles may be inserted or omitted as appropriate for individual organizations.
- Articles are usually designated with Roman numerals and sections with Arabic numerals.
- Refer to the current edition of *Robert's Rules of Order Newly Revised* for detailed instructions on compiling bylaws.

SUGGESTED OUTLINE FOR BYLAWS

BYLAWS OF THE (Name of the Organization)

ARTICLE I. NAME

The full, exact and properly punctuated name of the organization.

ARTICLE II. OBJECT

A brief general statement of purpose concisely expressed in a single sentence which sets the boundaries within which business may be introduced at the club's meetings and the framework within which the organization functions.

ARTICLE III. MEMBERSHIP

- Section 1. Classes of members such as "active", "associate".
- Section 2. Qualifications or eligibility for membership.
- Section 3. Application and acceptance procedure.
Method of reviewing and voting on applications.
- Section 4. Fees and dues. Dates payable.
Date delinquent with time and procedure for notification.
Date member will be dropped for nonpayment of dues.
- Section 5. Procedure for resigning and reinstatement.

ARTICLE IV. OFFICERS

- Section 1. Officers titles listed according to rank.
- Section 2. How elected or appointed.
- Section 3. Term of office and number of terms permitted.
- Section 4. Qualifications for office.
- Section 5. Duties - When listing the duties of officers, care must be taken not to omit any duty. Conclude the section with the following statement, "Officers shall perform the duties prescribed by these bylaws and the adopted parliamentary authority".
- Section 6. Method of nominating officers.

Procedure for election or appointment.

Section 7. How vacancies are filled.

ARTICLE V. MEETINGS

Section 1. Regular meetings. Day and month. (Hour or time specified in Standing Rules.

Section 2. Annual meeting. When, purpose or business conducted.

Section 3. Special or Called meetings. How and by whom called. Previous notice required.

Section 4. Quorums for meetings. (State number rather than a percent.)

Section 5. Provision for canceling meetings in an emergency.

ARTICLE VI. EXECUTIVE BOARD (or BOARD OF DIRECTORS)

Section 1. Composition

Section 2. Powers and duties delegated to the board.

Section 3. When and how often to meet, by whom called.

Section 4. Quorum

ARTICLE VII. COMMITTEES

Section 1. List names of standing committees.

Section 2. Composition and duties of each. Include statement that chairmen shall conduct the work appropriate to the respective committees.

Section 3. Manner of selecting the chairman.

Section 4. Provision to permit additional standing and special committees by including the statement, "Such other committees, standing or special, shall be appointed by the president as deemed necessary to carry on the work of the club".

Section 5. Include, "The President shall be an ex officio a member of all committees except the Nominating Committee."

ARTICLE VIII. PARLIAMENTARY AUTHORITY

(Include as follows)

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the club may adopt.

ARTICLE IX. AMENDMENT

Section 1. Meetings at which Bylaws may be amended.

Section 2. Previous notice requirement.

Section 3. Vote required.

STANDING RULES

Standing rules govern the administration of the organization as opposed to rules regarding parliamentary procedure. The established standing rules policies aren't usually related to parliamentary meeting procedures. The standing rules, would include items that would further explain the operation of the club, such as:

1. Duty of Officers.
2. Committees and their responsibility.
3. Members information about the standing committee and their obligation to the club.
4. New members; how to join, requirements and responsibility.
5. Any information that will benefit members and/or the club.

MEMBERSHIP

(A downloadable brochure containing this information can be found on the NGC website, www.gardenclub.org)



BE PROACTIVE ABOUT MEMBERSHIPS

Realize that most volunteer organizations are losing members, not just garden clubs.

Be proactive instead of reactive!

Proactive - Creating or controlling a situation by causing something to happen rather than responding to it after it has happened.

Reactive - Responding to a situation

WE NEED TO LEARN THE 3 R's OF MEMBERSHIP - RECRUIT, RETAIN AND REVITALIZE!

1. RECRUITMENT

Are your Bylaws Member-Friendly?

- If there is a cap on membership, consider removing it.
- Voting on members - does it work in your area or with your club's size? Do members have to leave for the vote? This might perpetuate a stereotype. Consider an application with automatic acceptance. If someone wants to join, why would we turn them down?
- How often do you meet per year?
- Do you have too many or too few officers?
- Are your dues too high or too low?
- Do you meet in private homes or in public places? Most visitors are more comfortable meeting in a public place.
- Is your club meeting only daytime or only evening? Most younger or working people cannot make a daytime meeting.

Make Visitors Feel Welcome

- Are visitors greeted and made to feel at home? Consider assigning a greeter at each meeting who sits with a new person and explains things and makes them feel welcome.
- Are visitors introduced?
- Are visitors invited back?
- Are visitors given a club brochure explaining what your club is all about?
- Are visitors sent follow-up cards - *"We're glad to have met you, please come back"*?
- Are potential members on your call/email list? Are they called and reminded of the meetings?

Advertise Your Club

- Donate magazines with your club's information in it and place at doctor's offices or other waiting rooms. Give your local library a copy of your state magazine and/or a gardening magazine subscription with your club's information to be put inside each issue.
- Give articles on home landscaping to your local realtors to give to prospective buyers. Have contact information on it. Greet a new neighbor with an invitation to join.
- Volunteer to write a gardening article for your newspaper.
- Wear shirts with your Garden Club's name on them when working in your community.
- List your Garden Club meetings in your newspaper in the community calendar.

- Distribute posters or flyers around town inviting people to attend your meetings. Order the NGC flyer "Grow Your World" and put a label with your club's information on it. Download the upcoming club brochure that can be personalized to your club for distribution.
- Celebrate National Gardening Week with projects, receptions, newspaper articles and mayoral proclamations.
- Advertise events such as flower shows. Invite others in your district and your state officers.

Use Signage

- Use signage on your community gardening projects to show who created and/or maintains it.
- Consider a small magnetic logo or window sticker for your car if you don't have a Garden Club license plate.
- Consider creating a club logo and use it.
- Use signage on town welcome signs that churches and civic organizations use.
- Have business cards printed with contact information and meeting days to pass out to potential members.
- Volunteer to do arrangements at Nursing Homes or other public places and leave informational tent cards.
- Adopt a roadside Wildflower Site with signage

Other proactive measures to think about

- Offer garden educational seminars to the public.
- Have booths in local fairs and festivals.
- Work cooperatively with other groups, including Master Gardeners, scouts, etc.
- Invite members from disbanded clubs to join your club.
- Think of creative meeting places – block parties, historic sites, public gardens...



DON'T FORGET WORD OF MOUTH

Be on the look-out for potential new members by noticing them in nurseries or working in their yards and invite them to your garden club meetings. Invite new neighbors. When you're in a store line and notice someone purchasing plants or gardening magazines or books, start a conversation about gardening and invite them. **Most people join garden club by an oral invitation.**

2. RETAINING MEMBERS

- Make sure every member is spoken to, especially newer members.
- Call club members who have stopped attending your meetings. Offer to pick them up and bring them to meetings.
- Listen to the needs of your members and implement and highlight their talents.
- Realize not all members can do the same work due to time restraints, physical restrictions or finances. Make sure every member serves on the committee, including older members as mentors.
- Offer fund raisers so that members aren't constantly giving financially to projects
- Send cards for special accomplishments, etc. Make members feel special
- Avoid gossip
- KEEP MEETINGS SHORT!

Members and Clubs Need to See What They're Receiving for Their Dues

- Does your club, district or state offer scholarships to participate in state, region and national conventions? Schools? Advertise it!
- Does your nonprofit status allow clubs to benefit? Let clubs know this
- Make sure your state magazine is high quality and features accomplishments of clubs and members.

We Need to Encourage Attendance and Participation

- Encourage members to take advantage of what NGC offers through your state: Landscape Design Schools, Flower Show Schools, Gardening Schools, Environmental Schools, Region meetings, District meetings and State conventions.
- Encourage attendance at our club's activities and at the state, region and national levels.
- The more connected your club is to other clubs, districts and states; the more vital your club will be.

3. REVITALIZE

Verb Definition: to impart new life or vigor to
Synonyms - re-energize, boost, regenerate, resuscitate, refresh, stimulate, rejuvenate... Got the picture???

We need to change our image from exclusively a women's organization that wears white gloves and hats to an organization that is inclusive and wears gardening gloves and sun hats and have a strong presence in our community.

We need to embrace technology

- We can use email, Skype or Facetime to contact members and cut down on meetings.
- Are you using social media to advertise our clubs and organization?
- Do we use text messaging to remind members of meetings?
- Are we using Power Point and other computer visual aids for programs?

Leaders Need to Set Examples

- Get your hands dirty. If possible be a working garden club
- Occasionally have hands-on projects that members can take home.
- Take field trips to garden related places.

Respect the role of changing membership within our ranks. Diversity in membership is the key

Try to think outside of the box

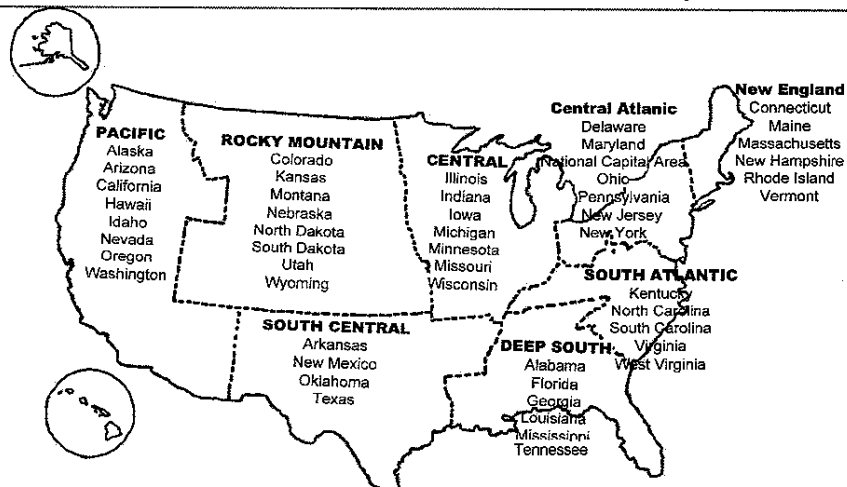
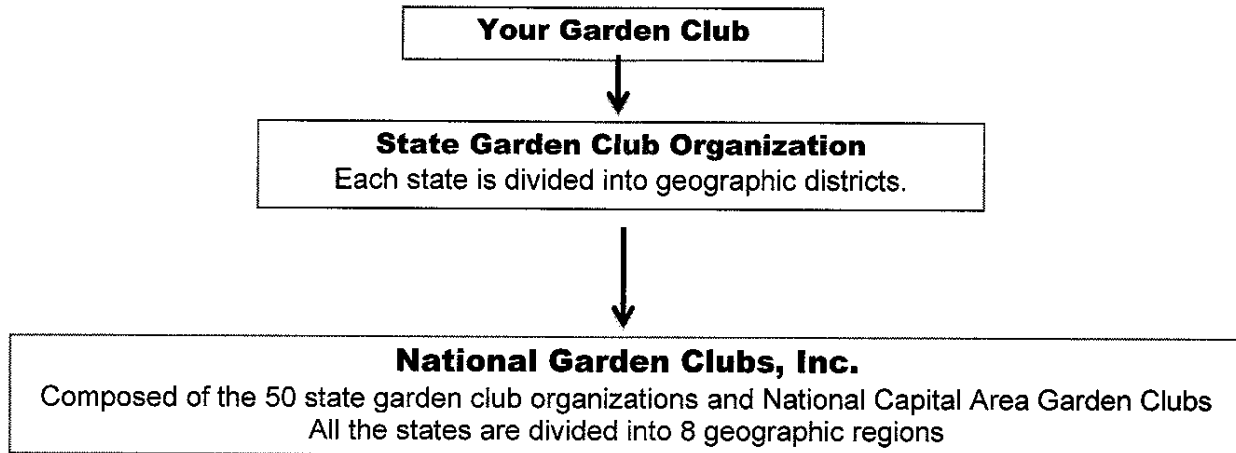


Lastly, **HAVE FUN!**

For more information or to receive downloadable, personalize brochure and/or an email Power Point presentation about membership, contact your NGC membership committee at NGCMEMBERSHIPS@GMAIL.COM

How is my garden club part of National Garden Clubs?

The dues paid by your garden club to the Colorado Federation of Garden Clubs include dues to National Garden Clubs, Inc., a non-profit educational organization headquartered in St. Louis, Missouri. Every member of your club is a member of the Colorado Federation of Garden Clubs and National Garden Clubs, Inc. In order for the state and national organizations to be helpful to an individual club, each organization is also divided into geographical districts.

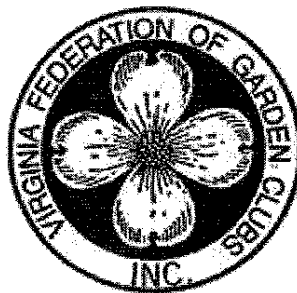


BENEFITS OF MEMBERSHIP IN **Colorado Federation of Garden Clubs**

(List all the advantages and opportunities that your state provides for clubs. This list includes examples of items you might want to include in this list. Sell yourself!!!!)

1. List of publications of your state has: Colorado Connection – quarterly electronic communication sent to all members in good standing. www.coloradogardenclubs.org
2. Information found on you're the state website:
3. Stress the educational opportunities of speakers and workshops that exist for members of the club who attend the annual state convention where they will hear floral design and horticulture speakers often that are not available to clubs.
4. State which NGC Schools that the state sponsors and the usual months (or times of the year) that they are held. Stress any club member may attend without taking any tests for certification just to gain the knowledge.
5. List any monetary awards or grants that the state gives for club project work.
6. Place your state seal and website address.

(insert your state seal and website address here)



www.c.org

BENEFITS OF MEMBERSHIP IN NATIONAL GARDEN CLUBS, Inc.

Headquarters in St. Louis, Missouri
www.gardenclub.org

National Garden Clubs, Inc. (NGC), is the largest volunteer gardening organization in the world with approximately 155,000 members in nearly 5,000 local garden clubs, 50 state garden clubs and the National Capital Area Garden Club, over 60 national affiliated organizations within the United States and over 330 international affiliated organizations.

The mission of National Garden Clubs, Inc., is to provide education, resources and national networking opportunities for its members to promote the love of gardening, floral design and civic and environmental responsibility. NGC provides many options for education and for participation in various projects.

When garden clubs join together at both the state and national level, a strong network is formed to make a powerful voice that can be heard nationally to address current issues, such as climate change; water shortages; declining population of pollinators and amphibians; best growing practices; beautification of our towns, cities and highways; hunger in the United States and the benefits of locally grown food.

To the Individual Garden Club Member

1. Access to *The National Gardener* magazine, which is published four times a year.
 - The current issue, as well as previous issues, can be viewed free of charge to all members of National Garden Clubs on the Member site of the NGC website, www.gardenclub.org. The President of each state garden club organization informs the members of the **username** and **password** for access to this portion of the website.
 - Subscriptions are also available for purchase for members who wish a printed copy of the publication.
 - Information in this publication includes articles on horticulture, floral design, landscape design, flower shows, conservation, environmental awareness and youth programs; details on participating in specific projects of National Garden Clubs; the latest information concerning NGC Awards; and information on the NGC Schools.
2. Eligible to receive PLANT AMERICA Community Project Grants for club projects in your community.
3. Eligible to receive grants from NGC Sponsors and Partners.
4. Eligible to attend NGC's annual convention for additional educational opportunities. These meetings, whose location rotates around the country, offer the garden club member a chance to hear speakers and tour gardens that are not available locally. Another benefit of attendance is learning of project ideas for your club as you see what other clubs all over the country are doing.
5. Opportunity to attend any or all of the four NGC schools – Flower Show School, Landscape Design SCHOOL, Gardening School and Environmental School. Even though these schools are hosted by state garden clubs and councils of flower show judges and landscape design consultants, National Garden Clubs develops the curriculums; writes and publishes some of the materials; and trains instructors for flower show schools.

By being a member of a Garden Club that belongs to National Garden Clubs, you have chosen a club with these opportunities:

1. Individual clubs can choose from a variety of educational, beautification, social, and service projects, depending on member interests and local needs. Together, garden clubs across the nation can either make a large impact supporting several programs sponsored by National Garden Clubs or have access to certain programs for the club through National Garden Clubs:
 - US Forest Service Penny Pines Program which replants damaged state and national forests.
 - Natural Disasters, USA which supplies funds to help replant, restore and beautify a public area that has been damaged or destroyed by a natural disaster. A member club may receive up to \$5000 per disaster per fiscal year.
 - Smokey Bear/Woodsy Owl Poster Contest for youth in conjunction with the US Forest Service.
 - College scholarships to students whose career is going to be in one of the fields of study related to horticulture and the environment.
 - Blue Star Memorial Marker Program that honors service men and women through the placement of Blue Star Memorial Markers and By-Way Markers.
 - Plant America Grants program, a member club can receive up to \$1000.
 - Other NGC projects can be found at www.gardenclub.org/projects.
2. Access to free publications and resource materials for the club through NGC Member Services.
3. NGC gives national awards for club and individual project work. Some have a monetary award.
4. Networking opportunities to learn of projects for the club that provide an outreach to the community such as garden therapy, Habitat for Humanity landscaping, school gardens, youth projects, etc.



www.gardenclub.org

STATE and DISTRICT PUBLICATIONS AND WEBSITES

CLUB NEWSLETTERS - Many individual clubs publish newsletters for better communication with all members and/or to shorten the business portion of the club meeting by including some chairmen's reports in it. Some clubs mail them to members, and some give them out at the meeting.

DISTRICT NEWSLETTERS - Districts may select to publish a newsletter. It may contain registration forms for District meetings, reports of District Chairmen, and announcements from clubs.

STATE PUBLICATIONS –

STATE YEARBOOK -

IMPORTANT DATES

- APRIL/MAY** - Usual time frame for annual meeting
- APRIL/MAY** - Annual Convention of NGC, Inc.; registration forms and description of program in ***THE NATIONAL GARDENER***.
- JUNE 30** - **DEADLINE** for annual dues for each member to state.
\$. __/member sent to STATE Treasurer
- DECEMBER 1** - **DEADLINE** for Award Applications due to District/State Awards Chairman

WHAT IS _____ ?

1. **TNG**

TNG stands for **The National Gardener**. It is a magazine published four (4) times a year by National Garden Clubs, Inc., that is now available in both print and downloadable from the NGC website. Besides information on NGC projects and schools, it contains articles on horticulture, gardening, floral design, conservation and the environment; project ideas of clubs throughout the US; and lists of national awards for individuals/clubs/states. Any member may submit an article to be included. The deadlines are May 1, August 1, November 1 and February 1.

- A print copy is mailed to all State Presidents, **Club Presidents** and National Garden Club, Inc. Life Members at no charge. This is the reason State Presidents need to send a list of mailing addresses for the Club Presidents in their state.
- Any member may download it on the NGC website, MEMBER site, *TNG Online*.
- To receive a print copy, any member may purchase a subscription by visiting the NGC website (www.gardenclub.org):
 - Subscribe online at SHOP ONLINE or
 - Download an order form from the NGC website and mail to NGC Headquarters.
 - Subscription Prices - \$8 for one year; \$21 for three years

2. **KIT**

KIT stands for **Keeping In Touch**. It is a newsletter published four (4) times a year as a supplement to *The National Gardener* magazine. It contains updates from the NGC President, news from Regions, NGC Chairmen's updates and more.

- An electronic version is emailed to all State Presidents for **distribution to each club president, with the request that they distributed to each of their members**
- A copy is available through download to all members from the NGC website (www.gardenclub.org), ABOUT US, Free Publications.

3. **MEMBER SERVICES**

Member Services is the original name of the department at Headquarters that offers items used by members of NGC, as well as products that are unique to our organization. Member Services is now an Online Store on the NGC website (www.gardenclub.org/shop/) with photographs of every item that can be purchased directly online or by calling NGC Headquarters, (314) 776-7574, Ext. 17. The sale of these items helps support NGC projects:

- Supplies for Flower Shows, including exhibiting cards and ribbons
- Pins for Club Presidents and other NGC jewelry
- Certificates to honor your members
- Subscriptions for *The National Gardener*
- NGC's *Vision of Beauty* Calendar
- Other educational tools
- Books for the required reading of NGC Schools
- Books for your reading enjoyment
- Gardening gift

4. **Vision of Beauty Calendar**

NGC publishes a calendar, entitled *Vision of Beauty*, every year. Included in it are photographs of floral designs and gardens from members of clubs affiliated with National Garden Clubs. These calendar offer inspiration to floral designers and gardeners, who often keep their copies over the years for reference and can be purchased. These calendars

can be purchased from the NGC Official Online Store (www.gardenclub.org/shop/) or by calling NGC Headquarters at (314) 776-7574, Ext. 1.

5. SCHOOLS

These educational courses are offered by State Garden Club organizations and councils of flower show judges and landscape design consultants. National Garden Clubs develops the curriculums; writes and publishes some of the materials; and trains instructors for flower show schools. The list of upcoming schools nationwide can be found on the NGC Website <http://www.gardenclub.org/schools/>.

FLOWER SHOW SCHOOL - consists of a series of four courses (see *Handbook for Flower Shows, 2017 edition* for detailed outline). **ANYONE** may attend all or any part of the course by registering with the Flower Show School Registrar and paying the registration fee. The exam may be taken only by active, garden club members who have attended all lectures in their entirety and wish to obtain credits that lead toward becoming an Accredited Flower Show Judge. The purpose is:

- 1) To train and accredit prospective judges.
- 2) To provide opportunities for Accredited Judges to keep in good standing.
- 3) To increase interest and knowledge in horticulture and design.
- 4) To encourage educational Flower Shows of high caliber. Flower Show School is an excellent tool for gaining valuable information on judging, flower show procedure, horticulture, and floral designing.

SYMPOSIUM - is a course of advanced study on horticulture, floral design and allied subjects (as outlined in *Handbook for Flower Shows, 2017 edition*). **ANYONE** may attend all or any part of the course by registering with the Symposium Registrar and paying the registration fee. The purpose is to provide credit needed to advance from Accredited Judge to Life and then to Master, as well as enabling Master Judges to keep in Good Standing. Only Accredited Judges are allowed to take the scoring examinations.

FLOWER SHOW JUDGE - is an active, dues-paying member of a NGC, Inc. club or International Affiliate club that has successfully completed the four courses of Flower Show School; received the required exhibition, judging and schedule writing credits; and has passed the Reading Examination.

LANDSCAPE DESIGN SCHOOL - consists of a series of four courses. **ANYONE** may attend all or any part by registering with the Landscape Design School Registrar and paying the registration fee. The exam may be taken only by active garden club members who wish to become Accredited Landscape Design Consultants. The purpose is 1). to learn the value of designing outdoor spaces for the use and enjoyment of people, 2). to learn about ecology and landscape design in urban and suburban settings, 3). to gain ideas for the home landscape, and 4). to gain knowledge to assist with civic projects.

LANDSCAPE DESIGN CONSULTANT - is an active, dues-paying member of a NGC, Inc. club or International Affiliate club that has successfully completed the four courses of Landscape Design School and has satisfactorily passed the exam for each course.

GARDENING SCHOOL – is a series of four courses to provide educational information to those especially interested in gardening, horticulture and related subjects. The courses contain two days of instruction, followed by a general examination. The topics cover all aspects of growing, from understanding soil structure to pruning techniques, plant identification, etc. Topics include basic botany, soils, growing annuals, perennials, trees and shrubs, fruits and vegetables, lawns and pests and diseases of plants, plant classification,

and selected subjects of local interest. Additional topics and areas of interest that may be covered are subjects such as Reconciliation Ecology (the science of inventing, establishing, and maintaining new habitats in places where people live, work, and play), and creating courses intended primarily for garden club members, but are also open to the general public by registering with the Gardening Study School and paying the registration fee. Garden club members completing the series of four courses are awarded the designation of NGC Gardening Consultant. Attendees from the general public may attain Consultant status by joining a garden club during the school series or shortly after completion.

ENVIRONMENTAL SCHOOL – is a series of four courses to teach environmental literacy to cherish, protect and conserve the living earth. The courses contain two days of instruction, followed by a general examination. Topics covered are environmental literacy, appreciation of the natural world, encouragement of sustainable development and appreciation for the interrelation of all-natural things. Particular emphasis is presently placed on land conservation, water conservation and air quality.

MULTIPLE REFRESHERS - Consultants of Environmental Studies, Gardening Study, and Landscape Design Schools are encouraged to refresh in optional events sponsored within the organization. A multiple refresher may be for two (Bi-Refresher) or three (Tri-Refresher) of these schools where subject matter usually overlaps to a large degree. Flower Show School symposia usually concentrate on flower shows, horticulture and design. Although the courses are intended primarily for garden club members, they are open to the general public, requiring only the payment of a nominal fee.

6. NGC HANDBOOK FOR FLOWER SHOWS

This handbook is written and published by National Garden Clubs, Inc. It is the main textbook for NGC's Flower Show Schools. It is a resource on how to plan, stage and execute flower shows, as well as judging procedure. Information is also included on principles and elements of design, floral design types, and horticulture. These handbooks can be purchased from the NGC Official Online Store (www.gardenclub.org/shop/) or by calling NGC Headquarters, (314) 776-7574, Ext. 17.

7. NGC Awards List

The complete list of NGC Awards is available on the NGC website, AWARDS tab. They are also published in the fall issue of *The National Gardener* in odd-numbered years. Any changes are published in the fall issue in even-numbered years.

8. NGC Club Membership Brochure

NGC's Membership Brochure, "Grow Your World and Green Your Community by Joining a Garden Club" was designed for use by states and individual garden clubs to attract new members. It shows the scope of projects and programs available to members of all garden clubs who are a member of National Garden Clubs, Inc. There is space available on the brochure to put local contact information on the brochure.

An unlimited number of copies can be obtained from NGC Headquarters. There are 50 brochures per package. The brochures are free, but postage is required. To order call (314) 776-7574, Ext 17. The brochure can also be downloaded from the NGC website, ABOUT US, Publication, Free Publications.

Make sure state president has updated information on your club and sends it to NGC

September Revised 2019

Dues Guidelines

Fiscal Garden Club year is June 1 through May 31 (NGC, CFGC and Local Clubs)

NGC collects \$1.00 per member no matter when a member joins.

\$9.00 from a club members' dues is sent to CFGC. That \$9.00 is divided amongst different state budget items and don't forget that \$1.00 of that also goes to NGC. This \$9.00 is collected when members join from June 1 through December 31st. This is stated in the CFGC By Laws.

People joining June 1 through Dec 31st pay full dues to their local club per CFGC By Laws. The deadline for submitting dues and a roster will be set by the State Asst. Treasurer. \$9.00 of that goes to CFGC, the rest stays with the club.

When people join between Jan 1 and May 31st, the local clubs should be sending \$4.50 to CFGC, of which \$1.00 of that goes to NGC. Note- the \$4.50 represents $\frac{1}{2}$ of the normal annual \$9.00 amount that is usually sent to CFGC. Now it is here that each local club can make their own rules as to how much to collect when people join between Jan 1 and May 31. Example: A local club has annual dues of \$20.00. If a person were to join that club between Jan 1 and May 31, the club may ask for a \$10.00 due amount, which reflects $\frac{1}{2}$ of the annual amount. \$4.50 would go to CFGC and the rest, \$5.50 would stay with the club.

In any event, if there are "guest members" attending a meeting, they should never be put on the roster and counted as a member. If they have not paid their dues, then they aren't and should not be counted as a member.

Dated: June 2022
