

**Florida Federation of Garden Clubs, Inc.
District Directors Manual**

2023-2025

“CELEBRATING 100 YEARS”

Tina V. Tuttle
President 2023-2025



This Manual was prepared for the 12 District Directors of the Florida Federation of Garden Clubs, Inc. serving the 2023-2025 administration.

The original compilation of this manual was completed by Marion Hilliard, former FFGC President and Phyllis Wood, Parliamentarian.

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Section 1:

Goals, Expectations and Information Specific to the 2023-2025
Administration

FFGC OFFICERS 2023-2025

Name & Address	Contact	BD
President Tina Tuttle 6755 Highway 99 Molino, FL 32577-4048	850-587-2361 h 850-341-2361 c ttuttle1954@gmail.com	6/7
First Vice President Christie Linke 2909 Aston Ave Plant City, FL 33566-9301	813-752-5874 h 732-322-8392 c clinke3173@aol.com	10/24
Second Vice President Mary Whisler 2755 N. Carnoustie Loop Lecanto 34461-6915	352-527-4447 h 352-212-6661 c mary.whisler66@gmail.com	2/18
Third Vice President Leticia Gunn 8915 NE 9 th Ave Miami, FL 33138-3351	786-445-5125 ldelatorregunn@gmail.com	1/23
Recording Secretary Jennifer Barber 6537 Sinisi Drive Mount Dora, FL 32757-7070	407-607-4500 jdrwho.3@gmail.com	3/10
Corresponding Secretary Linda Feifarek-Johnson P. O. Box 982 Steinhatchee, FL 32174-0982	352-498-5806 h 352-356-2751 c feif@bellsouth.net	3/25
Treasurer Jana Walling 2121Olivia Dr Tallahassee, FL 32308-6164	850-656-8231 h 850-264-9627 c jipwfl@hotmail.com	3/22
Parliamentarian Carolyn Lowry-Nation 13207 Malachite Dr Lakewood Ranch, FL 34211	941-361-1047 h 005ceesea@gmail.com	6/28

FFGC DISTRICT DIRECTORS 2023-2025

District	Director Name & Address	Contact	BD
I	Jenny Weber 9900 Norman Riley Rd Holt, 32564-9058	850-902-9060 jenweber1975@gmail.com	7/17
II	Sue Meyer 2282 Cornsilk Road Marianna, 32446-6870	336-909-2880 osuemeyer@gmail.com	12/11
III	Lana Arnold 3441 Jasmine Hill Rd Tallahassee, 32311-2821	850-766-8207 iamag8tor@comcast.net	4/27
IV	Smaro "Sam" Runyon 2001 Water Crest Drive Fleming Island, 32003	904-579-3146 h 904-524-3063 c sgrunyon@gmail.com	9/6
V	Carol Stevens 5159 SW State Road 247 Lake City, 32024-1050	386-752-5307 c carolstevens1950@gmail.com	5/8
VI	Valerie Seinfeld 2606 Bennington Pl Deland, 32720-1404	305-772-8617 valseinfeld@aol.com	7/23
VII	Gwen Carter 433 Shady Pine Court Minneola, 34715-5684	352-432-5208 h 352-223-2456 c dabney50@aol.com	7/25
VIII	Phyllis Weber 6610 Meandering Way Lakewood Ranch, 34202-1877	941-758-5191 h 941-773-1018 c pcweber@tampabay.rr.com	10/27
IX	Claudia Chopp 5000 Riverside Drive Punta Gorda, 33982-6000	941-637-0331 h 314-255-5564 c cbchopp@yahoo.com	4/2
X	Maria Wolfe 12346 Sawgrass Court Wellington, 33414-4821	351-790-2851 h 561-386-4903 c tcacad_registrar@yahoo.com	8/29
XI	Bonny Miller Cole 1885 NE 15 th Ave Ft. Lauderdale, 33305-3200	954-732-7743 bonnyinfl@gmail.com	10/21
XII	Susan Rodriguez 900 Coral Way Coral Gables, 33134-4825	305-439-3440 susan56athome@gmail.com	7/17

Note: All Officer, Director, and Chairman addresses and contact information can be found in the Directory on the FFGC website (ffgc.org).

FFGC ASSISTANT DISTRICT DIRECTORS 2023-2025

District Asst.	Director Name & Address	Contact Information
I	Daquiri Champion 4493 Woodbridge Rd Niceville, FL 32578	850-389-8162 champion.daquiri@gmail.com
II		
III		
IV	Steve Davies 330 Turtle Creek Rd St Augustine, FL 32806	443-465-5818 stmrdavies@gmail.com
V	Sandra Arnold 3420 SW 100 th Street Gainesville, FL 32608-9063	352-870-6161 c searnold6348@gmail.com
VI	Debra Griffith 4682 State Road 11 DeLeon Springs, FL 32130-3800	386-624-6555 c 318-638-4502 h mzgriffman@cfl.rr.com
VII	Pat Neff 1201 Winding Chase Blvd Winter Springs, FL 32708	610-220-5903 prneff04@verizon.net
VIII	Michelle James 450 Severn Avenue Tampa, FL 33606-3827	813-835-3442 digardenclub@yahoo.com
IX	Susan Lawson 1613 NW 2 nd Avenue Cape Coral, FL 33991	239-282-2328 941-979-0616 slawson921@gmail.com
X	Mary Ann Cody 5801 N. Ocean Blvd, #210 Ocean Ridge, FL 33435	561-736-3507 h 518-506-2578 c
XI	Melissa Weekley 2680 NE 23 Street Pompano Beach, 33062	(561) 436-6956 patnmissy@att.net
XII		

ADDITIONAL CONTACT INFORMATION

Florida Federation of Garden Clubs, Inc. HQ

1400 S. Denning Drive, Winter Park, Fl. 32789-5662

Tel (407) 647-7016

Email: ffgc@ffgcmail.com

FFGC Website: www.ffgc.org

Office Manager: Robin Hayes

Hours: 9am-1pm (EST) Monday through Thursday

National Garden Clubs, Inc. HQ

4401 Magnolia Avenue, St. Louis, Mo. 63110-3492

Tel (800) 992-3379 (314) 776-7574

Fax (314) 776-5108

Email: headquarters@gardenclub.org

NGC Website: www.Gardenclub.org

Administrative Assistant: Katie Roth

NGC President: Brenda Moore (WV)

Theme: "Go Green-Plant America"

Deep South Garden Clubs Director: Debby Cooper (MS)

Theme: "Decorate the Deep South with Floral Accents"

Alternate Director: Mary Lynn Powers

Wekiiva Youth Camp

Wekiiva Springs State Park

1800 Wekiiva Circle, Apopka, Fl. 32712-2599

Tel (407) 884-2019 (summer only)



INSTALLATION 2023

20 April 2023 at Embassy Suites, Kissimmee, FL

Convention April 17-20, 2023: Incoming DD's **do not** register as a DD.

18 April	1:15-2:15pm	Incoming DD meeting will be held in Cypress 4.
20 April	3:45-5:15pm	<i>Installation Rehearsal.</i> Corsages will be given out.

You will be installed at the evening dinner banquet. You may invite your spouse or significant other. Please wear something fancy!! Color of your choice but think about your district color: DI Yellow-Green, DII Green, DIII Blue-Green, DIV Blue, DV Blue-purple, DVI Purple, DVII Red-purple, DVIII Red, DIX Red-orange, DX Orange, XI Yellow-Orange, DXII Yellow.

Pay attention to my acceptance speech as it will outline my theme and planned events for the coming administration. **From now on, you shall be known as *Tina's Sweeties (Sweet-Ts)* because you are Thoughtful, True, Thorough, Tough, Tenacious, Tactful, Tasteful, Timely, Take-charge, Trusted, Talented, and Tremendous!!**

A **reception** will be held immediately following the installation in Magnolia B. No receiving line!

The next morning, 21 April 2023, you will attend the **Post-Convention Board meeting, at 8:30 am** for about an hour or two. Provide the name of your assistant director.

National Garden Week, 4-10 June 2023

Please work closely with our National Garden Week Chairman and host events during this special week. Apply for an award!! Download the Proclamation and poster from NGC website.

Fall Board of Director's Meeting, 5-7 September 2023, HQ

Various meetings will begin the week of 5 September including Finance, Bylaws, Headquarters and Endowment, Florida Flower Show Judges, Wekiva Committee, Tri-Council. We will hold a 2-hour District Directors meeting on Wednesday morning (Sep 6). Lunch will be available for purchase prior to the beginning of the Board of Directors meeting. In the auditorium, for the BOD meeting, you will always be seated in the front row in numerical order. You will give an oral report of all that has happened in your district since the April convention.

Fall Officer's Tour 2023, 9-27 October 2023

Special Request!!! Please have a birthday party theme and serve Ice Cream and Cake for dessert! Thank you!! The Tour will begin on 10 October in District I.

Winter Board of Director's Meeting, 9-11 January 2024, HQ

Again, we will hold a 2-hour District Director meeting prior to the 9-11 January BOD meeting. You will give an oral report at the BOD meeting on all that has happened since September.

Celebrate Arbor Day, 19 January 2024

Every club, circle, district shall plant a tree somewhere in the community at 11 am EST (10 am CST). Statewide publicity for our 100th anniversary! If a group cannot afford to purchase a tree, financial assistance may be available. For a list of flowering trees suitable to plant in your area, see the FFGC website.

Convention 9-12 April 2024

“Celebrating 100 Years” will be held at the SouthBank Marriott hotel in Jacksonville. A state flower show will be held in conjunction with this convention. The state flower show will be held remotely at the Garden Club of Jacksonville club house on River Street. We will have tours of the Cummer Museum next door to the garden club on River Street. We will have the first Member’s Art Show. We will celebrate the 4 original garden clubs that started FFGC (Garden Club of Jacksonville, Garden Club of Halifax Country, Winter Park Garden Club and Miami Garden Club) and we will celebrate any 100-year-old member born in 1924! You will give an oral annual report.

State Flower Show 2024 will be held at the Garden Club of Jacksonville during the convention. This is a major flower show and will involve **your district providing an Educational Exhibit** (HB pp.85-86) eligible for the Educational Award (HB p. 43) on the subject of your choice.

FFGC Birthday Brunch and Dinner on 24 April 2024

A catered brunch and dinner will be held at the FFGC Headquarters on our birthday, 24 April 2024. The brunch will be \$50 and limited to 100 and the dinner will be \$100 and limited to 100 and includes all who donated \$1000 to the Centennial Celebration. Ticket sales will begin at BOD meeting in September 2023.

June 2024: SEEK celebrates 50 years!

July 24, 2024: Wekiva Youth Camp celebrates 50 years!

National Garden Week, 2-8 June 2024

Fall Board Meeting, 10-12 September 2024, HQ

Winter Board Meeting, 7-9 January 2025, or at sea?

Annual Convention 2025, 7-10 April 2025

“Once Upon a Garden” will again be held at the SouthBank Marriott hotel in Jacksonville. The new District Directors will be installed. You will give an oral annual report.

2023-2025 Nell Coe Award, FFGC Award #61
“100 Ways to Celebrate 100 Years”

Individual Award: Awarded to any member in good standing of an FFGC Garden Club or Circle. Provide a Portfolio Book of Evidence. Due 15 March 2025
First Place: \$200

Club/Circle Award: Awarded to any club/circle in good standing with FFGC. Provide a Portfolio Book of Evidence. Due 15 March 2025
First Place Small Club \$200
First Place Medium Club \$200
First Place Large Club \$200
First Place Extra-Large Club \$200

NOTE: Go online to find specific form for each of the 5 categories.

.....**SEE NEXT PAGE**

SEE IDEAS FOR HOW TO GET THE NELL COE AWARD

1. Give/attend a program
2. Hold/attend a workshop
3. Give/attend a tea
4. Give/attend a garden tour
5. Give/attend a Christmas Home tour
6. Sponsor/attend a game day (cards, board games)
7. Conduct a hands-on project (Make it and take it, wreath, centerpiece, seed balls, etc.)
8. Plant a tree on Florida's Arbor Day in January
9. Help clean a community park or waterway
10. Donate to the 100th Centennial Celebration!!
11. Hold a bazaar or craft show of handmade items
12. Give clothes to a shelter
13. Donate school supplies
14. Give gardening books to local library
15. Hold a plant sale
16. Sponsor/attend gardening school, environmental, or landscape design school
19. Sponsor/attend a fun with flowers workshop
20. Sponsor/attend a floral design study school 1-6
21. Sponsor/attend a Digging It horticulture program
22. Sponsor/attend a flower show school even if not a judge
23. Participate in or hold a flower show (any season)
24. Participate with a float entry in a local parade
25. Buy matching club t-shirts
26. Participate in or hold a plant swap with each plant botanically named
27. Celebrate national garden club week (first week of June)
28. Sponsor a community garden
29. Take a field trip to a botanical garden
30. Take a field trip to a nursery
31. Visit a state park
32. Visit a conservation area
33. Build and install bird/bee/bat houses
35. Go bird watching
36. Photograph your garden flowers and apply for an FFGC award
37. Make a design container or background panel
38. Create a butterfly planting (include larval/nectar foods)
39. Apply for your yard to be wildlife friendly sanctuary
40. Participate in banding of birds or butterflies
41. Participate in the bird or butterfly count
42. Dry and press flowers for projects
43. Recycle in a big way (3 R program)
44. Write your congressman regarding environmental issues
45. Put in a vegetable garden
46. Go to a pumpkin patch
47. Observe the fall leaves changing.
48. Plant native plants and wildflowers
49. Take a field trip to find endangered plants
50. Subscribe to *The National Gardener* (free online)
51. Go berry picking (strawberry, dewberry, blackberry, blueberry, etc.)
52. Install a water feature, bird bath, fountain.
53. Celebrate Endangered Species Day in May
54. Get your membership pin with bars
55. Attend a horticulture lecture
56. Audit a horticulture course at local college/university (may be free if you are 70+)
57. Learn a new design technique and share it
58. Clean up a cemetery or participate in Wreaths Across America
59. Bring a friend or two to garden club meeting--gift them a membership!
60. Make a nature ornament
61. Get one person to join your garden club
62. Attend Wekiva during the summer
63. Work with children
64. Attend SEEK
65. Attend Wekiva Volunteer Training in February
66. ID 20 leaves
67. ID 20 weeds
68. ID 20 insects
69. Propagate 20 plants by cutting
70. Mentor a new club member
71. ID 20 bulbous plants
72. Plant 20 seeds
73. Attend a Master Gardener function
74. Attend a Garden Club of America (GCA) function
75. Read a plant related book (*Flower Confidential, Orchid Thief, Murder at the Flower Show*, anything by Michael Poulan, etc.)
76. Make herb toast
77. Share herb recipes with a taste-in
78. Give plants as a gift
79. Join a plant related society
80. on a nature trail
81. Attend a FFGC Short Course
82. Visit FFGC Headquarters
83. Make natural dyes and use vegetable stamps
84. Make a hypertufa pot
85. Go to FFGC convention
86. Go to the state flower show
87. Go to the district meeting
88. Go to the Deep South Garden Clubs Convention
89. Go to the NGC convention
90. Visit NGC headquarters, St Louis, MO
91. Make a wreath or swag
92. Help a friend weed/prune her flower beds
93. Rake straw or leaves and mulch a flower bed
94. Install a drip irrigation system
95. Put your name on all your tool handles
96. Give your lawn mower a tune-up
97. Support your local Association of Retarded Citizens or Clean Community nursery (\$ or pots or purchases, plants)
98. Install solar lights in your garden
99. Receive a personal honor (Hall of Fame, Pillar of Pride, etc.)
100. Become a life member (NGC, DSR or FFGC)

MONTHLY CALENDAR OF EVENTS FOR 2023-2025 ADMINISTRATION

2023

APR	FFGC Installation Convention, Embassy Suites, Kissimmee, FL
MAY	NGC Convention at the Greenbrier Hotel in White Sulphur Springs, West Virginia
JUN	SEEK, UF/FFGC Short Course. and Wekiva begins and continues into July, National Garden Week
AUG	Short Course North, Pensacola
SEP	Fall BOD meeting in Winter Park
OCT	Officer's Tour of District meetings
NOV	most awards due
DEC	Awards judged

2024

JAN	Winter BOD meeting at Winter Park, Tropical Short Course, FL Arbor Day (19th)
FEB	Wekiva Volunteer Training, Wekiva Open House
MAR	Deep South Garden Clubs convention in Gatlinburg, Nell Coe award #61 due
APR	Convention in Jacksonville, State Flower Show, Birthday brunch & dinner at HQ
JUN	Wekiva begins, SEEK and SEEKs 50th birthday, UF/FFGC Short Course, NGC Convention in Denver, National Garden Week
JUL	Wekiva continues, Wekiva 50th birthday
AUG	Short Course North, Milton, FL
SEP	Fall BOD meeting in Winter Park
NOV	most awards due
DEC	Awards judged

2025

JAN	Winter BOD meeting in Winter Park or at sea? Tropical Short Course
FEB	Wekiva Volunteer Training, Wekiva Open House
MAR	Deep South Garden Clubs Convention
APR	FFGC Installation Convention in Jacksonville

Section 2:

The District Director: General Information

GENERAL INFORMATION: BYLAWS

Article XXI – Districts (expanded)

SECTION 1 – Structure

- a. (1) Districts form an integral part of the overall FFGC organizational structure.
(2) Districts shall be established with boundaries defined by the FFGC Board of Directors.
 - DI: Escambia, Santa Rosa, Okaloosa, and Walton (CST)*
 - DII: Holmes, Washington, Jackson, Bay, Calhoun, Gulf, Liberty and Gadsden (CST)*
 - DIII: Franklin, Wakulla, Leon, Jefferson, Madison, Taylor, Hamilton, Suwannee, and Lafayette (EST)*
 - DIV: Baker, Union, Nassau, Duval, Clay, St. Johns and Putnam (EST)*
 - DV: Columbia, Dixie, Gilchrist, Alachua, Citrus, Hernando, Levi and Marion (EST)*
 - DVI: Flagler, Volusia and Brevard (EST)*
 - DVII: Sumter, Lake, Orange, Osceola, Seminole (EST)*
 - DVIII: Pasco, Hillsborough, Pinellas, Manatee and Sarasota (EST)*
 - DIX: Polk, Hardee, DeSoto, Highlands, Charlotte, Lee and Collier (EST)*
 - DX: Okeechobee, Indian River, St. Lucie, Glades, Martin, Hendry, Palm Beach (EST)*
 - DXI: Broward (EST)*
 - DXII: Dade and Monroe (EST)*
- b. All member Clubs within the designated boundaries shall comprise the district membership.
- c. Each district shall be represented by a District Director who shall be a member of the Board of Directors.
- d. Transfer of a member Club from one district to another may be granted by the FFGC Board of Directors, provided such transfer was previously approved by Directors of the respective Districts.
- e. Bylaws for Districts are generally not required. Policies and Procedures are usually adequate. However, Articles of Incorporation, Bylaws, Policies and Procedures must conform to FFGC Bylaws. The Articles of Incorporation and/or District Bylaws must be reviewed by the FFGC Bylaws and Standing Rules Committee prior to District Approval.

SECTION 2 – District Directors

- a. Each District Director shall:
 - (1) Coordinate and promote the purposes of FFGC;
Mission statement: “Florida Federation of Garden Clubs, Inc. promotes the love of gardening, floral and landscape design, and civic and environmental responsibility by providing education resources and networking opportunities for our members, youth and the community.”
 - (2) Appoint District Chairmen as deemed necessary; *(Assist them in disseminating information from the corresponding FFGC Chairman. The FFGC President may*

have special chairmen needed for his/her goals). Suggested Chairmen may include:

Awards
Birds, Bees, Butterflies
Environmental Concerns – WATER
Floral Design – Flower Shows, Floral Design Study, Fun with Flowers/Crafts
Horticulture/Gardening
Internet/Web Site
Membership
National/Deep South Projects
National Schools – Environmental, Gardening, Landscape Design, Flower Show Schools
Public Relations/Publicity
Scholarships
Trails/Greenways – Wildflowers & Roadside Beautification
Youth – Wekiva Youth Camp, SEEK, JR-HS Gardeners
(Others as needed)

- (3) Preside at all District Meetings.
- b. Each District Director shall attend FFGC Board meetings; and
 - (1) Present a typewritten report of District activities; (See 'Reports and Motions' on page 22)
 - (2) Organize Garden Clubs within the District and submit membership applications and resignations (Refer to Article III, Sections 3 and 4);
 - (3) Report Circles formed or disbanded within Garden Clubs organized on the Circle Plan
 - (4) Submit membership applications of Councils; and
 - (5) Provide an article for each issue of *The Florida Gardener* by sending to "District News Coordinator" by 15 July, 15 October, 15 January and 15 April each year.

SECTION 3 – Elections

- a. District Nominating Committee
 - (1) A Nominating Committee of three (3) members shall be elected at the FALL District Meeting in odd-numbered years. (*Refer to Script pages 42-54*)
 - (2) The Committee shall submit at the following SPRING District meeting, in the even numbered years, one (1) nominee, and an alternate for the FFGC Nominating Committee. (*Refer to Script pages 42-54*)
The Committee shall submit at the following FALL District Meeting, in the even numbered years, one (1) nominee for the office of District Director. (*Refer to Script pages 42-54*)
 - (3) Nominations may be made from the floor.
 - (4) Elections shall be by ballot and a majority vote shall elect. If there is only one (1) nominee for an office, the vote may be by voice.
- b. District Directors
 - (1) A District Director shall be elected in each District at the Fall District Meeting in even-numbered years.

- (2) Any District Club member shall be eligible for the office of District Director.
 - (3) The term of office shall be for two (2) years and shall begin at the close of the convention following the election.
 - (4) A director shall be ineligible for two (2) consecutive terms.
 - (5) Vacancies shall be filled by the President subject to the approval of the Board of Directors.
- c. FFGC Nominating Committee Member
- (1) One (1) member of the FFGC Nominating Committee and one (1) alternate shall be elected in each District at the Spring District Meeting in even-numbered years.
 - (2) To serve as a member or alternate, the nominee shall have served at least two (2) years on the FFGC Board of Directors within the four (4) years immediately preceding the convention in which the election is to be held.
 - (3) In the event the elected member or alternate cannot attend the scheduled meeting of the Nominating Committee, the Director or Assistant Director of that District shall represent the district as the voting member.

SECTION 4-Finances (to be voted on at April 2023 convention)

Districts are required to obtain individual TIN number in order to become unique organization for IRS tax filing purposes. A 501 c (3) is not required in most instances.

(Additional info:

- a. *All Districts are required to obtain individual Tax Identification Number (TIN) using the name FLORIDA FEDERATION OF GARDEN CLUBS, DISTRICT ____ using a Roman Numeral to delineate the district. All applicable state and federal reporting requirements shall be timely met. If a District does not wish to obtain a TIN, then such District shall provide FFGC with all income and expense detail and Statement of Financial Position detail in order for FFGC to include the district's financial activity in the financial statements and tax return of FFGC.*
- b. *Generally, Districts shall not accumulate monies greater than one year's operating budget. Districts are meant to be communication vehicles between FFGC and the clubs/circles and members, not a money-making entity. If a district is a 501(c)3, over 30% of finances shall be used for educational purposes.*
- c. *At least two (2) people shall be listed as signatory on the district bank account (Treasurer and Director recommended).*
- d. *An **audit** of the district financial records shall be conducted by three (3) appointed members at the beginning of each administration.*
- e. *All financial obligations shall be paid promptly.*
- f. *If a district hosts an **FFGC sponsored event** or Educational Opportunity, such as a short course, school or symposium, or convention, a budget shall be prepared and forwarded for approval to the FFGC Finance Committee prior to the event and the committee's next meeting. FFGC provides liability coverage and shall receive a portion of all profits (See Standing Rules) along with a 'Budget versus Actual' financial end statement.)*

SECTION 5 – Meetings

- a. At least two District meetings shall be held annually, one in the **Spring** and one in the **Fall**, the places and dates to be determined by the President (for a fall officers' tour) and the District Director.

- b. The number of delegates and alternates to District meetings shall be the same as for the Annual Convention as prescribed in Article XI, Representation.
Each independent club or club organized on the circle plan shall be entitled to delegates or alternates as follows:
Membership of 10-25: President or alternate,
Membership of 26-50: President +1,
Membership of 51-75: President +2,
Membership of 76-100: President +3,
Membership of 101-125: President +4,
Membership of over 125: President +4+one for every additional 25 over 125.
- c. Additional delegates at District meetings shall include the District Director, the Assistant Director, each District Officer, each District Chairman, each past District Director, and each member of the FFGC Board of Directors living within the district.
- d. The names of all delegates and alternates shall be registered ten days prior to each district meeting.
- e. A delegate shall be entitled to one vote.
- f. In the event of a National/State Emergency, an Electronic/Telephone meeting may be scheduled to conduct necessary business of the district. *The protocol for this meeting is developed by the district using the Bylaws/Standing Rules of the District and guidelines of FFGC Standing Rule #24 and #25. Two consecutive meetings of a District may not be cancelled.*

GENERAL INFORMATION: District Director's Responsibility to the District and as Liaison between Clubs and FFGC

The District Director is the elected District Officer and officially represents the Florida Federation of Garden Clubs, Inc., in the District

A District Director is the “key” person in the FFGC organization as they **provide the liaison between the local clubs and the FFGC President and the Board of Directors.** The obligation of a director is twofold as she/he must act in the interest of the clubs in the district while at the same time promoting and interpreting the aims of the FFGC and National Garden Clubs, Inc. On the Director rests the responsibility for the successful functioning of the member clubs and their work on the one hand, and the state program of work on the other. Develop leadership and team spirit by distributing responsibility. When specific responsibility is assigned to you – YOU are responsible to make things happen and follow through. Offer your services when you feel you have the expertise to do a better job. Everyone makes mistakes. Try to be constructive, tolerant and tactful when asking questions and offering suggestions. People differ and their way may not be your way. Avoid critical comments. Ask yourself if you are willing to assume the responsibility yourself.

BE KNOWLEDGEABLE ABOUT FFGC

A Director must become knowledgeable about all facets of the Federation – its History, Charter and Bylaws/Standing Rules and each field of operation in which it engages. Know and understand the purpose/mission of FFGC. Keep current on all FFGC happenings so that accurate and up-to-date information can be passed on to the clubs in the District. Make effective use of the bulletins, materials and magazines distributed by FFGC. File, study and dispense appropriate FFGC, NGC and DSGC materials. Study the programs of all the State Committees in order to interpret them correctly to the Clubs. Many and varied are questions asked to the Director and he/she must be ready with the correct answers for he/she is the closest to the clubs in the district and their main source of information. The Director should carefully read the *Book of Information* (BOI), this Director's Manual, each issue of *The Florida Gardener*, *The National Gardener* (Subscribe to the online version of *The National Gardener--It's Free!*) (FFGC.org/About FFGC)

ATTEND ALL BOARD AND CONVENTION MEETINGS.

Follow procedures requested by the President. Be prepared to attend all sessions each day. Inform the President if you must be absent from a meeting. If circumstances demand that you must leave a meeting early, request permission before the start of the meeting. Prepare and present written reports promptly following requested procedure (See Reports and Motions page 27). Advise President of goals, plans, activities, etc., that relate to your district, securing approval as necessary.

Notify the President, the Parliamentarian, and the Recording Secretary if you wish to report out of order (a time other than customarily scheduled.) The meeting agenda must be modified.

Express opinions while in the meeting ... not afterward! The Director is expected to attend all FFGC Board meetings and Conventions, travel to club meetings when invited, install officers, issue bulletins, hold District Board meetings, as well as Spring and Fall District meetings, hold other workshops as needed, issue District Calls, correspond by mail and e-mail, and many times make long distance calls to carry out the program. The Director is encouraged to attend State and District workshops and conferences whenever possible. *Board discussions are confidential. Decisions are shared.* Be prudent during elections. Your nominations and vote

help to select the officers that will serve the organization. Voice your strong convictions. Have the courage to vote “no.” Consider introduced business in terms of the future. Harmonize differences and disagreements by stressing compromise and co-operation. A negative vote is not personal. It reflects a difference of opinion. Support decision of the majority that may not be the same as your own.

RESPECT PRIVACY

The Director should be most careful with the list of the clubs in the district and the names and titles of members within the district. Legislators, both local and state government agencies, and fundraising agencies often request this information. *Only the FFGC President can give permission for the use of this material.* If such approval is granted, the material will be mailed from FFGC headquarters upon payment of the cost and postage.

VISIT EACH CLUB

Visit clubs in the District at least once during the term of office. Ask for an invitation if necessary but don't arrive unannounced. Accept as many invitations as possible to speak to Clubs or to install officers when requested. Also accept invitations to speak to other groups as a means of furthering interest in the Federation as well as local Clubs. There is never a fee for the District Director when visiting or speaking to a club in the district but if the club offers to pay traveling expenses, please accept this assistance. Some Directors have felt that a small expense check was not needed and sometimes refused. This causes confusion on the part of the clubs as to whether or not to offer financial reimbursement. If a director visits 10 – 20 clubs and is given even a small amount for traveling expenses per club, that would help.

Most Districts have a **District Operating Fund** with a District Treasurer. (See pages 69-74 regarding district finances.) The clubs contribute per capita funds to this account. Other possible sources of District income are percentages of the profits from the district meetings, sale of Ways and Means at the District meetings, share of profits from hosting State conventions and donations. A budget for the district should be drawn up by a Budget Committee appointed by the Director. This proposed budget should be adopted by the district. The Director has expenses, and this line item should appear in the budget and reimbursement should be made to the Director for documented expenses and to others in the district who have incurred approved expenses. Many might be reluctant to assume an office or accept a chairmanship if they thought that none of their expenses would be reimbursed.

PROMOTE DISTRICT WORKSHOPS as needed or requested by the clubs with the chairmen and call on FFGC Chairmen for guidance. These may include Membership, Leadership, Awards, Parliamentary Procedure, or whatever the clubs in your District may request. An orientation for new club presidents or treasurers may be conducted every other year to introduce these folks to FFGC, DSGC and NGC.

Encourage District Garden Clubs to sponsor NGC, FFGC Schools (i.e., Flower Show, Landscape Design, Gardening Study, Floral Design, Environmental Studies, Fun with Flowers, etc.). Promote the goals of FFGC, DSGC, and NGC within the District.

BOOKS OF INFORMATION (BOI)

Pick up *Books of Information* for all the District Clubs at the Fall FFGC Board meeting. These should be placed in the hands of the Club Presidents as soon as possible and NO LATER than the Fall District Meeting. Other items that may need to be transported include Ways and Means items or special materials. The FFGC *Book of Information* (BOI) is printed in the summer of odd-numbered years. Each member of the FFGC Board of Directors receives a copy of the BOI and one copy is supplied to each Garden Club, Circle and Council. A digital copy is readily available online in the 'Members' area of the website (ffgc.org). Updates to the BOI are found online only.

No supplements will be published. Copies of the BOI are distributed to members of the Board of Directors at each September Board meeting and should be taken to the District Fall Meeting for distribution by the District Director. The BOI contains the Directories of FFGC, Deep South, and National Garden Clubs: FFGC Clubs, Councils, and Circles organized by Districts; Flower Show Judges; Garden Club Centers; Environmental Consultants; Gardening Consultants; Landscape Design Consultants; The Articles of Incorporation (Charter), Bylaws and Standing Rules.

ASSIST ALL CLUBS

Be of assistance to all clubs, especially those experiencing difficulty. A club with a problem is usually one out of touch with other clubs in the area and with FFGC. Keep in close touch with all the District Clubs! Answer mail and emails promptly. Directors should communicate with clubs through the Internet, newsletter, bulletins, or Calls, giving current FFGC and NGC information and reminders of approaching deadlines to be met. You are their DIRECT CONTACT with FFGC!

STANDING RULE #22 – PRECIOUS METAL AND GEMSTONE STATUS.

A club having a minimum of 30 years membership in the Federation may apply to FFGC through the District Director for one or more of the following designations:

30 years – silver	75 years – diamond	95 years - Double Pink
40 years – gold	80 years - double diamond	Diamond
50 years – platinum	85 years - yellow diamond	100 years - Centenary
60 years – ruby	90 years - pink diamond	Diamond
70 years – emerald		
	125 years- Blue Star Sapphire	

Precious Metal and Gemstone Certificates for circles will be awarded at club level.

MEMBERSHIP GOALS

Set a **membership goal** for the district and make progress reports. Your assistant district director will act as your district membership chairman. Stress the necessity of *good orientation* for prospective members and means of retention of established members. Encourage attendance at District meetings and FFGC Convention. Membership Extension is an important duty for a District Director. This includes not only aiding your Clubs in adding to their existing membership but also the organization of new clubs within the district. The FFGC Bylaws, Article III-Members, gives the requirements for membership in FFGC, individual clubs, clubs on the circle plan and councils. The Assistant District Director will serve as District Membership Chairman

-----Sources For Obtaining New Clubs-----

- **Existing Clubs** – These are clubs already organized but not members of FFGC, often because they have never been contacted. If possible, first attend one of their meetings. Then if you feel that membership would benefit both FFGC and the group, contact the club officers and ask permission to speak to the club about joining FFGC.
- **Former FFGC Member Clubs** - Often a situation that once caused a club to withdraw from FFGC has changed. Be aware of those clubs in your District and check on them occasionally to see if they are still functioning as a club, what the situation is now and whether they would like to consider becoming a member club again. Reinstatement is only \$5.
- **Clubs Designed to Meet Specific Needs** – These might be a gathering of working women and/or men or mothers of small children who would prefer an evening meeting. You might form a luncheon or breakfast club for government workers. Retirees, husband and wife teams, Master Gardeners who have special interests in gardening. Online clubs may be formed for those who work or no longer drive.

- **Organized Groups Other Than Clubs** – Groups who banded together for one special community service such as a campaign to construct a new city park may desire to continue as a permanent organization to pursue other worthwhile projects. Once organized they may wish to join FFGC. Contact new housing HOA to see if they wish to form a club.

A small nucleus of interested women and men – often just one enthusiastic former member – can supply the catalyst to form a new club. Meet with them, explain the requirements of FFGC membership and if there is sufficient interest, proceed. At this first meeting you can probably get the feeling whether those present would like to form a Garden Club. If that is the case, someone will need to be elected to serve as a temporary chairman and a temporary secretary. A motion can be made to form a club. A committee will need to be appointed to write a set of bylaws and a time and place for the next meeting needs to be scheduled. At the second meeting, the temporary chairman and the temporary secretary will serve until the bylaws are adopted. A recess will be taken for those who wish to become members to sign the roll as charter members and pay dues. After membership is established, officers will be elected according to the adopted bylaws. After the club is formed, as Director, you will complete the process for admission to FFGC.

Encourage Clubs and members to share their accomplishments by **applying for NGC, Deep South and FFGC Awards**. All awards are listed on the website with explicit details for completing a Book of Evidence (BOE). The Director will receive Club and Individual awards at the Convention and then award them to the Clubs/Individuals at the District meeting following the Convention. Encourage Clubs to take pride in their accomplishments by applying for NGC, Deep South, and FFGC Awards. Provide rewards and be generous with praise.

Remind Clubs to make timely **payment of FFGC and District DUES**. Dues should be paid no later than May 1. Headquarters will inform the Director of clubs that have not paid.

GENERAL INFORMATION: Responsibility to the Board of Directors and the General Membership

FFGC's Board of Directors consists of elected and appointed Officers, former Presidents, District Directors, and committee chairman who are appointed by the President at the beginning of each administration. Subsequent appointments of committees are approved by the current Board of Directors. Special Committees may be appointed by the President.

Regular meetings of the FFGC Board of Directors are held according to the Articles of Incorporation (Charter) and Bylaws of the organization, as amended. The Board performs duties outlined in the Bylaws, transacts any business of the FFGC and controls the affairs and funds of the organization. The Board adopts its own rules for the conduct of business and these rules will continue to be in force until they are amended, suspended or rescinded.

It is important to recognize that the Board of Directors is a body that functions in much the same way as a committee. Work of the Board is divided among a number of special or permanent/standing committees that deal with some phase of the organizations' objectives. These committees report back to the Board.

A capable and loyal Board of Directors is essential to the successful growth and development of any membership organization. When individuals have been honored by appointment to the Board of Directors, they also assume responsibility and duty to the Board, the membership and the President. FFGC is grateful to those who freely give of their time and talents to promote the goals and objectives of FFGC, the Deep South Garden Clubs and the National Garden Clubs, Inc. The garden club movement has a long and proud tradition of proving that caring, dedicated and interested people can make a difference in their neighborhoods and communities across the state and the nation.

Reports and Motions:

A written report is expected at regular FFGC business meetings in the spring and fall. Additionally, Annual Reports are given at the business meeting immediately before each annual convention. A digital copy of your report must be submitted to the recording secretary and to headquarters to be made available online.

These reports are due one week (7 days) prior to the meetings and must be named and saved as follows: **Choose 'Save As' and use your District name to save your file. Example: District VII Sept. 2023.** The naming convention enables anyone to quickly locate reports by name, in alphabetical order.

All reports automatically become a part of FFGC Permanent Records and Minutes. You're required to bring a copy of your report for the FFGC President free of hand-written notes and errors and following these guidelines:

- Use letter size paper (8 ½ X 11).
- A **Report Heading** typed in the upper right-hand corner

IF REPORT: Report Office or Chairman Your Name Board Meeting Date	IF MOTION: Motion Office or Chairmanship Subject Your Name Date
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Reports should be, but not always, in the third person, business like, and focused on the subject. Reports should not include personal information.

- In the first sentence, be sure to mention how many clubs/circles and how many members are in your district. It may also be helpful to include a report on your finances!
- The conclusion may contain a recommendation or a resolution.

*Motions should be handed to the Recording Secretary in duplicate before reading. Major Motions made by a director during the meeting must be written in triplicate. Motion cards should be secured in advance from the Recording Secretary or on website. Two copies are handed to the Recording Secretary. The third copy is for your use.

- **All reports must have a Summary at the bottom, no more than 3 lines.**
- Sign reports with name and title typed below the signature.
- District Directors have four minutes to report. Please **keep to the time allowed**, when the time has expired, finish reading your sentence but then stop.

→ **Please keep these procedures available for reference during this Administration.**

UNWRITTEN GUIDELINES:

- Your **district theme** should reflect or tie into the state theme of “Celebrating 100 Years.”
- Try to attend garden club related events being held in your district (flower shows, garden tours, festivals, programs, workshops, etc.). Be aware that most clubs will not think to offer you a free ticket to events, but please don’t let that stop you from attending.
- It is always nice to send a **Christmas card (or group gift)** to your President and to your district clubs.
- It is always nice to send a **birthday card** to your President and other district directors (birthdates noted on pages 4-5).
- It is always nice to plan ahead as a group and present your President a group gift as she leaves office.
- It is always nice to plan ahead and present a **Certificate** of Recognition or **small gift** to each member of your District Board of Directors or to make a donation in their name to an FFGC program.
- District county line borders are not made of stone. It is always nice to invite your neighboring district(s) to partake of your programs, workshops, speakers, etc. or even to offer them a space to sell items, if you so desire. We all belong to the same organization!
- At the end of each administration, the 12 directors will purchase **bricks** to go in the garden paths at Headquarters. Bricks are \$50 and often, the district will have this in their budget, so you don’t have to pay for it. Once all 12 bricks are paid for, the Brick Chairman will order them to be engraved and then have them placed together under the President’s brick.

Section 3:

District Meetings

DISTRICT MEETINGS: PLANNING

At least two District Meetings shall be held annually, one in the Spring and one in the Fall, the places and dates to be determined by the President and the District Director. (Article XIX-Districts)

INVITATIONS from garden clubs and/or councils to host district meetings are solicited by the Director 1 -2 years in advance. It is the responsibility of the Director to contact garden clubs and councils to inspire participation. Some Districts have established a rotation schedule that helps clubs with advance planning. Districts comprised of many small clubs have had successful District Meetings when several clubs join together sharing host responsibilities.

THE FFGC PRESIDENT coordinates and schedules the FALL DISTRICT MEETING DATES FOR THE OFFICERS' TOUR OF DISTRICTS. The DISTRICT DIRECTOR coordinates and schedules the SPRING DISTRICT MEETING DATES.

The District Director schedules a planning meeting with the Host Garden Club President and Chairman of the Day as soon as possible. Copies of Host Club Responsibilities should be duplicated and distributed at this meeting.

REGISTRATION FEES

Before agreeing on a registration fee, discuss all anticipated expenses with the host club. The Registration Fee should adequately cover: expenses for morning coffee, luncheon costs; lunch for the traveling officers and speakers; decorations, rental or donation fee for facility; clean-up expenses; printing the program; and any other expenses that may be incurred.

The Director should give a sample BUDGET OUTLINE to the host club to help them determine the projected income and anticipated expenses. When it is completed, a copy is given to the Director. The Director should give the host club a sample INCOME & EXPENSE STATEMENT to be completed when the financial obligations are resolved. Director should receive a copy.

APPOINTMENTS

The Director appoints the following people:

- Person to lead the Pledge of Allegiance to the Flag of the United States
- Person to give the response to the Welcome by the Club President (usually the Assistant Director)
- Committee to approve the Minutes. Name three. (Chairman, plus two others).
- List of Chairmen/Club Presidents scheduled to report. (Confirm by telephone, e-mail or note)
- Timekeeper
- Tellers (Chairman plus four)

EXHIBIT/TABLE SPACE

The Director coordinates the following with the Host Club;

- All District and FFGC Chairmen make Table space requests directly to the District Director well in advance of the meeting. The Director contacts the Host Club. This avoids confusion, duplication or misinformation.
- Registration Table and chairs will be needed by the entrance door.

- Table(s) for distribution of Books of Information, and other materials should be placed near the registration. (Arrange for a person to assist with distributions – be sure to give specific instructions.) Assistant District Director should be responsible for collecting a yearbook at every fall District meeting. This table should be near the registration area.
- Request one 6' to 8' table for FFGC sales. Assign two people to staff the tables and be responsible for sales and help load and unload.
- Discuss (in advance) all arrangements and requests with the host club.

HEAD TABLE SEATING/SPEAKERS

The Director confirms the following with the host club: Seating for the Fall Meeting at the head table should include FFGC Traveling Officers, other FFGC Officers living in the district, former FFGC Presidents living in the district, Director, District Officers, President of the host club, Chairman of the day, Speaker, and others as space permits. Several tables, marked **RESERVED**, may be placed directly in front of the Head Table. Seated at these tables are Former FFGC Presidents, Former District Directors, Speaker, person giving the Invocation, and/or a civic representative who is presenting a Greeting. Advise those involved that reserved seating is arranged for them when registering. The FFGC Protocol Chairman is always available for consultation.

PROGRAM

The Director plans and coordinates the meeting agenda. The host club designs and prints the program for the day. The Director approves or selects the speaker for the day. **When Officers Tour visit, there should not be a speaker.** The officers will need approximately 1 hour for their presentation. If the presentation is by PowerPoint, check to see what audio visuals will be needed.

CALL TO THE DISTRICT MEETING

The Call is prepared by the Director and is mailed or emailed no later than six weeks prior to the meeting. The Call should be placed on the District Website and in the District Newsletter, if available, to the following:

- All Club, Circle and Council Presidents in the District.
- All District Officers and Chairmen.
- All FFGC Officers and FFGC Chairmen living in the district.
- All FFGC Former Presidents and Former District Directors living in the district.
- Courtesy copies to the FFGC President and each Vice President.

The Call includes the following information:
CALL TO DISTRICT (#) (Spring or Fall) MEETING – (Date)

TO	All District (#) Garden Club Members, Club, Circle and Council Presidents, State and District Officers, State and District Chairmen, Former FFGC Presidents, and District Directors.
HOST	name club/clubs/council
PLACE	provide name and address – include map on reverse side of CALL.
COST	(\$\$\$\$\$ includes registration, coffee and luncheon) (state if refunds or NO REFUNDS after a specific date)
DEADLINE DATE	(State the date, delegates and alternates must be registered 10 days prior to meeting (a date for the acceptance of reservations for non-voting members may be included)
REGISTRATION & COFFEE	State specific times...from/to
CALL TO ORDER	Time
PROGRAM	Announce program
REPORTS	(suggestion) Chairmen and Presidents scheduled to report. Chairmen 2 minutes, Presidents 3 minutes. Give two copies of report to District Secretary; keep one for your file.
ANNOUNCEMENTS	Those wishing to have announcements made at the District Meeting are asked to send the information in writing to the director no later than (date).
EXHIBITS	
WAYS & MEANS	Who can sell (host club or any club/circle?), type of items, etc.
REMINDERS	(Include when relevant) – Every Club, Circle and Council needs to bring a copy of Yearbook to each Fall District Meeting. Share CALL with Members. Special Business to take place (i.e., election, resolutions, etc.). Include a reminder to contribute to the District Operational Fund.
Host Club Responsibilities	(Please copy this information and send to Host Club.)
MEETING PLACE	The Club or Council extends the invitation to host a specific Spring or Fall District Meeting well in advance to ensure proper planning. After the date has been announced, the host club can proceed in securing a place large enough to comfortably seat the number of persons anticipated. Prior attendance records are used as a guide. There should be sufficient room for registration, coffee hour (if one is planned), exhibits, distribution of materials from State Headquarters, sale of books and Ways and Means items, and any other projects or displays planned by the host club or Director. Plan in consultation with your director.
HOST CLUB COMMITTEES	The host club appoints the Chairman for the Day and the following committees: Registration Luncheon Decorations Credentials Host(s) Publicity Name Tags Pages Programs Coffee Hour Hospitality FFGC Sales Table (1 or 2 Sales helpers, 1 table))

	Exhibits	District Sales Table	Club Sales Table
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INVOCATION, GREETING, WELCOME	The host club invites a local minister/clergy person or the club Chaplain to give the opening invocation. Clergy are very good about giving invocations which are non-denominational which do not offend anyone's religion. If a club Chaplain will give the Invocation, please be sure that is understood. An invitation is extended to the Mayor or a City Official to give a Greeting to the area. The President of the host club gives the Welcome.
The District Director should receive from the host club no later than seven weeks before the meeting the following information:	<ul style="list-style-type: none"> • Names of those participating on the program. • Names of all meeting chairmen and their chairmanship or responsibility. • Detailed Map clearly showing the location of the meeting place including address and phone number. • Anticipated or contracted cost of the luncheon and coffee hour (per person). • A Budget prepared showing anticipated income and expenses.
REGISTRATION COST	The registration cost must cover the expenses of the day which include: registration fee, luncheon, morning coffee (if planned), printing of the program, lunches for the four traveling officers (at a Fall Meeting), table and head table decorations, and any other expenses incurred. This must be discussed with your Director BEFORE the cost is set.
REGISTRAR	The Registrar for the meeting can be the club treasurer. It is helpful if the registrar uses a computer program (e.g., Excel), to record the member registrations.
PUBLICITY	Make plans for publicity well in advance. Local newspaper editors will usually cooperate if they are contacted ahead of time. The assigned news photographer may have a schedule to meet and club cooperation and understanding is appreciated. Have a copy of the program and names of dignitaries available for the newspaper. Obtain extra copies of all publicity. Send copies to the FFGC President, FFGC Historian for the State scrapbook, and the District Director. Be sure to save one extra copy for the Club's History Book and another if applying for the NGC Press Book Publicity Award.

District Meeting: Arrangements/Checklist

Plan ahead for the following needs to make a meeting run smoothly!

- Reserve two parking spaces as close to the entrance as possible – marked **Reserved for FFGC Officers; Reserved for District Director**
 - Assign several pages to assist the FFGC Officers with the items they bring to each District (Fall tour only)
 - Assign a page to assist the District Director.
 - Make sure the head table will be draped with floor length linens.
 - Make sure ice water and glasses will be placed on the head table for the meeting.
 - Be sure there are place cards for the head table.
 - Make sure there is a lectern available with a light and microphone that will be placed in the center of the head table. Do not seat the Director directly behind the lectern.
 - Make sure there is a floor lectern and microphone placed off center on the floor. Left or right does not matter.
 - Have two chairs placed by the floor microphone for those scheduled to report.
 - **The day before and again in the morning – TEST MICROPHONE SYSTEM BEFORE THE DIRECTOR BEGINS TO SPEAK!!**
 - Before the meeting starts, **demonstrate to the director on/off and volume control!!**
 - Reserve special seating (in front) for program participants.
 - Reserve down front seating for the timekeeper and two pages.
 - Reserve special seating (in front) for those the Director has indicated – former FFGC President, former District Directors, etc. and make them aware of this seating plan.
 - The Flag of the United States of America is placed to the speaker's right.
 - Request the Director announce if the table decorations are for sale, their cost, how to reserve one and how to pay.
-

DISTRICT MEETING: HOSTING

Protocol for the Head Table Seating/Speakers:

The Director confirms the following with the host club: Seating for the Meeting at the Head Table. The Head Table should have an *even* number of individuals with a lectern and microphone located in the middle.

The Fall Meeting may include the FFGC Officers Tour Team. Several tables marked RESERVED may be placed directly in front of the Head Table for Former FFGC Presidents, Former District Directors, Speaker, other District Officers and a civic representative who is doing a Greeting. Advise all the ‘formers’ when registering that seating is reserved for them.

For the Spring Meeting more of the District Officers will be at the Head Table.

FALL MEETING: 5, 4, 3, 2, 1 (lectern w/microphone) 6, 7, 8, 9, 10—**Facing the Assembly**

1. District Director
2. FFGC President
3. 1st Vice President (As of October 1 of an *EVEN NUMBERED YEAR*, the FFGC 1 VP is referred to and introduced as “*PRESIDENT ELECT*”.)
4. 2nd Vice President
5. 3rd Vice President
6. Parliamentarian
7. Recording Secretary
8. Treasurer
9. President of Host GC
10. Chairman of Meeting

Traditionally members have risen when the FFGC President is introduced. It can be included in your introduction: ‘*Please rise to greet FFGC President. . . .*’

INTRODUCTIONS: Ask the Assembly to ***hold their applause until all have been introduced!***

Those to the LEFT of the Lectern are introduced first starting with the person at the end of the table working inward to the Lectern. After the left side is introduced, turn to the RIGHT of the Lectern and start with the person at the end of the table working inward to the Lectern.

Remember to introduce yourself at the end.

Follow up with Introductions of those at the RESERVED Tables: Former FFGC Presidents, District Directors, Current State Chairman in the District, Current District Chairman

Spring Meeting: 4, 3, 2, 1 (lectern w/microphone) 5, 6, 7, 8—**Facing the Assembly**

- | | |
|----------------------|----------------------------|
| 1. District Director | 5. Recording Secretary |
| 2. Parliamentarian | 6. Corresponding Secretary |
| 3. Assistant DD | 7. President of Host GC |
| 4. Treasurer | 8. Chairman of Meeting |

If there is a Guest Speaker, that person along with who is introducing the Speaker would be at the Head Table, making 10 at the Head Table. Speaker and introducing person will be to the RIGHT; Treasurer would be seated between Recording Sec and Corresponding Sec. LEFT.

Follow up with Introductions of those at the RESERVED Tables: Former FFGC Presidents, District Directors, Current State Chairman in the District, Current District Chairman

ADDITIONAL NEEDS

- Head Table on risers with skirted tables
- Flag of USA is placed to the RIGHT of the Director on the floor
- A standing podium on the floor with a microphone
- Water pitchers and glasses for Head Table
- Screen for PowerPoint/program

AGENDA

Contact District and State Chairmen before you prepare your agenda to determine those that need to report. Advise how much time will be allowed (2 minutes. etc.) Some may request additional time. You must be prepared to evaluate need and adjust if necessary.

Calculate time needed for segments of your agenda. (e.g., 5 club reports @ 5 min. each = 25 minutes; 10 District Chairmen reports @ 3 min. = 30 min.) Total Time: 55 minutes but could run to 1 hour with introductions and people movement. **STAY ON SCHEDULE!**

Streamline introductions: Be aware of absentees. Don't introduce those who are absent. A "Sunshine Chairman" may keep the members informed about illness, etc.

APPOINTMENTS

Appoint District Chairmen as requested by the FFGC President and others as deemed necessary for your District.

AWARDS

- **Interpret the FFGC Awards Reporting** to Club Presidents.
- **Encourage clubs** to share their accomplishments through applying for NGC, Deep South and FFGC Awards.
- **Be prepared to accept awards** at Convention and be responsible for delivery to the District Awards Chairman or the Spring District Meeting. Help expedite getting checks to the Clubs so they can be cashed in a timely manner.
- **Encourage** clubs, circles, councils, groups of clubs to plan timely programs that would qualify for awards. FFGC, the Deep South Garden Clubs, and the National Garden Clubs, Inc. offer extensive award programs. Appoint an enthusiastic, willing district awards chairman. Awards are work...but winning is a wonderful spring tonic!

BOOKS OF INFORMATION (BOI)

Advise Club Presidents to pick up **BOI's** and any other material when they register. Reference may be made by the speakers during the meeting. You will also avoid items being left behind. Also advise them to bring a copy of their yearbooks to the Fall Meeting.

Have a sign-in sheet for all club presidents when they pick up their BOI's. Members picking up BOIs for their absent Presidents must also sign the sheet. **Remind members** to bring their BOI to all meetings.

CLUBS

- **Impress upon Club Officers to inform you immediately of any change in their Club's Officers.** You should notify FFGC Headquarters as well as ask the club to inform FFGC Headquarters.
- **Remind clubs of payment of FFGC dues** deadline; Dues must be paid before but **no later than May 1** of each year. Headquarters will notify the Directors which clubs in your District have not paid their dues. You are asked to contact the clubs whose dues have not been paid to remind them or to see if there is a problem that you can help solve.
- **Serve as Installing Officer** when requested by a Club or Circle. Directors will be asked to install Officers in the clubs. Contact Headquarters for help with various types of installations. (Popular Examples are online)

COMMUNICATION

- **Directors should communicate** with clubs through all means possible; the internet, newsletters, bulletins, Calls, or postcards which should include information on District Activities, current FFGC, Deep South, and NGC information, and reminders of approaching deadlines to be met. Helpful hints on membership, Leadership, Parliamentary procedures, etc. would be most appreciated. Ask District Chairmen for contributions or current information, awards, etc.
- **Upon Invitation**, Directors should attempt to visit as many clubs as possible in their District at least once an administration.
- **Conduct District Workshops** as needed or requested by the clubs or FFGC Officers. These may include Membership, Leadership, Awards, Parliamentary Procedure, Design, Horticulture, Environmental Seminars, or whatever clubs in the district might need.

FALL MEETINGS

- **Yearbooks:** The Assistant District Director will be responsible for collecting the copies of Club & Council Yearbooks. Yearbooks are for the District Directors to use for the coming year.
- **Head Tables:** Who sits at the head table will be determined by the space available in the room and should be coordinated with the District Parliamentarian.
- **Wait** until officers are back in place at head table after a recess before resuming the meeting. If necessary, send someone to remind them you are ready to start.
- **A Page** assists guest officers who request location of rest rooms, "Head of the Line" privileges, and runs errands for officers when necessary.
- **Involve** District Awards Chairman to help with the distribution of awards. Make presentations lively and meaningful. A brief description of accomplishments makes for greater interest.
- **Certificate distribution** needs to be exciting and special emphasis needs to be placed on special deeds.

- **Advise** the FFGC President before the start of the meeting if any Life Memberships, Hall of Fame, Earth Steward or Pillar of Pride Honors will be presented at the meeting.
- **Leave** the words “I, my, and you should” at home. Substitute “we, our, they, and we should...”
- **Do not hesitate** to remind a speaker (gently) that he/she is running overtime allowed. Your members will thank you!
- **KEEP A COMPLETE FILE OF PROCEDURES TO PASS ON TO YOUR SUCCESSOR.**

ATTITUDES

- **Have a sense of humor and a sense of humility.** A sense of humor will help you – and your members – survive!! Humility will help you be a better director. Other ideas are probably as good as yours.
- **Be willing to serve as a troubleshooter.** Listen to problems; help if you can. Mediate, don’t take sides.
- **Always think positively** – and speak in the same way!

ACTIONS

- **Answer all mail immediately (snail mail and email)** even if you just say “I’ll look into this when I have time.” In your answers always include something good about the person or the club.
- **Visit the Clubs.** Talk about anything they ask you to – but visit!
- **Communicate!** Send as many newsletters as your budget allows. Perhaps email – on website. Attend club sponsored workshops or special events. Keep FFGC activities before the members.
- **Keep** a reasonable supply of FFGC membership cards/brochures and flyers for various activities and hand them out at appropriate times.
- **Appoint** District Chairmen from all areas of your district. Expect something of them and make them aware of what it is and how important they are to district work. Combine certain fields of interest. (i.e., Youth activities may combine SEEK, Wekiva Youth Camp, Jr. Gardeners)
- **Accept all invitations!** Many concerns are solved over coffee cups.

MEETINGS

- **Be flexible!** You need to carry out the wishes of the state officers but allow the club time to do some creative planning wherever possible. Be reassuring.
- **Keep meetings lively and creative.** Try skits, visual aids, Q&A – anything to keep from doing how it was planned for the last 20 years. Attendance prizes can be given to those attending for the first time...for the most new members...you will think of hundreds of ideas once you start.
- **Ask** for suggestions and ideas about FFGC activities. Introduce a suggestion box. Talk about suggestions with your board, your Assistant Director. Try ideas at least once. Ask the FFGC President to answer questions.
- **In making reports** try not to single out clubs...others could feel slighted.

ENJOY!! DO YOUR BEST... AND YOU WILL BE THE BEST!!!

DISTRICT MEETINGS: SCRIPT

Call to Order <i>10:00 a.m. (or at whatever time your meeting is called)</i>	<i>The spring/fall meeting of district ____ of the Florida Federation of Garden Clubs, inc. is called to order.</i>
Invocation	<i>The invocation will be given by [NAME]. [when finished...thank you, NAME.</i>
Pledge	<i>NAME will lead the pledge of allegiance to the flag of the United States of America. Thank you, NAME.</i>
Greetings	<i>NAME will extend greetings today. Thank you, NAME.</i>
<i>This is not needed but you can have the Mayor, City Council or Chamber of Commerce member if you wish</i>	<i>Welcome NAME, President of the NAME will extend the welcome. Thank you.</i>
Response	<i>NAME will give the response. Thank you.</i>
<i>(This could be the Assistant Director or could be the President of the Club hosting the next District Meeting. He/she thanks everyone and ends by saying he/she hopes everyone will come next time. Who does this is up to you.)</i>	
Appointment of Committee to Approve the Minutes <i>(You can have 2, 3, or 4 - up to you. Anyone in attendance can offer corrections to the minutes)</i>	<i>If there is no objection, the chair appoints the following to serve on a committee to approve the Minutes of this meeting. Will you please stand. NAME, as chairman, _____ and _____. Will you serve? Thank you.</i>
Appt of Tellers	<i>If there is no objection, the chair appoints the following to serve as tellers for this meeting. _____ as chairman, _____, _____, and _____. Will you serve? Thank you. <i>(number up to you)</i></i>
Appointment of Timekeeper	<i>If there is no objection, the chair appoints _____ to Serve as timekeeper. Will you serve? How will you notify the members of the time? Thank you. <i>(you can have a timekeeper or not, up to you.)</i></i>
Report of Committee to Approve	<i>NAME, Chairman of the Committee appointed to approve the minutes of the INSERT. NAME, Will you report? Approve THANK YOU, NAME. (If Chairman is not there, use one of the members of the committee)</i>
Intro Head Table	<i>At this time the chair would like to introduce those seated at the head table: NAME / <i>give all the positions this member holds</i></i>

The FFGC former Presidents usually are serving in the same capacity on the current FFGC Board although they may have a Chairmanship. The Assistant Director or the other District Officers might also hold a State Chairmanship or a District Chairmanship.

The following is a typical seating arrangement for a District Meeting, but you certainly can make changes. If the Head Table is very short, you will need to eliminate some of these. If two clubs are going together to host a District Meeting both Presidents will need to be there.

Remember in the Fall, the State President and three Vice-Presidents will be there. In the Spring, you may have one of them in your District attending so put them up there.

At the Spring meetings without the State Officers, I would put the speaker. Former Presidents from the District; Host President(s); the District Officers.

Since this is a business meeting, remember you have delegates. The Parliamentarian should be at one side if you wish and the Recording Secretary on the other side or you can have the Parliamentarian on the left side and next to him/her the Assistant Director and then the District Secretary and the speaker to your right. The following is a Head Table for 14 for a Fall Meeting so you can see where the State Officers are to go. In the spring, you may wish to have a shorter table. The following is a table for 10 but you could have 8 or 12 or 14, up to you.

TO MY FAR LEFT:

_____, PRESIDENT OF _____. (The Host Club)
 _____, DISTRICT _____ TREASURER
 _____, DISTRICT _____ SECRETARY
 _____, DISTRICT _____ ASSISTANT DIRECTOR
 _____, DISTRICT _____ PARLIAMENTARIAN

TO MY FAR RIGHT:

_____, THE CHAIRMAN OF THIS MEETING
 _____, FFGC FORMER PRESIDENT *(You will have one or more in many of the districts.)*
 _____, FFGC OFFICER (in District) *(If you have one in your District)*
 _____, SPEAKER OR DESIGNER
 AND YOUR DISTRICT DIRECTOR, _____.

(Hopefully your members know to rise when the FFGC President is introduced. If those at the Head Table rise, I think the members will too. The President will probably be in attendance at only one of the Districts in the Spring (his/her own) but maybe others).

Intro of Past Directors	AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THE FORMER DIRECTORS OF DISTRICT _____ WHO ARE WITH US TODAY.
	<i>(When you introduce them, list all their current titles, at the State and District level. Begin with the Immediate Former Director and work back)</i> _____, FORMER DIRECTOR AND FFGC (or) DISTRICT _____ CHAIRMAN.
Introduction of State & District Chair:	<i>THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS State & State AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY been</i>

	<i>introduced. Will you please hold your applause until all have been introduced.</i>
	<i>THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS State AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY been introduced. Will you please hold your applause until all have been introduced.</i>
	<i>(State Chairmen first including any District Chairmanship they may hold, then the District Chairmen)</i>
	_____, FFGC _____ CHAIRMAN AND DISTRICT _____ CHAIRMAN. ETC.
Corresponding Secretary	_____, DISTRICT SECRETARY, WILL READ THE CORRESPONDENCE. THANK YOU, _____.
Financial Report of Treasury	_____, DISTRICT TREASURER, WILL READ THE FINANCIAL REPORT. THANK YOU, _____. ARE THERE ANY QUESTIONS CONCERNING THE REPORT? IF NOT, THE REPORT WILL BE FILED.
Credentials Report	THE NEXT BUSINESS IN ORDER IS THE REPORT OF THE CREDENTIALS COMMITTEE. _____, REGISTRATION CHAIRMAN FOR THIS MEETING WILL GIVE THE REPORT.
	<i>(This person will read the report and move that it be adopted. Please see the page for the Credentials Report for a sample. If everything is ready, she can, after the Credentials Report is adopted, give the Registration Report. Look for this report as it is a little different. The Registration Report is for information only and not adopted. Sometimes the Registration Report is not ready now so go on and pick it up after the luncheon but have the Credentials Report).</i>
	THE QUESTION IS ON THE ADOPTION OF THE CREDENTIALS REPORT. IS THERE DEBATE? THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE CREDENTIALS REPORT HAS BEEN ADOPTED. THE VOTING STRENGTH IS [INSERT].
	<i>(You will adopt a Credentials Report at all four meetings, whether or not you have an election on the schedule. At the Fall Meeting in the odd-numbered years, you will have an election for the District Nominating Committee. At the Spring Meeting in the even-numbered years, you will have an election for the Member and Alternate Member of the FFGC Nominating Committee. At the Fall Meeting in even-numbered years, you will have the election for the next District Director.)</i>
Adoption of Budget	THE BUDGET WILL BE PRESENTED BY THE TREASURER (spring odd numbered year) <i>(She presents the budget if you have a budget and moves its adoption). Some districts have a 2-year budget so this would not be needed.</i>
	THE QUESTION IS ON THE ADOPTION OF THE PROPOSED BUDGET. IS THERE DEBATE? THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BUDGET IS ADOPTED
	*INSERT for FALL odd numbered years those to serve on the district nominating committee.
ELECTION OF DISTRICT NOMINATING COMMITTEE	THE NEXT BUSINESS IN ORDER IS THE ELECTION OF A DISTRICT NOMINATING COMMITTEE. THE SECRETARY WILL READ THE FFGC BYLAWS CONCERNING THE ELECTION OF THE DISTRICT NOMINATING COMMITTEE:

	ARTICLE XXI: DISTRICTS SECTION 3 ELECTIONS a DISTRICT NOMINATING COMMITTEE (1), (2), (3) AND (4)
	(The Secretary reads the following) ARTICLE XXI DISTRICTS SECTION 3 ELECTIONS a DISTRICT NOMINATING COMMITTEE (1) A NOMINATING COMMITTEE OF THREE (3) MEMBERS SHALL BE ELECTED AT THE FALL DISTRICT MEETING IN ODD-NUMBERED YEARS. (2) THE COMMITTEE SHALL SUBMIT AT THE FOLLOWING DISTRICT MEETING ONE (1) NOMINEE AND AN ALTERNATE FOR THE FFGC NOMINATING COMMITTEE; (3) NOMINATIONS MAY BE MADE FROM THE FLOOR; (4) ELECTIONS SHALL BE BY BALLOT AND A MAJORITY VOTE SHALL ELECT. IF THERE IS ONLY ONE (1) NOMINEE FOR AN OFFICE, THE VOTE MAY BE BY VOICE.

	THE FLOOR IS NOW OPEN FOR NOMINATIONS FOR THE DISTRICT NOMINATING COMMITTEE. _____ HAS BEEN NOMINATED. _____ HAS BEEN NOMINATED. _____ HAS BEEN NOMINATED. ARE THERE ANY FURTHER NOMINATIONS? IF THERE ARE NO FURTHER NOMINATIONS, THE CHAIR DECLARES NOMINATIONS CLOSED.
	<i>(If you are not fast enough to declare nominations closed, and somebody jumps up and says "I move that nominations be closed," it will take a second and you will not say the last part above of declaring nominations closed. Now you have a motion from the floor to process. This is that patter.</i>

	IT IS MOVED AND SECONDED THAT NOMINATIONS BE CLOSED. THOSE VOTING IN THE AFFIRMATIVE, RISE. THANK YOU, BE SEATED. THOSE VOTING IN THE NEGATIVE, RISE. THANK YOU, BE SEATED. THERE ARE TWO-THIRDS IN THE AFFIRMATIVE, NOMINATIONS ARE CLOSED.

	<i>(If there are only the three nominations for the three members of the Nominating Committee, the vote may be by voice and below will be your patter.)</i>
	THERE ARE ONLY THREE NOMINATIONS FOR THE THREE MEMBERS OF THE DISTRICT NOMINATING COMMITTEE, THE VOTE MAY BE BY VOICE. THOSE IN FAVOR OF _____, _____ AND _____ TO SERVE ON THE DISTRICT NOMINATING COMMITTEE, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND YOU HAVE ELECTED _____, _____ AND _____ TO SERVE ON THE DISTRICT NOMINATING COMMITTEE. WILL THIS COMMITTEE MEET DURING THE LUNCHEON BREAK AND ELECT ITS OWN CHAIRMAN AND REPORT BACK TO THE CHAIRMAN. THANK YOU.

	<i>(If, by chance, you have more than three nominations from the floor for these three positions, you will need to ballot. You have already appointed Tellers so you are ready.</i>

	<p>_____, _____, _____. AND _____ HAVE BEEN NOMINATED FOR THE DISTRICT NOMINATING COMMITTEE. WILL THE TELLERS COME FORWARD AND DISTRIBUTE THE BALLOTS. WILL THOSE ELIGIBLE TO VOTE, PLEASE STAND TO RECEIVE A BALLOT. (You may need to read the names again). VOTE FOR NO MORE THAN THREE. PLEASE WRITE THE NAMES OF THE THREE FOR WHOM YOU WISH TO VOTE AND FOLD YOUR BALLOT IN HALF. THE VOTING STRENGTH IS _____.</p>
	<p><i>(You will need to know how the Host Club marked those eligible to vote. Look in the BOI to determine those who may vote at District Meetings.)</i></p>
	<p>HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS PLEASE COLLECT THE BALLOTS AND RETIRE TO COUNT THEM.</p> <p><i>(The Tellers pick up the ballots individually, if possible, not passed down the table or the aisle. You should continue with the meeting while the Tellers are counting. When the Tellers return the Director will ask if the Tellers are ready to report. The Chairman of the Tellers will read the Tellers' Report, first handing a copy to the Secretary and to the Director. You, as Director, will re-read the report and declare the winners, the top three. The Chairman of the Tellers does not do this.)</i></p>
	<p>_____, _____, _____. AND _____ HAVE BEEN ELECTED TO SERVE ON THE DISTRICT NOMINATING COMMITTEE. WILL THIS COMMITTEE MEET DURING THE LUNCHEON BREAK TO ELECT ITS OWN CHAIRMAN AND REPORT BACK TO THE CHAIRMAN. THANK YOU.</p> <p><i>(The Chairman of the Tellers should move that the ballots be destroyed, when and where. Even if she forgets, you can say)</i></p>
	<p>THE QUESTION IS ON DESTROYING THE BALLOTS. THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BALLOTS WILL BE DESTROYED, when and where.</p>
	<p><i>(The Chairman of the Tellers gives the ballots to the Secretary in a big envelope)</i></p>
<p>*Insert for SPRING even numbered years—Nomination of those to serve on the FFGC nominating committee</p>	
Report of Nominating Comm	<p>THE NEXT BUSINESS IN ORDER IS THE ELECTION OF THE MEMBER AND AN ALTERNATE TO THE FFGC NOMINATING COMMITTEE. THE SECRETARY WILL READ THE BYLAW CONCERNING ELECTIONS ON THE DISTRICT LEVEL, ARTICLE XXI, SECTION 3, ELECTIONS C. FFGC NOMINATING COMMITTEE MEMBER.</p>
	<p>Sec. ARTICLE XXI, SECTION 3, ELECTIONS C. FFGC NOMINATING COMMITTEE MEMBER SHALL BE ELECTED IN EACH DISTRICT</p> <p>(1) ONE (1) MEMBER OF THE FFGC NOMINATING COMMITTEE AND ONE (1) ALTERNATE SHALL BE ELECTED IN EACH DISTRICT AT THE SPRING DISTRICT MEETING IN EVEN-NUMBERED YEARS.</p> <p>(2) TO SERVE AS A MEMBER OR ALTERNATE, THE NOMINEE SHALL HAVE SERVED AT LEAST TWO (2) YEARS ON THE FFGC BOARD OF DIRECTORS WITHIN THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE ELECTION.</p>

	<p>(3) IN THE EVENT THE ELECTED MEMBER Or ALTERNATE CANNOT ATTEND THE SCHEDULED MEETINGS OF THE NOMINATION COMMITTEE, THE DIRECTOR OR ASSISTANT DIRECTOR OF THE DISTRICT SHALL REPRESENT THE DISTRICT AS THE VOTING MEMBER.</p>
DELEGATE	<p>THANK YOU, _____</p> <p>WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION OF THE MEMBER TO THE FFGC NOMINATING COMMITTEE? (The Chairman of the Nominating Committee reports)</p> <p>THE NOMINATING COMMITTEE HAS NOMINATED _____ AS THE MEMBER FROM DISTRICT _____ TO THE FFGC NOMINATING COMMITTEE. ARE THERE NOMINATIONS FROM THE FLOOR? IF THERE ARE NO NOMINATIONS FROM THE FLOOR, THE CHAIR DECLARES NOMINATIONS CLOSED.</p>
	<p>****</p>
	<p><i>(If someone moves nominations be closed, will take a second).</i></p> <p>IT IS MOVED AND SECONDED THAT NOMINATIONS BE CLOSED. THOSE VOTING IN THE AFFIRMATIVE, RISE. THANK YOU, BE SEATED. THOSE VOTING IN THE NEGATIVE, RISE. THANK YOU, BE SEATED. THERE ARE TWO-THIRDS IN THE AFFIRMATIVE, NOMINATIONS ARE CLOSED.</p>
	<p><i>(If there is only one nominee, proceed as follows: Highlight in one color).</i></p> <p>THERE BEING ONLY ONE NOMINEE FOR THE MEMBER TO THE FFGC NOMINATING COMMITTEE, THE VOTE MAY BE BY VOICE. THOSE IN FAVOR OF _____ FOR THE MEMBER FROM DISTRICT _____, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND YOU HAVE ELECTED _____ AS THE MEMBER FROM DISTRICT _____ TO THE FFGC NOMINATING COMMITTEE.</p>
	<p><i>(If there is more than one nominee proceed as follows: Highlight in another color)</i></p> <p>WILL THE TELLERS PLEASE COME FORWARD TO DISTRIBUTE THE BALLOTS. WILL THOSE WHO ARE ELIGIBLE TO VOTE, PLEASE RISE. THE TELLERS WILL HAND YOU A BALLOT. PLEASE VOTE FOR ONE, WRITE THE NAME, FOLD YOUR BALLOT ONCE IN HALF. THE VOTING STRENGTH IS _____.</p> <p>HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS COLLECT THE BALLOTS AND RETIRE TO COUNT THEM</p>
	<p><i>(When the Tellers are ready to report, call on the Chairman of the Tellers. She will read the report or reports, one at a time. You re-read the report (s) and announce the results, one election at a time. You may have only one or could have two. The Chairman of the Tellers will move that the ballots be destroyed, when and where.</i></p> <p>You will say:</p> <p>THE QUESTION IS ON DESTROYING THE BALLOTS. THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BALLOTS WILL BE DESTROYED, when and where.</p> <p><i>(The Chairman gives the ballots in a large envelope to the Secretary)</i></p>
	<p><i>(You will be having one more election of the Alternate from District _____ to the FFGC Nominating Committee. If you are having a ballot</i></p>

	<p><i>for the Member, you should wait as perhaps the one or ones who lose can be nominated from the floor for the Alternate. If a voice vote, go immediately to the Alternate. You may recess here while they are counting the ballots for the Member of the FFGC Nominating Committee.)</i></p>
	<p>WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION OF THE ALTERNATE TO THE FFGC NOMINATING COMMITTEE? <i>(The Chairman of the Nominating Committee reports)</i></p>
	<p>THE NOMINATING COMMITTEE HAS NOMINATED _____ AS THE ALTERNATE FROM DISTRICT _____ TO THE FFGC NOMINATING COMMITTEE. ARE THERE NOMINATIONS FROM THE FLOOR? IF THERE ARE NO NOMINATIONS FROM THE FLOOR, THE CHAIR DECLARES NOMINATIONS CLOSED</p>
	<p>(If someone moves nominations be closed, will take a second).</p> <p>IT IS MOVED AND SECONDED THAT NOMINATIONS BE CLOSED. THOSE VOTING IN THE AFFIRMATIVE, RISE. THANK YOU, BE SEATED. THOSE VOTING IN THE NEGATIVE, RISE. THANK YOU, BE SEATED. THERE ARE TWO-THIRDS IN THE AFFIRMATIVE, NOMINATIONS ARE CLOSED.</p>
	<p>(If there is only one nominee, proceed as follows: Highlight in one color).</p> <p>THERE BEING ONLY ONE NOMINEE FOR THE ALTERNATE TO THE FFGC NOMINATING COMMITTEE, THE VOTE MAY BE BY VOICE. THOSE IN FAVOR OF _____ FOR THE ALTERNATE FROM DISTRICT _____, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND YOU HAVE ELECTED _____ AS THE ALTERNATE FROM DISTRICT _____ TO THE FFGC NOMINATING COMMITTEE.</p>
	<p><i>(If there is more than one nominee proceed as follows: Highlight in another color)</i></p> <p>WILL THE TELLERS PLEASE COME FORWARD TO DISTRIBUTE THE BALLOTS. WILL THOSE WHO ARE ELIGIBLE TO VOTE, PLEASE RISE. THE TELLERS WILL HAND YOU A BALLOT. PLEASE VOTE FOR ONE, WRITE THE NAME, FOLD YOUR BALLOT ONCE IN HALF. THE VOTING STRENGTH IS _____.</p> <p>HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS COLLECT THE BALLOTS AND RETIRE TO COUNT THEM.</p>
	<p><i>(When the Tellers are ready to report, call on the Chairman of the Tellers. She will read the report. You re-read the report and announce the result. The Chairman of the Tellers will move that the ballots be destroyed, when and where.)</i></p> <p>You will say:</p> <p>THE QUESTION IS ON DESTROYING THE BALLOTS. THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BALLOTS WILL BE DESTROYED, when and where.</p>

	<i>(The Chairman gives the ballots in a large envelope to the Secretary)</i>
* Insert in FALL even numbered years- Nomination of the new District Director.	
Election of District Director	<p>THE NEXT BUSINESS IN ORDER IS THE ELECTION OF A DISTRICT DIRECTOR. THE SECRETARY WILL READ THE BYLAW CONCERNING ELECTIONS ON THE DISTRICT LEVEL, ARTICLE XVIII, SECTION 3, ELECTIONS B DISTRICT DIRECTOR (1) THROUGH (4)</p> <p>Sec. ARTICLE XXI, SECTION 3, ELECTIONS B. DISTRICT DIRECTOR (1) A DISTRICT DIRECTOR SHALL BE ELECTED IN EACH DISTRICT AT THE FALL DISTRICT MEETING IN EVEN-NUMBERED YEARS. (2) ANY DISTRICT CLUB MEMBER SHALL BE ELIGIBLE FOR THE OFFICE OF DISTRICT DIRECTOR. (3) THE TERM OF OFFICE SHALL BE FOR TWO (2) YEARS AND SHALL BEGIN AT THE CLOSE OF THE CONVENTION FOLLOWING ELECTION. (4) A DIRECTOR SHALL BE INELIGIBLE FOR TWO (2) CONSECUTIVE TERMS.</p>
DISTRICT DIRECTOR	<p>THANK YOU, _____ WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION FOR DISTRICT DIRECTOR.</p> <p><i>(The Chairman reads the nomination for District Director).</i></p>
	<p>THE NOMINATING COMMITTEE HAS NOMINATED _____ FOR THE OFFICE OF DISTRICT DIRECTOR FOR _____ (years). ARE THERE NOMINATIONS FROM THE FLOOR FOR DISTRICT DIRECTOR? IF THERE ARE NO NOMINATIONS FROM THE FLOOR, THE CHAIR DECLARES NOMINATIONS CLOSED.</p> <p><i>(If someone moves nominations be closed, it will take a second, use alternate patter. Remember to highlight the closing of nominations by vote instead of the unanimous consent above).</i></p>
	<p>IT IS MOVED AND SECONDED THAT NOMINATIONS BE CLOSED. THOSE VOTING IN THE AFFIRMATIVE, RISE. THANK YOU, BE SEATED. THOSE VOTING IN THE NEGATIVE, RISE. THANK YOU, BE SEATED. THERE ARE TWO-THIRDS IN THE AFFIRMATIVE, NOMINATIONS ARE CLOSED.</p>
	<p>***(If there is only one nominee proposed as follows: Highlight this in one color and the patter for more than one nominee which follows in another color).</p>
	<p>THERE BEING ONLY ONE NOMINEE FOR THE OFFICE OF DISTRICT DIRECTOR, THE VOTE MAY BE BY VOICE. THOSE IN FAVOR OF _____ FOR THE OFFICE OF DISTRICT DIRECTOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND YOU HAVE ELECTED _____ TO THE OFFICE OF DISTRICT DIRECTOR FOR _____ (years).</p> <p><i>(It is nice to have the new Director stand and be recognized)</i> <i>(If there is more than one nominee, you will need to ballot. It will take a majority vote. Remember to highlight this in another color)</i></p>
	<p>_____ AND _____ (If there are 3 or more people nominated, just keep adding blanks.) HAVE BEEN NOMINATED FOR THE OFFICE OF DISTRICT DIRECTOR FOR _____ - _____ (years). WILL THE TELLERS PLEASE COME FORWARD TO DISTRIBUTE THE BALLOTS. WILL THOSE WHO ARE ELIGIBLE TO VOTE RISE. THE TELLERS WILL HAND YOU A BALLOT. PLEASE VOTE FOR <u>ONE</u>.</p>

	WRITE THE NAME, FOLD YOUR BALLOT ONCE IN HALF. THE VOTING STRENGTH IS _____ (Pause)
	_____AND _____(If there are 3 or more people nominated, just keep adding blanks.) HAVE BEEN NOMINATED FOR THE OFFICE OF DISTRICT DIRECTOR FOR _____ - _____(years). WILL THE TELLERS PLEASE COME FORWARD TO DISTRIBUTE THE BALLOTS. WILL THOSE WHO ARE ELIGIBLE TO VOTE RISE. THE TELLERS WILL HAND YOU A BALLOT. PLEASE VOTE FOR <u>ONE</u> . WRITE THE NAME, FOLD YOUR BALLOT ONCE IN HALF. THE VOTING STRENGTH IS _____ (Pause)
	HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS COLLECT THE BALLOTS. (You should continue with the meeting while the Tellers are counting. When the Tellers return, the director will ask if the Tellers are ready to report. The Chairman of Tellers will read the Teller’s Report, first handing a copy to the Secretary and to the Director. You, as Director, will re-read the report and declare the winner. The Chairman of Tellers does not do this. Remember unless your Director has adopted a special rule that number of votes given to a candidate are <u>not</u> read, the Chairman of Tellers reads the numbers and so do you.
	<i>(When the Tellers are ready to report, call on the Chairman of the Tellers. She will read the report or reports, one at a time. You re-read the report (s) and announce the results, one election at a time. You may have only one or could have two. The Chairman of the Tellers will move that the ballots be destroyed, when and where. You will say:</i> THE QUESTION IS ON DESTROYING THE BALLOTS. THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BALLOTS WILL BE DESTROYED, when and where. <i>(The Chairman gives the ballots in a large envelope to the Secretary)</i>
Reports of State & District Chairs	THE NEXT BUSINESS IN ORDER IS THE REPORTS OF STATE AND DISTRICT CHAIRMEN WHO HAVE REQUESTED TIME ON THE AGENDA. THE FIRST TO REPORT WILL BE: _____ <i>(You can have this now or you can have the reports of the clubs)</i>
Introduction of Club Pres.	THE CHAIR WOULD LIKE TO INTRODUCE THE CLUBS IN THE_ DISTRICT. WILL THE CLUB PRESIDENTS AND MEMBERS OF THE CLUBS AND CIRCLES STAND WHEN THE CLUB OR CIRCLE NAME IS READ. <i>(You can do this or have the Secretary “call the roll”)</i>
Reports of Club Pres	THE NEXT BUSINESS IN ORDER IS THE REPORTING OF THE CLUB PRESIDENTS WHO HAVE REQUESTED TIME ON THE AGENDA. <i>(Maybe you want every club to report. Ask them before the day of the meeting so they will be prepared)</i>
Presentation of Awards	THE NEXT BUSINESS WILL BE THE PRESENTATION OF AWARDS/certificates/recognition, etc.
	<i>(Sometimes the District Director does this and sometimes the District Awards Chairman or local FFGC officers or officers if on fall tour. You may get to these before luncheon and maybe not. The sequence is up to you. Move it around to suit yourself.)</i>

Recess	THE TIME IS NOW ____ LUNCHEON WILL BE SERVED AT _____. PLEASE BE IN YOUR SEATS AT _____. BEFORE WE RECESS _____ WILL GIVE THE BLESSING. (BE MINDFUL THAT IT IS NON-DENOMINATIONAL.) THANK YOU _____. BE BACK IN YOUR SEATS AT _____ AND ENJOY YOUR LUNCHEON.
Reconvene	THE MEETING WILL RECONVENE.
Program	<i>(Maybe a program is coming here. Pick up what was not complete before the luncheon or whatever you have in mind.)</i> NOTE: no speaker when officers are present at fall tour _____ WILL INTRODUCE OUR SPEAKER FOR TODAY. THANK YOU, SO MUCH.
Treasurer Report (optional)	_____, THE DISTRICT TREASURER, WILL PRESENT CERTIFICATES TO THE CLUBS THAT HAVE CONTRIBUTED TO THE OPERATING FUND.
Recognition of Host	THE CHAIR WOULD LIKE TO PRESENT, AT THIS TIME _____ THE PRESIDENT OF _____ FOR RECOGNITION OF THE HOST COMMITTEE. THANK YOU, _____ **Some districts give award to the club with most member percentage present.
Invitation of Future Meetings	AT THIS TIME WE WILL HEAR THE INVITATIONS TO FUTURE DISTRICT MEETINGS _____ AND _____ <i>(Maybe only one)</i> THANK YOU SO MUCH
New Business	IS THERE ANY NEW BUSINESS TO COME BEFORE THIS MEETING?
Announcements	ARE THERE ANY ANNOUNCEMENTS? <i>(If the Registration report was not given early in the meeting, you might call for it here. Remember it is not adopted, but for information only)</i> _____ REGISTRATION CHAIRMAN WILL GIVE THE REGISTRATION REPORT FOR INFORMATION. THANK YOU VERY MUCH. <i>(This is an opportunity for you to thank those you need to thank if you haven't done it before).</i>
Adjourn	IS THERE ANY FURTHER BUSINESS TO COME BEFORE THIS MEETING? IF THERE IS NO FURTHER BUSINESS AND NO OBJECTION, THE MEETING WILL BE ADJOURNED. THERE BEING NO FURTHER BUSINESS AND NO OBJECTION, THE MEETING IS ADJOURNED.

PARLIAMENTARY PROCEDURE EXPLAINED

Robert's Rules of Order (RRO)

Motions:

All of the following motions require a second and, except for Previous Question, are debatable. All except the motion to rescind and Previous Question require a majority vote (Those in favor, say aye, etc.) The two others require a two-thirds vote (unless notice was given for Rescind when it would take a majority vote). Those voting in the affirmative, rise. Thank you, be seated. etc. When a director or a Chairperson ends the report with a motion, you do not need to call for a second. Assume the motion and begin with The question is on...

MOTION	HOW TO PHRASE THE MOTION	HOW TO PHRASE THE DEBATE	VOTE
Main Motion (<i>RRO 3:24</i>)	The question is on [INSERT] -or- it is moved and <i>seconded</i> that we [INSERT].	Is there any (or further) debate? Those in favor, say <i>aye</i> . Those opposed, say <i>no</i> . The aye's have it, the motion carries and we will _____ (result of the vote) (or the noes have it, the motion is defeated).	Majority vote
Amend (<i>RRO 12:1</i>)	The question is on <u>amending by striking</u> INSERT <u>and inserting</u> _____, -OR- It is moved and seconded to amend by striking _____ and inserting _____).	Is there debate on the motion to amend? (Is there further debate on the motion to amend?) Those in favor of amending by striking _____ and inserting _____, say aye. Those opposed, say no. The ayes have it, the amendment is adopted.	Majority vote
	The question now is on the motion <i>as amended</i> .	Is there further debate? Those in favor of the motion as amended, say aye. Those opposed, say no. The ayes have it and the amended motion has been adopted. (or the noes have it; the amendment is defeated).	
	The question is on the <i>main</i> motion	The question is on <u>amending by striking</u> _____ <u>after the words</u> _____. (or It is moved and seconded to amend by striking _____ after the words _____. Is there debate on the motion to amend? (Is there further debate on the motion to amend?) Those in favor of amending by striking _____, say aye. Those opposed, say no. The ayes have it, the amendment is adopted.	
Amend the Amendment (<i>RRO 5:4</i>)	The question is on amending the amendment by striking _____ and inserting _____ (or by striking, or by inserting or by adding).	Repeat the same three steps as above	Majority vote

Refer to a Committee (RRO 51:44)	The question is on referring the motion that we ___ to the ___ Committee. (or It is moved and seconded to refer the motion that we ___ to the ___ Committee.	(Usually, a Standing Committee or might be to the Board). Is there debate on the motion to refer? Those in favor of referring, say aye. Those opposed, say no. The ayes have it and the motion will be referred to the _____ Committee (or the Board). (or the noes have it; the motion to refer is defeated)	Majority vote
	The question is on the main motion (if refer is defeated)		
	The question is on referring the motion that we _____ to a committee of _____ (maybe three) to be appointed by the Chair.	(It is moved and seconded etc.) Is there debate on the motion to refer? The ayes have it and the motion will be referred to a committee of _____ to be appointed by the Chair. The Chair appoints _____, _____ and _____ and requests that they report at the next meeting of the Board. (or the noes have it; the motion to refer is defeated). The question is on the main motion (if refer is defeated)	
	The question is on the main motion (if refer is defeated)		
	The question is on referring the motion that we _____ to a committee of (Mary, John and Sally).	(It is moved and seconded etc.) Is there debate on the motion to refer? The ayes have it and the motion will be referred to (Mary, John and Sally) and requests that they report at the next meeting of the Board. (or the noes have it; the motion to refer is defeated)	
	The question is on the main motion (if refer is defeated)		
Motion to Reconsider (RRO 37)	The question is on the motion to reconsider the motion that we _____.		Majority vote
	The question now is on the motion that we reconsidered?	Or It is moved and seconded to reconsider the motion that we _____. Is there debate on the motion to reconsider? (Is there further debate on the motion to reconsider?) Those in favor of the motion to reconsider, say aye. Those opposed, say no. The ayes have it and the motion will be reconsidered.	
Note:	<i>The motion to reconsider can only be made on the day the original motion was made or the next day that business is conducted in a Board or a Convention. It must be made by a member who voted on the prevailing side (aye if the motion carried, or no if the motion was defeated). The motion to reconsider can be used on a motion that carried or was defeated. It means you are <u>asking the membership to take a second look at the motion</u> and if the motion to reconsider is adopted, you do consider the motion a second time.</i>		

<p>Rescind (RRO 35)</p>	<p>The motion to <u>rescind</u> can be used only on a motion that was adopted. It can come at a later meeting and usually does since you would use reconsider if the timing were right. This motion would be out of order if the action of the motion to be rescinded had been carried out. (Maybe a motion to give money for something and the money had already been given—too late but if not given or maybe only part of it given, would be in order). This motion can be made by any member eligible to vote.</p>	<p>The question is on the motion to rescind the motion that we _____ (or It is moved and seconded to rescind the motion that we _____) Is there debate on the motion to rescind? Those voting in the affirmative, rise. Thank you, be seated. Those voting in the negative, rise. Thank you, be seated. There are two-thirds in the affirmative, the motion is rescinded. (or there are not two-thirds in the affirmative, the motion to rescind is defeated).</p>	<p>Majority vote two-thirds vote</p>
<p>Previous Question (or Call the Question) (RRO 16)</p>	<p><i>This motion must be made by someone rising and addressing the Chair. It cannot be made by someone from their seat, yelling out Question. It is made when a member decides that debate and the amending process has gone on long enough. One person cannot demand that the vote be taken immediately but makes this motion “I call for the question” or question or “I move the previous question” (on all pending question). This motion is not debatable. Wouldn’t make sense to debate should you end debate.</i></p>	<p>The question is on calling the question (or the previous question has been ordered or called). The result of an affirmative vote on this motion of calling the question will stop all further debate and all further amendments. The previous question has been called (or ordered). Those voting in the affirmative, rise. Thank you, be seated. Those voting in the negative, rise. Thank you, be seated. There are two-thirds in the affirmative, the question is called (or there are not two-thirds in the affirmative, the question is not called. (If it is adopted---The question now in on _____. Those in favor, say aye. (Remember all debate has stopped now). Those opposed, say no. The ayes have it and _____. (or the noes have it)</p>	<p>2/3 vote</p>
<p>Unanimous Consent (RRO 4:58)</p>	<p>If there is no objection, we will recess for 10 (or 5 or 15) minutes.</p> <p>If there is no objection, we will adjourn until _____ (8:30 tomorrow morning).</p> <p>If there is no objection, we will refer this motion to the _____ Committee.</p>	<p>There is no objection; we are in recess for _____.</p> <p>There is no objection; we are adjourned until _____.</p> <p>There is no objection; the motion is referred.</p>	
	<p>If there is no objection, _____ will serve as Recording Secretary pro-tem.</p>	<p>There is no objection, [INSERT] will serve.</p>	

TOUR TEAM ACCOMMODATIONS: FFGC OFFICERS' FALL TOUR 2023

District (insert)	Day	Date
District Meeting Chairperson		Phone
		Email
Meeting Site	Address	City St Zip
Directions	Insert in this box	
Can the Tour Team set up the afternoon BEFORE the meeting?	Yes	Insert what time the building is available
If not	What time on the day of the meeting can they arrive to set up?	Insert time
	Contact person	Phone:
NOTE:	we request at LEAST ONE person be available to help unload and set up.	Please have ONE six-foot table available for FFGC Ways and Means
Name of Helpers:	Name Name Name	
HOTEL Name	Insert	Phone
HOTEL Address	Insert	
HOTEL Directions	Hwy Exit	
Names rooms are reserved in	Name	2 queen beds Confirmation #
	Name	2 queen beds Confirmation #
NOTE	Where possible, use Hilton Hotels for "point" usage: Double Tree, Embassy Suites, Hilton Garden Inn, Hampton, Homewood Suites, TRU and Home 2.	
Name of TWO restaurants close by for Tour Team dinner, if on their own	(1)	Phone
	(2)	Phone
MEETING DAY		
Registration	Begins ? am	Call to Order ? am
Directors Phone:		Emergency Phone:
Host Club (if any) president	Name	Phone:
	Email:	
Meeting theme	Insert	
Are the officers expected to wear something special	Yes or No	What?
Are the officers expected to participate in any special activity?	Yes or No	What?
Address for thank you notes by Tour Team:	Director Name Address City/state/zip	Meeting Chair Name Address City/state/zip
	Host Club President Name Address City/state/zip	Other Name Address City/state/zip
	Other Name Name Address City/state/zip	Other Name Address City/state/zip
Form completed by District Director and e-mailed to Corresponding Secretary, by NO LATER THAN: August 15, 2023, using a WORD attachment. E-mail confirmation will be sent to the DD. Telephone contact at _____ for any questions. YOU MAY TYPE DIRECTLY INTO THIS DOCUMENT AND EMAIL IT.		

DISTRICT MEETING: PROJECTED BUDGET
For Clubs Hosting Spring/Fall District Meetings

Date:	Activity:	Projected Attendance:
Location	Insert	Host Club / Name
Chairperson	Insert Name	Insert Name, Club President
Address City/St/Zip Telephone Email	Insert here	Insert here
Estimated Revenue:	Income based on # attendees x \$ per attendee	\$
Estimated Expenses	District Registration (\$1 ea.)	\$
	Facility Rental	\$
	Morning Coffee	\$
	Lunch	
	Speaker (travel, fee, lunch)	\$
	FFGC Officers (4 lunches)	\$
	Program Printing	\$
	Clean-up	\$
	Decorations	\$
	Table Favors (not necessary)	\$
	Gifts for Head Table	\$
	Equipment Rental (audio/visual)	\$
	List Other (in detail)	\$
(delete if unnecessary)	Insert other	
same	Insert other	
	TOTAL ESTIMATED EXPENSES	\$

DISTRICT MEETING: FINAL BUDGET [ACTUAL]
Income and Expense Report for Spring/Fall Meetings District Meetings

Date	Activity	Actual Attendance
Location	Place	Name, Chair
Address City/St/Zip	Phone	Email
Host Club	Name	Name, Club President
Address City/St/Zip	Phone	Email
ACTUAL REVENUE	Income based of # attendees x \$ per attendee	\$
	Other Income	
	Ways & Means	\$
	Club Opportunity Drawing	\$
	Total Revenue	\$
ACTUAL EXPENSES	District Registration (\$1 each)	\$
	Facility Rental	\$
	Morning Coffee	\$
	Lunch	\$
	Speaker (travel, fee, lunch)	\$
	FFGC Officers (4 lunches)	\$
	Program Printing	\$
	Cleanup	\$
	Decorations	\$
	Table Favors (if given out)	\$
	Gifts for Head Table	\$
	Equipment Rental (microphone, etc.)	\$
	List Any Other Expenses (in detail)	\$
	Total Expenses	\$
*Income from Club Ways & Means and Club Opportunity Drawing need not be listed UNLESS income realized was needed for shortfall.		

GENERAL INFORMATION: REGISTRATION

REGISTRATION FORM		
Deadline: insert date [no refunds after this date]	Cost:	\$
Make check payable to:	Insert payee here	
Mail check to:	Insert name and address here	
NameE003A Insert here	Address Insert full here	Garden Club
	Phone	Email
Check all boxes that apply to you		
<input type="checkbox"/> FFGC Officer	<input type="checkbox"/> FFGC Chairperson	<input type="checkbox"/> Former FFGC President
<input type="checkbox"/> Former District Director	<input type="checkbox"/> District Officer	<input type="checkbox"/> District Chairperson
<input type="checkbox"/> Club President	<input type="checkbox"/> Circle President	<input type="checkbox"/> Delegate
<input type="checkbox"/> Alternate	<input type="checkbox"/> Club Member	<input type="checkbox"/> Guest

GENERAL INFORMATION: CREDENTIALS
INSTRUCTIONS FOR DISTRICT MEETING CREDENTIAL/REGISTRATION REPORT

The Credential/Registration Report reflects information provided on the Registration Form.
(Visiting FFGC Officers at Fall District Meeting are guests unless it is their home District!)

CREDENTIAL REPORT: This Credentials Report form eliminates removing duplications in order to reach the correct number of Delegates to determine the Voting Strength.

*Delegates for Voting on the District level include Club Delegates (refer to BOI), Presidents, District Director, Asst District Director, District Board Chairmen, Former District Directors and District members serving on the FFGC Board of Directors. **

BYLAWS: ART XI Representation; ART XXI Districts Section 5 Meetings (b-e)
(Only those residing in your District as a member are counted as delegates.)

Attendees with multiple categories with Delegate status are marked as **DELEGATE** – mark that column on your Master Registration Sheet.

Total for number of Delegates officially registered.

If assigned delegate is unable to attend, the registered Alternate may substitute as Delegate. (See list above for inclusion as delegate). The cumulative total of delegates allows each person to be counted only once and is correct list for Voting Strength without duplication.

A person may serve in more than one capacity but for voting purposes are counted only once!

REGISTRATION REPORT: Defines the categories of everyone in attendance at the meeting.

INSTRUCTIONS: The Registrar should have a Master Registration List and mark each category as printed on the Registration Form. **Only those in attendance at the meeting are counted in final reports.**

If the Registrar automatically marks those serving as Delegates when Registration is received, the report will be correct. (Registrant may be remiss in marking Delegate.)

*EX: Cissy Richardson - Former District Director and FFGC BOD member
Automatically is a delegate to District Meeting.
Registrar checks Delegate section of Registration Master Sheet.*

The Registration Report will not match the number of people registered as several may serve in multiple categories.

EX: Serving as Club President, Former District Director and on the FFGC Board of Directors.

GENERAL INFORMATION: CREDENTIAL/REGISTRATION REPORT
FFGC DISTRICT _____ MEETING

REPORT

SUBMITTED:

(Date and place)

Credentials	Total Number of Delegates Registered 10 days prior to meeting	Insert #
Total Number of Alternates		Insert #
Total Number of Members		Insert #
	Total Registration	Insert #

VOTING STRENGTH: _____ (Delegates)

Registration Report: *This Registration Report reflects the designation/s of those attending! This number will be more than total attendance as attendees may be counted in more than one category.*

Excel spreadsheets should have all this information easily broken down.

Category	Total Number of Each Category
District Director	
District Officers and Asst. Director	
District Chairmen	
Former District Directors	
FFGC Board Chairmen	
FFGC Officers	
Club/Circle/Council Presidents	
Members (not previously counted)	
Guests/Spouse	

On behalf of the Credentials/Registration Committee, I move the adoption of the report as presented.

Teller's Report Example If you were the chair and announced the results of this election, what procedures would need to be followed to complete the election?

→**Read Nominations & Elections under Parliamentary Procedure Information in your Manual.**

President	Number of votes cast	56
	Needed for election (majority)	29
	Mary Jones	30
	John Smith	25
	Illegal (2 folded together)	1
Vice President	Number of votes cast	54
	Needed for election (majority)	28
	Alice Edwards	27
	Sam Carter	26
	Mary Jones	1
Secretary	Number of votes cast	50
	Needed for election (majority)	26
	Mary Jones	42
	Michele Wood	6
	Sam Carter	1
Illegal (ineligible)	1	
Treasurer	Number of votes cast	56
	Needed for election (majority)	29
	Ann Brown	50
	Mary Jones	5

Tellers: _____

Date: _____

Section 4:

District Finances

TREASURY/ BUDGETS/ FUNDRAISING

Each club should have its own Tax Identification Number (TIN or EIN) and may apply for its own 501(c)(3) designation.

- 1. When raising funds, there is an acceptable statement to be on PR (Public Relations Material) for any such event that should read something to the effect:** *“Monies raised from this event will go to support “X” after expenses” or “net profits /proceeds from this fundraising event will support “X”.* There **must be a specific and stated purpose** for holding a fundraiser and then the PR releases for that event should make the above statement in the body of the PR that goes out. **Additionally**, monies raised for purpose “X” **cannot** then be used to subsidize another purpose/ Project “Y” **without a 2/3 majority vote** of the club members...or unless Project “X” is finished and there is money left over...then it can be put towards Project “Y.”
- 2. Charitable organizations and sponsors that meet the following requirements are eligible to fill out the Small Charitable Organizations/Sponsors Application and complete the Solicitation of Contributions Annual Financial Reporting Form in lieu of registration:**
 - The charitable organization or sponsor has less than \$25,000 in total revenue (including contributions) during the immediately preceding fiscal year.
 - The fundraising activities of the charitable organization or sponsor are carried on by volunteers, members or officers who are not compensated and no part of the assets or income of the organization or sponsor inures to the benefit of or is paid to any officer or member of the charitable organization or sponsor.
 - The charitable organization or sponsor does not use a professional fundraising consultant, professional solicitor or commercial co-venturer.

Every charitable organization or sponsor that is required to register under Section 496.405, F.S., or is exempt under Section 496.406(1)(d) must conspicuously display the following statement on every solicitation, confirmation, receipt or reminder of a contribution: “A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.” The statement must include a toll-free number and website for the division that can be used to obtain the registration information. When the solicitation consists of more than one piece, the statement must be displayed prominently in the solicitation materials. If the solicitation occurs on a website, the statement must be conspicuously displayed on any webpage that identifies a mailing address where contributions are to be sent, identifies a telephone number to call to process contributions, or provides for online processing of contributions.

3. Many clubs have large holdings in their bank accounts... Money should carry over only when earmarked or encumbered for a specific purpose PLUS one year’s worth of operating budget. Clubs are not supposed to have more in their bank accounts than one year’s operating budget (and they should be able to **show a budget** that it supports) and such money that they have raised and earmarked for a **specific project**...clubs have to be able to support why they have an excess over purposes and budget...Donations to FFGC/Habitat/Convention/Wekiva/SEEK/etc. are always acceptable uses of club funds. There is no reason to accumulate large sums of money without a purpose.

4. The two phrases “non-profit” and “not-for-profit” are the same thing...Advised to pick one and stick to it.

5. Other items:

- Club fundraising events should collect and remit local/state taxes on all sales, where applicable.
- Internal audits should be performed at close of every term; an audit/review by an independent CPA upon change of Treasurer should occur.
- Be sure your Bylaws are in concert with those of FFGC.

6. Payments: No matter what you are paying to FFGC or to a chairman, please be aware of the dates that payments are due. Always refer to your BOI or contact the chairman listed. Remember the “domino effect” -- if one person is late, then that pushes everything else back and it compounds as it goes up or down the line.

BUDGETED ITEMS

Clubs and Districts are encouraged to include the following items when they prepare and present their annual budgets:

Ads/Sponsorships at Convention: Honor those in your Clubs/Circles or District who serve FFGC; those who have gone above and beyond the call of duty, someone who has been a faithful Club member for many years, etc. by taking an ad in the program book or become a sponsor of the annual convention.

Arbor Day Plantings: Buy a tree to place in a local arboretum/botanical garden; help your city with a street planting, or your club’s garden center, a school, etc.

Awards: Sponsor a Flower Show Award in a locally held Flower Show. Sponsor an award at your local county fair. Sponsor the biennial State Flower Show awards!

Delegate Funds: Send club member/s to District meeting/s (pay for their lunch and registration); send a delegate/s to FFGC Convention perhaps paying for their registration or giving them a stipend to offset the cost of travel and hotel. Consider widening your club’s horizons by sending a delegate/s to a Deep South Garden Clubs Convention or going to National Garden Club Convention!

Dues: Clubs should pay District Dues, if required, on the total number of members.

Youth Gardening: If you don’t sponsor a Junior Garden Club, start one or find one in your area to donate to; donate to FFGC’s Wekiva Youth Camp operating funds; give camperships or donate camperships if you have no youth attending camp. There is a plaque at Wekiva Youth Camp where donors’ names can be engraved (minimum of a \$500 donation). Donate to the SEEK Conference (high school age youth).

Educational Opportunities: Set up and give in-house scholarships to your club members to the nationally offered and FFGC sponsored schools or classes such as Landscape Design, Environmental, Gardening School, Flower Show School, Symposiums, Conferences, Floral Design Study, any of three Short Courses held in the state, etc. Give partial scholarships to more than one member.

Habitat-for-Humanity: It costs about \$100 to purchase the plants for one Habitat-for-Humanity home. Make a donation. If there are no HFH projects in your area, find a local chapter of HFH.

Life Memberships: Honor and/or thank someone with a Life Membership to FFGC, Deep South Garden Club, or National Garden Clubs, Inc. FFGC Life members do not pay state membership dues for the rest of their life!

Personal Honors: depending on your finances, you can spend as little as \$50 or as much as \$1500 to honor a member of your club, circle, district or federation for their services. Purchase Bricks in the garden path at FFGC HQ (\$50), Earth Steward Award (\$100), Pillar of Pride (\$100), Hall of Fame (\$100), FFGC Patron (\$500) or FFGC Guardian of Gardening (\$1500). These last two honors have perks: honors seating at Conventions.

Gardens: Donate to Botanic Gardens, University test gardens, the FFGC Gardens (*Color our Garden* or the *Presidents' Garden*); become an affiliate member club in any of the nationally recognized plant societies (Rose, Hemerocallis, Camellia, or GCA, etc.).

Library: Donate gardening-related books to your local library, your club's library; make sure **all** NGC required reading books for Flower Show Schools, the Landscape, Gardening and/or Environmental Series are available to check out. Donate books in memory or honor of someone.

Scholarships: Donate to FFGC Scholarship Endowment in any amount, at any time. Consider creating a local club or district scholarship for worthy high school or college students majoring in areas that reflect the NGC or FFGC objectives.

Please note there is a **DONATE button [<https://ffgc.org/Donate>] on the FFGC website home page that can be used to make donations by credit card if that is more convenient for you or your club/circle.

Money: Where It Comes From and Where It Goes

CHAIRMANSHIP or EVENT	CHAIRMAN	ADDRESS	E-MAIL
Centennial Celebration! Donations	Jana Walling Treasurer	2121 Olivia Drive Tallahassee, FL 32308-6164	jipwfl@hotmail.com
Bricks/Garden Path	Charlotte White	1173 Deer Lake Circle Apopka 32712	charlottewhite@embarqmail.com
Presidents' & Color Our Garden Donations	Charlotte White	1173 Deer Lake Circle Apopka 32712	charlottewhite@embarqmail.com
Donations- Operating Funds	Jana Walling Treasurer	2121 Olivia Dr. Tallahassee, FL 32308-6164	jipwfl@hotmail.com
Dues - FFGC	FFGC Headquarters	1400 S. Denning Drive Winter Park, 32789	ffgc@ffgcmail.com
Floral Design Studies			
Habitat for Humanity	Pat Caren	14663 SW 155 th Avenue Brooker 32622-2864	Pmrc423@gmail.com
Hall of Fame	Skip and Diane Lamoureux	9439 Preston Rd Brooksville, 34601	skip@verizon
Life Memberships NGC/DSR/FFGC	Skip and Diane Lamoureux	9439 Preston Rd Brooksville, 34601	skip@verizon
Pillar of Pride	Skip and Diane Lamoureux	9439 Preston Rd Brooksville, 34601	skip@verizon
Planned Giving	Carolyn Schaag	22125 Drawbridge Dr. Leesburg, 34748	Carolyn.schaag@gmail.com
Scholarships-info	Helen Purvis	2111 Olivia Dr Tallahassee, 32308-6164	jpurvis77@comcast.net
Scholarship- Endowments	Jana Walling	2121 Olivia Dr. Tallahassee 32308-6164	jipwfl@hotmail.com
SEEK Treasurer	Jana Walling	2121 Olivia Dr. Tallahassee 32308-6164	jipwfl@hotmail.com
<i>The Florida Gardener Web Advertisements</i>	Inger Jones	2112 NE 44 th Street Lighthouse Point 33064- 9010	mjinger@att.net
Wekiva (Finance)	Jana Walling	2121 Olivia Dr. Tallahassee 32308-6164	jipwfl@hotmail.com

IRS, TIN and 501c3 designation

ORGANIZING WITH THE STATE OF FLORIDA

By this time, the majority of districts have already obtained their own Tax Identification Number and are no longer using the FFGC number. FFGC believes that the twelve Districts should be organized the same and provided steps to assist the District in taking the necessary steps to become non-profit organizations. Changing the organizational status of the districts benefits FFGC as well as the District. Clubs that are not already approved as 501(c)3 organizations may also follow these steps. The steps are detailed below.

The districts would need to draft organizational documents and file them with the State of Florida using the following link:

[Florida Non-Profit Corporation - Division of Corporations - Florida Department of State \(myflorida.com\)](https://myflorida.com)

The fee for filing is \$70. Once the organizational documents are approved, an annual report must be filed by May 1 of each year and the fee for this filing is \$61.25. This filing must be done using the following link: [File Annual Report - Division of Corporations - Florida Department of State \(myflorida.com\)](https://myflorida.com)

The next step would be for each district to file for tax exempt status with the IRS. There is an exemption to this application requirement if the District has gross receipts in each tax year of normally not more than \$5,000. Each district not qualifying for the \$5000 exemption would file an application for exemption status. The information for this application process with links to web sites follows:

[About Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501\(c\)\(3\) of the Internal Revenue Code | Internal Revenue Service \(irs.gov\)](https://www.irs.gov)

- \$275 fee to file for exempt status – Form 1023-EZ. \$600 fee to file Form 1023.
- Only organizations with expected gross receipts of less than \$50,000 can file the 1023-EZ
- Organizations with \$50,000 or more in expected gross receipts would file the Form 1023

Once qualifying as a 501(c)3 organization, annually one of the following tax returns would need to be filed.

- Form 990 for gross receipts \$200,000 or more
- Form 990-EZ for gross receipts of \$50,000 to \$199,000
- Form 990-N for gross receipts less than \$50,000
- Failure to file a return for 3 consecutive years then that district loses its exempt status

The timing of these steps should be taken as soon as possible (originally requested not later than 12/31/2022). The receipts, disbursements and net assets of the districts will be included as part of the FFGC tax return up to the date a District obtains its own TIN.

The advantage to the districts will be that donations made to the district will be tax deductible to the donor. Additionally, the Districts will be eligible to apply for a *Consumer's Certificate of Exemption* which will provide an exemption from paying State and Local Sales Tax. This can be done using the following link: [Florida Dept. of Revenue - Account Management and Registration \(floridarevenue.com\)](https://floridarevenue.com)

Lastly, the Districts will be in compliance with the various related provisions of law.

The FFGC Treasurer is available to assist the District Directors and their Officers with the filing of these documents and helping with the process. Please contact Jana Walling, FFGC Treasurer, jjpwfl@hotmail.com, 850-264-9627.

HOW TO CREATE DISTRICT BYLAWS

District Bylaws may not be necessary. If you have District Policies and Procedures and you operate under the FFGC Bylaws, you can obtain a TIN and 501(c)(3) designation with tax exempt status. Check with your bank and the www.Sunbiz.org to see what applies.

If you wish to construct Bylaws or Articles of Incorporation and have your district membership vote on them, use the FFGC Bylaws as a template. Please remember that your parent organizations, FFGC and NGC, are the law and you cannot go against those established bylaws!

Robert's Rules of Order (RRO) Newly Revised, 12th edition, should be your guide and reference when constructing bylaws, however, you are welcome to use the FFGC Bylaws as a template. Chapter XXVI in *RRO* gives step-by-step procedures for forming a Bylaws Committee, gives things to consider for each situation, and finally, let's you know what to put in each Article and in what order. Sample Bylaws are given at the end of the Bylaws chapter. Some Articles and titles are optional, or you may wish to add additional Articles for your particular situation. Remember not to make your Bylaws too restrictive. These are the rules. How to enact the rules will come in your *Policies and Procedures*.

Article I: Name. Please use the following so your name will appear close to our name in the listing on SUNBIZ—**Florida Federation of Garden Clubs, District _____**

Article II: Object. Please use the same statement given in the FFGC Bylaws as to our purpose (may require a bit of revision under (c)). This is basically our mission statement:
Specifically, the purposes of the association are as follows:

- (a) To further the education of the members and the public in the fields of gardening, horticulture, botany, floral design, landscape design, environmental awareness through the conservation of natural resources, civic beautification, nature studies, and to instill in our youth the love of gardening and the respect for and protection of the environment;*
- (b) To encourage the erection of memorials to veterans of the United States armed forces;*
- (c) To co-ordinate the interests of the several Garden Clubs in the State of Florida to the extent such co-ordination represents a furtherance of the activities specified in (a) and (b) above provided always that such purposes shall be effectuated by activities which are within the scope of Section 501 (c)(3) of the Internal Revenue Code of 1954.*
- (d) To do and perform all other acts and things necessary to carry out the purposes of this Corporation as a Corporation not for profit in accordance with the law in such cases made and provided.*
- (e) Membership in the Florida Federation of Garden Clubs, Inc. is open to all regardless of gender, age race, ethnicity or religious affiliation.*

Article III: Members. Please use the same description of members as found in the FFGC Bylaws. We have **voting members** and **non-voting members** and a definition is given for each.

Voting membership shall consist of members of Garden Clubs, Garden Clubs organized on the Circle Plan, Councils, and FFGC Life Members and Honorary Members of FFGC who are members of a Garden Club.

Non-voting membership shall consist of Life Members and Honorary Members of FFGC who are not members of a Garden Club; Affiliate Member Organizations; and individuals and groups of Junior Gardeners, Intermediate Gardeners, High School Gardeners, College Clubs and Vocational-Technical School Garden Clubs.

If you have **district dues**, you may state that info here. You may wish to include how new clubs become a part of FFGC and the district and how a club/circle may, unhappily, resign from the organization.

Article IV: Officers. You will have your elected Director, whose duties are outlined in the FFGC Bylaws in Article XXI, and Assistant Director plus Secretary, Treasurer, and an appointed Parliamentarian...Other officers, such as Chaplain, do not need to be listed. Be sure to clarify which officers are elected by the members and which are appointed by the Director. List them in rank order, each with its own Section. Here you can address nominating procedure, ballot voting, term limits and filling vacancies. You can even address removal from office for cause!

Article V: Meetings. For most of you, you have only the fall and spring regular district meetings, with no fixed dates but perhaps a month may be noted. You may wish to provide a Section for a Called or Special meeting or a meeting of only the executive board. Here you will need to set your **quorum** to conduct business. Typically, a quorum is 2/3 of the majority eligible to vote if the membership was given 4-weeks' notice of the issues being considered. If no advance notice is given, the vote must be unanimous.

Article VI: Executive Board (or Board of Directors). Be sure to define who will make up your Executive Board as opposed to who makes up your Executive Committee.

It might read: *The Board of Directors (Executive Board) shall consist of the officers of (your district), Former District Directors, Chairmen and appointed Board members.*

It might read: *The Executive Committee shall consist of the elected officers of (your district), the Corresponding Secretary and certain chairmen. The Parliamentarian shall attend meetings of the Executive Committee as advisor.*

Usually, the elected and appointed officers of the district are entrusted with administrative authority and responsibility. When will they meet? What authority will they have in decision making? Will everyone on a committee be eligible to vote?

Article VII: Committees. Here you will list your **Standing Committees**, each in its own Section. Examples may include Finance Committee, Short Course committee, Festival Committee, Plant Sale Propagation Committee and so forth. Be sure to state the composition of these committees, how appointed and what is their responsibility to the district. Remember, the Director is an *ex-officio* member of all committees except the nominating committee.

Article VIII: Parliamentary Authority. This one is easy...*Robert's Rules of Order Newly Revised*, 12th edition is our authority of choice!

Robert's Rules of Order Newly Revised shall govern the proceedings of (your district) in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Standing Rules.

Article IX: Amendment of Bylaws. Prescribe the method by which your Bylaws may be amended. Give the amount of advance notice given to members and by what manner, at which assembly the amendments may be voted on and how many votes it will take to pass the amendment (usually 2/3 of the registered delegates).

These bylaws may be amended at any (District meeting) by a two-thirds (2/3) vote of the delegates present and voting, provided the proposed amendments shall have been presented in writing to the Board of Directors for approval, and a copy of the approved amendments shall have been sent to each member Club at least four (4) weeks prior to convention.

Without the prescribed notice, these Bylaws may be amended at any annual district meeting by unanimous vote.

And there you have it!! Do not make it harder than it needs to be and please do not add or take away anything that is in conflict with the FFGC or NGC Bylaws. If you need help, please do not hesitate to contact the FFGC Parliamentarian (Carolyn Lowry-Nation) or the FFGC Bylaws Committ

FFGC Awards include many layers

Adult Awards

Jr Gardener Awards

Youth Awards

FFGC Supported –NGC Contests – Smokey Bear, Poetry, Sculpture Award
Flower Show Achievement Awards Flower Show Related Awards

#11 Yearbook Award--Applications are **Due November 1st** to the FFGC 3rd VP to be judged.

#61 Nell Coe Award is the FFGC President's Award and is awarded at the end of their administration at the FFGC Convention. This award changes with each administration, usually the FFGC President writes the award to fit her theme.

Award Due Dates will be set by the FFGC Awards Chair, while working with her Team on their due dates. All the documents will be updated by the Awards Chair after the FFGC Convention and can found on the FFGC Website.

www.ffgc.org

Awards TAB under —Award Descriptions & Rules

The 3 documents below are the key to successful Award Writing

FFGC Awards Application

FFGC Awards Rules and Procedures

FFGC Awards Descriptions

Find an Awards Chair for your District.

There are Deep South Garden Clubs, Inc. Awards - www.deepsouthgardenclubs.com/awards and National Garden Clubs, Inc. Awards - gardenclub.org/ngc-awards. Some of the Deep South and NGC awards you can apply for because they are not duplicated with FFGC Awards.

BUT ALL awards FFGC, DS and NGC Awards go to the FFGC Awards Chair by their due date.

Now get excited about **AWARDS** because your District will run off your energy and emphasis. Being at the FFGC Convention and winning Awards as a District is the best feeling.

When Clubs WIN! They are excited and more likely to grow. Prepare a list of your District Winning Awards for your District Clubs to share the winning awards at your District Meeting. Your District Award Chair can help.

District Awards Chair, Jr. Gardener Awards Chair can be so helpful.

Try to enlist someone in your District to remind clubs about deadlines or Zoom Instructional Meetings. This person(s) can keep you informed. There is a workshop guideline for District Awards Chairs...Key to understand and can be found on the FFGC Awards under the TAB Award Education.

Most of your Clubs can apply for these 4 awards, Facebook, Website, Newsletter & Yearbook. Planning Ahead #65 Convention Delegate Award, #66 National Garden Club Week. And that is just the beginning!

District Awards to be aware of:

D-3 MEMBERSHIP CITATION AWARD"(Awarded Every Other Year) Next Due Date: To District Director by Date TBA to State Awards Chair.

Donor: FFGC

Every two (2) years, an award will be given to the district which shows the greatest increase in membership at the end of the current administration, based on a district's membership percentage basis. A certificate and a check for \$50 will be awarded at the annual convention. Have each Club in your District give you their starting Membership Numbers. Proof must be provided for each year. Proof: A letter or copy of the Yearbook page starting Membership totals. Copy of club checks with the new members name(s) proving new members added. Fill out the top portion on Awards Application. Awards Chair must have an email from District Directors. You must have your starting number for each Club and the ending numbers for each Club submitted to you in time for you to submit. No late entries will be accepted. Email Awards Chair. Every two (2) Years

D-8 DISTRICT HORTICULTURE AWARD

Donor: FFGC

Description/Purpose: To encourage Districts to present Horticulture programs. Proof of Accomplishment: Use the FFGC Award Application Form to report in narrative style about the event. You may include pictures. Some suggested types of events are: horticulture symposium, seminar, or workshop. One subject or several subjects may be included in the course, but all must be on Horticulture.

Submission: FFGC Awards Chairman

Proof of Accomplishment: Use the FFGC Award Application Form to report in narrative style about the event. You may include pictures. Some suggested types of events are: horticulture symposium, seminar, or workshop. One subject or several subjects may be included in the course, but all must be on Horticulture.

Award: An award of \$25 may be given to the best application.

Send 2 copies of Awards Application to State Awards Chair Follow the current year's directions and by Due Date

District Awards- Also Look At:

#5 SPECIAL ACHIEVEMENT

#12 NEWSLETTER/MAGAZINE/BULLETIN

#14 DEPALMA/SILLIK WEBSITE AWARD

#14-A FACEBOOK AWARD

#36 COMMUNITY SERVICE AWARD

#62 MARY S. COMPTON AWARD FOR PUBLICITY

#66 NATIONAL GARDEN WEEK AWARD

#73 PUBLIC PROGRAM