



The Florida Federation of Garden Clubs, Inc.
1400 S. Denning Drive, Winter Park, Fl. 32789

March 15, 2021

Dear FFGC Garden Club Presidents,

Attached to this letter is the FFGC dues renewal package for 2021. Please forward this package to the person who will complete the form and the associated member lists as soon as possible. Our annual renewal period begins March 15, 2021 and ends on June 1, 2021. Please encourage your club treasurer and/or club membership chairman to review the package and contact me with any questions they may have.

The '**MEMBERSHIP RENEWAL FORM**' which will be submitted with your club dues itemizes the member count as well as the dues owed based on your club roster. This form is an enterable form and can be found on the website in the forms list. It is also included as an attachment to this letter. The form and the lists can be emailed, but please include a copy of the form when you mail your check to headquarters. When all the information is received we will update our database with your club's roster and any new member profiles.

Please use the '**NEW MEMBERSHIP and CHANGE MEMBERSHIP FORM**' to add or change a member's information at any time during the year. This form is also an enterable form and is attached to this letter. It will be available on the website in the forms list. It has added some more detail about the new member so their profiles will be more accurate. You are able to submit new members and renewals at the same time. We have added a new concept of a PRIMARY Garden Club and a SECONDARY Garden Club(s) for any member that belongs to two or more garden clubs. We have found this to be more prevalent lately and need to track all the clubs to ensure FFGC dues are paid only once per member by the PRIMARY Garden Club, but the member is listed on all applicable club rosters. We have added a TRANSFER option for those members moving from one club to another, a REINSTATE option for members rejoining their original club, and a DELETE option for members who are to be permanently deleted from FFGC's membership database. Please let us know if you are aware that a member is deceased or has moved out of state so that we can remove them from our database.

You can obtain a list of your current members on the FFGC database by going to ffgc.org, selecting the directory option and then checking your garden club name in the list. You can then cut and paste the list into a word document on your own computer. You can also submit your own rosters or spreadsheets with the completed form.

Please submit the form, the member list, any new member forms, and your club's check together to FFGC Membership at 1400 S. Denning Dr., Winter Park, Fl. 32789 or ffgc@ffgcmail.com.

We hope that you will find this a straight forward member renewal process. Please encourage the appropriate members of your club to call at the contact information below if they have any questions. I am here to help explain the process and make it an easy task.

Thank you for your prompt attention to this 2021 FFGC dues renewal process.

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