

March 15, 2020

Dear FFGC Garden Club Presidents,

Attached to this letter is the FFGC dues renewal package for 2020. We have redesigned the process with the hopes that you will find it simpler and easier to complete. Please forward this package to the person who will complete the form and the associated member lists as soon as possible. Our annual renewal period begins March 15, 2020 and ends on June 1, 2020.

Please encourage your club treasurer and/or club membership chairman to review the package and contact me with any questions they may have. The earlier we can get the instructions straight in their minds the easier their jobs will be. We have scheduled two workshops at the FFGC Annual Convention in Tampa on April 17th and 18th to review the new process and for the involved people to ask questions.

We have created a new '**MEMBERSHIP RENEWAL FORM**' which will be submitted with your dues that itemizes the member count as well as the dues owed based on your club roster. This form is an enterable form and can be found on the website in the forms list. It is also included as an attachment to this letter. We are requiring that it be mailed in along with your dues check so that the information and the dues checks stay together. The form also documents the lists of member names that have to be submitted along with the form. We have broken these lists into different categories to make things more self-explanatory. Hopefully with all the information submitted together we will be able to update our database with your club's records and the individual's profile accurately and quickly.

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

You can obtain a list of your current members on the FFGC database by going to ffgc.org, selecting the directory option and then checking your garden club name in the list. You can then cut and paste the list into a word document on your own computer. You can also work from your own rosters as you complete the form and lists.

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

Thank you for your prompt attention to this new 2020 process.

Sue Roberts, Dues/Membership Committee Chairman sue@georgesueroberts.com 352-357-3712

DUES RENEWAL PROCESS INSTRUCTIONS

Once you have collected your dues for the 2020/2021 year please complete the MEMBERSHIP RENEWAL FORM. With your updated club roster at hand please first complete section 1. We are asking for the club president, treasurer and the person responsible for completing this process. This will enable us to get back to the appropriate person if there are any questions.

Section 2 documents your total member count and the FFGC dues owed for those members. We have broken the members down into four groups:

- 1) FFGC Life Members – you do not pay FFGC dues for these members.
- 2) Renewing Members – individual and couples
Individual members pay \$12 each.
Couples pay a household dues rate of \$14. A couple must be a legally married couple belonging to the same club. If one member of the couple is a life member he or she does not pay dues and is included and counted in item 1. The other member pays \$2 and is counted as a renewing member.
- 3) New Members
The same rules apply as in number 2, but you must submit a NEW MEMBERSHIP AND CHANGE MEMBERSHIP FORM for each new member (one for each member of a couple).
- 4) Members who name your club as a Secondary Club
You will not pay FFGC dues for these members as another club is paying their FFGC dues but you do need to count them and include them in a list to ensure they appear on your club's roster.

The total member count in item 2 should equal the total number of members on your roster and the FFGC dues owed should be your club's FFGC dues bill.

Section three itemizes the lists we are requesting. Please list name alphabetically by last name and have them preferably computer generated or typed.

List 1 is FFGC Life Members

List 2 is Individual Renewing Members

List 3 is Couples Renewing – please list both names. If one member of the couple is a FFGC Life Member that is included in list 1 please put an asterisk by their name on list 3.

List 4 is New Individual Members and New Couples

List 5 is names of members who name your club as a Secondary Club. Please also include their Primary club.

The total names on these lists should equal your member count. Please count each member only once.

Please mail the form, the lists, any new members forms, and your club's check together to FFGC Membership at 1400 S. Denning Dr., Winter Park, Fl. 32789

TO ADD NEW MEMBER AT ANY TIME OF YEAR

Complete the NEW MEMBERSHIP AND CHANGE MEMBERSHIP FORM for each new member (one for each member of a couple). The Form can be found in the forms list on the FFGC website. Please download it to your computer and complete it. Then print the form and enclose with your club's check (\$12 for individual member and \$14 for a couple) and send to FFGC Membership at 1400 S. Denning Dr. Winter Park, Fl. 32789. Please note that you will no longer be sent an invoice so please include your club's check when you submit the form.

TO UPDATE OR DELETE A MEMBER'S INFORMATION

Complete a NEW MEMBERSHIP AND CHANGE MEMBERSHIP FORM per member. This form can be found on the FFGC Website in the forms list. Download it to your computer, complete and email to ffgc@ffgcmail.com. Please indicate the information that you are changing.

Your members can also alter their own profile after they have logged on to the FFGC website. Click on your name in the upper left hand corner of the home page. Once their profile is displayed use the 'EDIT PROFILE' option.