



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

March 15, 2023

Dear FFGC Garden Club Presidents, Treasurers, and Membership Chairmen:

Attached to this letter is the FFGC dues renewal package for 2023-2024. 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, 2023 and ends on June 30, 2023. Note: according to FFGC by-laws 'Dues shall be delinquent if not received by June 30 and a notice shall be sent. If not received by August 31, a further notice shall be sent, and if not received by November 1, membership and all privileges shall be forfeited unless reinstated.'

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. The lists can be in any form convenient for your club – spreadsheet or typed list. 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. If a member belongs to two clubs please indicate their PRIMARY and SECONDARY club. Note: only the PRIMARY CLUB pays that member's FFGC Dues. It is the member's responsibility to designate their Primary and Secondary club. Please submit new members immediately to FFGC upon receipt of their dues.

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 submit your own rosters or spreadsheets with the completed form. If you have several new members you do not have to complete a New Member form for each one – you may provide the new member information (address/phone/email) on your spreadsheet or typed list.

Please submit the form, the member list, any new member forms or information, 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 me 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 2023-2024 FFGC dues renewal process.

Sue Roberts, FFGC Dues Ambassador sue@georgesueroberts.com 352-357-3712