Florida Federation of Garden Clubs, Inc.

Manual for DISTRICT DIRECTORS

2019-2021

**“Diversity In The Garden”**

**Al Latina, President 2019-2021**

This Manual was prepared for the twelve District Directors of the Florida Federation of Garden Clubs, Inc. serving the 2019-2021 administration.

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

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# FFGC OFFICERS 2019-2021

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

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FFGC Website: www.ffgc.org

Office Staff: Office Manager: Liea Ward

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**Headquarters**

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

Fax (314) 776-5108

Email: headquarters@gardenclub.org

NGC Website: [www.Gardenclub.org](http://www.Gardenclub.org)

Administrative Assistant: Katie Roth

**NGC President: Gay Austin**

Theme: Plant America

**Deep South Garden Clubs Director: Lena Bateman**

Theme:Get Back to Nature" DSGC

**Alternate Director: Donna Bucci**

**Wekiva Youth Camp**

Wekiwa Springs State Park

1800 Wekiwa Circle, Apopka, Fl. 32712-2599

Tel (407) 884-2019 (summer only)

# Book of Information (BOI)

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 available online.

An addendum is printed in the summer of the even-numbered years. It should be accessible to each member of a club and especially to committee chairmen.

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.

Copies of the BOI and the addendum 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 during both years of the term of office.

**NOTE**: All of the information compiled in the BOI is readily available online. See the FFGC online Directory and the ‘Members’ area of the website (ffgc.org) for additional information.

# The Beatitudes for Stewards of the Earth

by Father Ed Eschweiler

Blessed are they who reverence all created things as sacred. In God’s eyes, all creation is good.

Blessed are they who understand that creation is like a beautiful tapestry, with every strand depending on all the others.

Blessed are they who see beauty of Earth as a reflection of the beauty of God, who creates it.

Blessed are they who do not waste Earth’s resources, which are for everyone, even those not yet born.

Blessed are they who reverence the air, the breath of God, and the Spirit of our life.

Blessed are they who reverence the life-giving waters that sustain the Earth’s climate and nourish Earth’s inhabitants.

Blessed are they who reverence the trees and other plants that call down the rains, stabilize the soil, and freshen the air.

Blessed are they who reduce what they consume, re-use what they can, and recycle what they no longer use.

Blessed are they who praise God the creator in their reverent and gentle use of all things on Earth.

Submitted to *The Florida Gardener*

By Jean Villareal, former FFGC President

# The Board of Directors

FFGC’s Board of Directors consists of Officers, former Presidents District Directors, and Committee chairman who are appointed by the President at the beginning of each administration subject to the approval of the Officers, District Directors, former Presidents and Chairmen who were approved at a previous meeting. 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 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.

**The President’s Responsibilities to Board Members and FFGC**

* Be the official representative of FFGC
* Attend all annual Conventions and Board Meetings of NGC and the Deep South Garden Clubs; share information and materials distributed with the proper state chairman.
* Instruct FFGC Headquarters Office Manager to send names and addresses of Officers, District Directors, Committee Chairmen and Club Presidents as instructed by NGC and the Deep South Director.
* Fulfill additional duties outlined in NGC and FFGC Bylaws.
* Direct the activities of all officers and chairmen.
* Be responsible for the general supervision of Headquarters.
* Preside at Convention Business Sessions, all Board of Directors and Executive Committee meetings and call meetings to order on time.
* Expedite business without denying members their rights.
* Respond to relevant questions of members.
* Delegate responsibility; develop leadership qualities.
* Explain clearly duties of each officer and chairman.
* Acquaint membership with the importance of NGC, the Deep South Garden Clubs, the history and long term goals of FFGC.

# Board Member Rights and Responsibilities

**Responsibility to the President**

* Follow procedures requested by the President
* Advise President of goals, plans, activities, etc. that relate to your chairmanship, securing approval as necessary.
* Prepare a written summary of objective for your chairmanship for the *Book of Information. (BOI)*
* File, study and dispense appropriate FFGC, NGC and DS materials.
* Prepare and present written reports promptly following requested procedure.
* 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.
* 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.
* Answer mail promptly, with date and full signature; send copies of all pertinent correspondence.
* Notify the President of dates and times of all planned committee meetings. Send follow-up written reports when the President is unable to attend. The President is an ex-officio member of all committees except the Nominating Committee.
* Follow procedures for expenditures and accounting of funds as outlined in standing rules. Request for financial reimbursement must be sent for approval. Keep the President informed.

**Responsibility to the Board and the General Membership**

* Know and understand the purpose of FFGC. Believe in it!
* ENTHUSIASM IS CONTAGIOUS! Share it!
* Be familiar with FFGC’s Bylaws and Standing Rules.
* Consider introduced business in terms of the future.
* Voice your strong convictions. Have the courage to vote “no”.
* 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.
* Board discussions are confidential. Decisions are shared.
* 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.
* Provide rewards and be generous with praise. People differ and their way may not be your way.
* Everyone makes mistakes. Try to be constructive, tolerant and tactful when asking questions and offering suggestions.
* ATTEND ALL BOARD AND CONVENTION MEETINGS. Be prepared to attend all sessions each day. YOUR OPINION COUNTS!
* Express opinions while in the meeting … not afterward!
* Be prudent during elections. Your nominations and vote helps select the officers that will serve the organization.
* Offer your services when you feel you have the expertise to do a better job.
* Avoid critical comments. Ask yourself if you are willing to assume the responsibility yourself.
* Help develop team spirit.
* Be loyal – support the Florida Federation of Garden Clubs, Inc.

**District Director’s Responsibility to the District**

* Appoint necessary District Chairmen and assist them in disseminating information from the corresponding FFGC Chairman. The FFGC President may have special chairmen needed for his/her goals.
* Promote District workshops with the chairmen and call on FFGC Chairmen for guidance.
* Encourage District Garden Clubs to sponsor NGC, FFGC Schools of Study (i.e., Flower Show, Landscape Design, Gardening Study, Floral Design, Environmental Studies, Fun with Flowers, etc.)
* Visit each Club 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.
* Pick up *Books of Information* (BOI) for all the District Clubs at the September 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 includes Ways and Means items or special materials
* 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! You are their DIRECT CONTACT with FFGC!
* Be aware of Standing Rule #22 – Precious Metal Status.

**a.** A club having a minimum of thirty years membership may apply to FFGC through the

District Director for one or more of the following designations: 30 years - silver; 40

years - gold; 50 years - platinum; 60 years - ruby; 70 years - emerald; 75 years –

diamond, 80 years - double diamond, 85 years - yellow diamond; 90 years - pink

diamond.

**b.** Precious Metal Certificates for circles will be awarded at club level.

a club having a minimum of thirty (30) years membership may apply for this status

through the District Director.

* Subscribe (and urge club members to subscribe) to *The National Gardener.* The President of each club and circle receives a complimentary copy of this magazine, which is published four times a year.
* Set a membership goal for the District and make progress reports. Stress the necessity of good orientation for prospective members and means of retention of established members. Encourage attendance at District meetings and FFGC Convention.
* Encourage Clubs and members to share their accomplishments through applying for NGC, Deep South and FFGC Awards. All awards are listed in the *Book of Information* with explicit details for completing a Book of Evidence (BOE). The Director will receive Club awards at the Convention and then award them to the Clubs at the District meeting following the Convention.
* Remind Clubs to make timely payment of FFGC and District DUES. Dues should be paid no later than June 1st. Headquarters will inform the Director of Clubs that have not paid.

# Board Procedures

**Reports and Motions**

A written report is expected at each regular FFGC business meeting. 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. 2019.** 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)
* Leave a 1 ½ inch margin on the left for binding purposes
* A **Report Heading** typed in the upper right hand corner (see format below).
* Reports should be, but not always, in the third person, business like, and focused on the subject. Reports should not include personal information.
* Long reports may be divided into parts or sections with divisions which may be numbered for reference purposes.
* The conclusion may contain a recommendation or a resolution.
* Motions should be handed to the recording secretary in duplicate before reading.
* **All reports must have a Summary at the bottom, no more than 3 lines.**
* Sign reports with name and title typed below the signature.
* Time limit for an oral report is 3-5 minutes. Please **keep to the time allowed,** when the time has expired, finish reading your sentence but then stop. District Directors have 4 minutes.

**Report and Motion Heading** (**Place heading in the upper right hand corner)**

**IF REPORT**: Report **IF MOTION:** Motion

Office or Chairmanship Office or Chairmanship

Your Name Subject

Board Meeting Date Your Name

Date

*Please note: If a Committee Report is of considerable importance, all names of the committee members should be listed on the report of their concurrence. The chairman is listed first without title.*

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. Major action and expenditures, other than budgeted items, must be presented by motion for approval of the Board.

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

# Bylaws

**ARTICLE XVII – DISTRICTS**

**SECTION 1 – Structure**

1. Districts shall be established with boundaries defined by the FFGC Board of Directors.
2. All member Clubs within the designated boundaries shall comprise the District membership.
3. Each district shall be represented by a District Director who shall be a member of the Board of Directors.
4. Transfer of a member Club from one District to another may be granted by the Board of Directors, provided such transfer is approved by the Directors of the respective Districts.

**SECTION 2 – District Directors**

1. Each District Director shall:
2. Coordinate and promote the purposes of FFGC;
3. Appoint District Chairmen as deemed necessary; and
4. Preside at all District Meetings.
5. Each District Director shall attend FFGC Board meetings; and
6. Present a typewritten report of District activities;
7. Organize Garden Clubs within the District and submit membership applications and resignations;
8. Report Circles formed or disbanded within Garden Clubs organized on the Circle Plan; and
9. Submit membership applications of Councils.

**SECTION 3 – Elections**

1. District Nominating Committee
2. A Nominating Committee of three (3) members shall be elected at the FALL District Meeting in odd-numbered years.
3. The Committee shall submit at the following SPRING District meeting (even numbered years) one (1) nominee, and an alternate for the FFGC Nominating Committee.

The Committee shall submit at the following FALL District Meeting (even numbered years) one (1) nominee for the office of District Director.

1. Nominations may be made from the floor.
2. 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.
3. District Directors
4. A District Director shall be elected in each District at the Fall District Meeting in even-numbered years.
5. Any District Club member shall be eligible for the office of District Director.
6. The term of office shall be for two (2) years and shall begin at the close of the convention following election.
7. A director shall be ineligible for two (2) consecutive terms.
8. Vacancies shall be filled by the President subject to the approval of the Board of Directors.
9. FFGC Nominating Committee Member
10. 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.
11. 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.
12. 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 – Meetings**

1. At least two (2) District meetings shall be held annually, one (1) in the Spring and one (1) in the Fall, the places and dates to be determined by the President and the District Director.
2. The number of delegates and alternates to District meetings shall be the same as for the Annual Convention as prescribed in Article XI, Representation.
3. Additional delegates at District meetings shall include the District Director, the Assistant Director(s), each District Officer, each District Chairman, each past District Director, and each member of the FFGC Board of Directors living within the District.
4. The names of all delegates and alternates shall be registered ten (10) days prior to each district meeting.
5. A delegate shall be entitled to one (1) vote.

# Money: Where It Comes From and Where It Goes

|  |  |  |  |
| --- | --- | --- | --- |
| **CHAIRMANSHIP**  **or**  **EVENT** | **CHAIRMAN** | **ADDRESS** | **E-MAIL** |
| Awards/Donations | Carol Wood | 6047 Valley Springs Dr.  Brooksville, FL 34601 | carolwood@outlook.com |
| Bricks/Garden Path | Joanne S. Mulinare | 2461 Deloraine Trl  Maitland, FL 32751-4018 | [jtsm@aol.com](mailto:jtsm@aol.com) |
| Presidents’ & Color Our Garden Donations | Susan Mello  Grounds Chairman | 822 N. Alexander Street,  Mt. Dora, 32757 | [susanbmello@comcast.net](mailto:susanbmello@comcast.net) |
| Donations-  Operating Funds | Jana Walling  Treasurer | 2121 Olivia Dr.  Tallahassee, FL 32308-6164 | [jipwfl@hotmail.com](mailto:jipwfl@hotmail.com) |
| Dues - FFGC | FFGC Headquarters | 1400 S. Denning Drive  Winter Park, 32789 | [ffgc@ffgcmail.com](mailto:ffgc@ffgcmail.com) |
| FFGC Calendar sales | Lori Richie | 1212 75th Street, W.  Bradenton, 34209 | [loririchie@cs.com](mailto:loririchie@cs.com) |
| Floral Design Studies | Carol Lucia | 5625 113th Street N,  Seminole, 33772 | [Clucia02luc@aol.com](mailto:Clucia02luc@aol.com) |
| Florida Gardening subscription/renewal | Kathleen Terlizzo | 1 Clearview Court N  Palm Coast, FL 32137-1201 | [kterlizzo@cfl.rr.com](mailto:kterlizzo@cfl.rr.com) |
| Hall of Fame | Mary Collins | 1924 Strathaven Road  Winter Park 32792-5030 | [mcollins71@embarqmail.com](mailto:mcollins71@embarqmail.com) |
| Life Memberships  NGC/DSR/FFGC | Sandra Messer | 13609 County Rd. 49  Live Oak, FL 32060-6858 | [slsmesser@windstream.net](mailto:Khall1201@aol.com) |
| Pillar of Pride | Cinny O’Donnell | 411 Bunker Hill Dr  Pensacola, 32506-5631 | [msodo@att.net](file:///C:\Users\June\Desktop\msodo@att.net ) |
| Planned Giving | Carolyn Schaag | 22125 Drawbridge Dr.  Leesburg, 34748 | [Carolyn.schaag@gmail.com](mailto:Carolyn.schaag@gmail.com) |
| Scholarships-info | Helen Purvis | 2111 Olivia Dr  Tallahassee, 32308-6164 | [jpurvis77@comcast.net](file:///C:\Users\June\Desktop\jpurvis77@comcast.net ) |
| Scholarship- Endowments | Jana Walling | 2121 Olivia Dr.  Tallahassee 32308-6164 | [jipwfl@hotmail.com](mailto:jipwfl@hotmail.com) |
| SEEK Treasurer | Carol Wood | 6047 Valley Springs Dr.  Brooksville, FL 34601 | [carolwood@outlook.com](file:///C:\Users\June\Desktop\judymg@gmail.com ) |
| The Florida Gardener  Web Advertisements | Inger Jones | 2112 NE 44th Street  Lighthouse Point 33064-9010 | [mjinger@att.net](file:///C:\Users\June\Documents\DISTRICTS\mjinger@att.net) |
| Wekiva (Finance) | Jana Walling | 2121 Olivia Dr.  Tallahassee 32308-6164 | [jipwfl@hotmail.com](mailto:jipwfl@hotmail.com) |

**FROM: the FFGC Tax accountants**

**RE: TREASURY/BUDGETS/FUNDRAISING**

**1.  It is a generally accepted practice that 30% is the norm for donations for non-profit (501c3)/philanthropic entities.**

So 30% of club money should be going out as donations to Wekiva Youth Camp, SEEK, Habitat-for-Humanity, convention ads (in program book), Support of State Flower Shows, whatever…..just so long as it fulfills the purposes, objectives and aims of FFGC and/or NGC

**2.  When raising funds, there is an acceptable (and legal) statement to be on PR 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”.** This is especially important when clubs are raising money “just to raise it…because they can”.  There **must be** a **specific and stated** **purpose** for holding a fund raiser 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 the vote of the majority** of the club members….or unless Project “X” is finished and there is money left over…then it can be put towards Project “Y”.

**3. Many clubs have large holdings in their bank accounts….clubs are to hold only such monies that will directly support their purposes; monies in excess should be spent elsewhere….in other words, money should carry over only when earmarked or encumbered for a specific purpose PLUS a year’s worth of operating budget**. This information comes from the accountants….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…..or that money should be spent…donated to FFGC/Habitat/Convention/Wekiva/SEEK,

**4. The two phrases “non-profit” and “not-for-profit” are the same thing…Advised to Pick one and stick to it.** In FFGC Bylaws, both phrases are used interchangeably but probably should not.

**5. The only time a club is allowed to use the FFGC tax exemption is when the club, district, or council hosts an FFGC or NGC function such as a convention, or sanctioned school or program.** Many clubs have their own tax exemptions. Clubs **are not to** use the FFGC tax exemption certificates for reasons other than those stated in the pursuance of hosting a **sanctioned event for FFGC or DSGC or NGC**. FFGC is expected to bring all clubs not presently 501C3 clubs under their FFGC umbrella.

**6. Other items:**

-Club fundraising events should collect and remit state/county taxes on all sales.

-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 (use BOI as your guide).

**7. 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.

# Sample Budget

**Clubs and Districts are encouraged to include the following items when they**

**prepare and present their annual budgets:**

**Ads in Convention Program books:** 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.

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

**Awards:** Sponsor a Flower Show Award in a locally held Flower Show and/or the FFGC State Flower Show, which is held once per administration. Sponsor an award that is listed in the BOI. Sponsor an award at your local county fair. Come up with and submit and fund a NEW award for FFGC.

**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 Convention or going to National Convention, too.

**Dues:** Clubs, pay your District Dues on the total registration of each club.

**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. Donate to the SEEK Conference (high school age youth). There is a plaque at Wekiva Youth Camp where donors’ names can be engraved (for a $500 donation).

**Educational Opportunities:** Set up and give in-house scholarships to one or more of the Nationally offered and FFGC sponsored schools or classes such as Landscape Design, Environmental Studies, Gardening Consultants, Flower Show School, Symposiums, Conferences, Floral Design Series, any of three (3) Short Courses held in the state, etc. Send a delegation to Legislative Days in Tallahassee if held. 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, or to the local chapter of HFH.

**Life Memberships:** Honor and/or thank someone with a Life Membership to FFGC, Deep South, or National Garden Clubs, Inc. FFGC Life members and NGC life memberships have “perks” that include getting the National Gardener magazine free for the rest of your life and/or not having to pay state dues.

**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 also have perks - honors seating at Conventions.

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

**Library:** Donate gardening-related books to your local library, your club’s library; make sure **all** NGC required books for Flower Show Schools, the Landscape, Gardening Study and/or Environmental Studies Series are available to check out.

**Scholarship:** Donate to FFGC Scholarship Endowment in any amount, at any time.

# District Directors – General Information

***The District Director is the elected District Officer and officially represents the***

***Florida Federation of Garden Clubs, Inc., in the Distric****t*

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.

A Director must be knowledgeable about all facets of the Federation – its History, Charter and Bylaws and each field of operation in which it engages. Many and varied are questions asked 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 Manuel, each issue of *The Florida Gardener, The National Gardener,* and be familiar with the Articles of Incorporation (Charter), Bylaws,– especially ARTICLE XVIII – Districts. and FFGC Standing Rules

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.

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 fund raising 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.

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. 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.

# District Meetings

At least two (2) District Meetings shall be held annually, one (1) in the Spring and one (1) in the Fall, the places and dates to be determined by the President and the District Director. (Article XVIII Section 4-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 100% participation. Some Districts have established a rotation schedule that helps clubs do advance planning. Districts compromised of made up 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.

## District Directors Responsibilities - Meetings

**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)
* Time keeper
* 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 the three (3) yearbooks 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 request 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.

**CALL TO THE DISTRICT MEETING**

The Call is prepared by the Director and is mailed or emailed no later than six (6) 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 min. Presidents 3 min. 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:**

**REMINDERS:** (include when relevant) – Every Club, Circle and Council needs to bring 3 copies of Yearbooks 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 his 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

**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:

* 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 the 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 i.e., 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 Publicity Chairman 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.
* Assign a page to assist the District Director
* Make sure the speakers’ 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.

# Membership Extension

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.

**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.
* **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.
* **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.

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.

# The District Director as Liaison between Clubs and FFGC

1. Promote the goals of FFGC, DSGC, and NGC within the District.
2. 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.
3. Study the programs of all the State Committees in order to interpret them correctly to the Clubs.
4. Conduct District Workshops as needed or requested by the clubs. These may include Membership, Leadership, Awards, Parliamentary Procedure, or whatever the clubs in your District may request.
5. Encourage Clubs to take pride in their accomplishments by applying for NGC, Deep South, and FFGC Awards.
6. Directors should communicate with clubs through the Internet, newsletter, bulletins, or Calls, giving current FFGC and NGC information and reminders of approching deadlines to be met.

# Suggested District Chairmen

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 Studies, Gardening Studies, Landscape Design Study, Flower Show Schools

Public Relations/Publicity

Scholarships

Trails/Greenways – Wildflowers & Roadside Beautification

Youth – Wekiva Youth Camp, SEEK, JR-HS Gardeners

(Others as needed)

# Hints for Success…to a new District Director

**(From those who have Served)**

**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 min. 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. (i.e., 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 as this wastes precious time. A “Sunshine Chairman” can 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.

--Directors will be asked to install Officers in the clubs. Contact Headquarters for help with various types of installations.

**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!

**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 3 copies of their yearbooks to the Fall Meeting.

--BOI -**Have a sign-in sheet for all club presidents** when they pick up their BOI’s. Members picking up BOI’s 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 asking the club to inform FFGC Headquarters.

--**Remind clubs of payment of FFGC dues** deadline;. Dues must be paid before but no later than June 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.

**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 and sorting the **three** copies of Club & Council Yearbooks. Two sets will be picked up at the close of the meeting by the FFGC 2nd Vice-President. The remaining 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 speakers’ 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 Certificates, or Pillar of Pride Honors will be presented at the meeting.

--**Leave** the words “I, my, and you should” at home. Substitute “we, our, the, and we should”…………

--**Do not hesitate** to remind a speaker (gently) that he/she is running over time allowed. Your members will thank you!

**KEEP A COMPLETE FILE OF PROCEDURES TO PASS ON TO YOUR SUCCESSOR.**

# More Hints for Success

**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 web site. Attend club sponsored workshops or special events. Keep FFGC activities before the members.

**Keep** a reasonable supply of FFGC flyers for various activities and hand them out at appropriate times.

**Appoint** your 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 twenty 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!!!**

# Sample Meeting Agendas

## Spring Agenda Odd Numbered Year

Call to At 10:00 a.m. (or at whatever time your meeting is called)

Order THE SPRING MEETING OF DISTRICT \_\_\_OF THE FLORIDA FEDERATION OF GARDEN CLUBS, INC. IS CALLED TO ORDER.

**Invoc. THE INVOCATION WILL BE GIVEN BY \_\_\_\_\_. THANK YOU, \_\_\_\_\_.**

**Pledge \_\_\_\_\_\_\_\_\_\_WILL LEAD THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. THANK YOU, \_\_\_\_\_.**

Greetings \_\_\_\_\_\_\_\_\_\_WILL EXTEND GREETINGS TODAY.

THANK YOU, \_\_\_\_\_\_.

(This is not needed but you can have the Mayor, City Council or Chamber of Commerce member if you wish)

Welcome \_\_\_\_\_\_\_\_\_, PRESIDENT OF THE \_\_\_\_\_\_\_\_\_\_\_WILL EXTEND THE WELCOME. THANK YOU, \_\_\_\_\_\_\_.

Response \_\_\_\_\_\_\_\_\_\_WILL GIVE THE RESPONSE.

THANK YOU, \_\_\_\_\_\_\_.

*(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.)*

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Comm to FOLLOWING TO SERVE ON A COMMITTEE TO APPROVE THE

Approve MINUTES OF THIS MEETING.

Minutes WILL YOU PLEASE STAND. \_\_\_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_ AND \_\_\_\_\_\_\_\_.

WILL YOU SERVE? THANK YOU. *(You can have 2, 3, or 4 - up to you)*

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Tellers FOLLOWING TO SERVE AS TELLERS FOR THIS MEETING. \_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, AND

\_\_\_\_\_\_\_\_. WILL YOU SERVE? THANK YOU, (Number up to you)

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS \_\_\_\_\_\_TO

Timekeeper SERVE AS TIMEKEEPER. WILL YOU SERVE? HOW WILL YOU NOTIFY THE MEMBERS OF THE TIME? THANK YOU. (You can have a timekeeper or not, up to you.)

Report of \_\_\_\_\_\_\_\_\_\_, CHAIRMAN OF THE COMMITTEE APPOINTED TO

Comm to APPROVE THE MINUTES OF THE \_\_\_\_\_\_\_\_\_\_WILL REPORT.

Approve THANK YOU, \_\_\_\_\_\_\_. (If Chairman is not there, use one of the members of the committee)

Intro AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THOSE

Head Table SEATED AT THE HEAD TABLE:

*(With these introductions, give all the positions this member holds. 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 some in*

*many of the Districts I, IV, VII, VIII, IX, X, XI, XII)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THE

Past Dir. FORMER DIRECTORS OF DISTRICT \_\_\_\_\_\_\_\_\_\_\_WHO ARE WITH US TODAY.

*(When you introduce them, list all their current titles, at the State and District level. Begin with the Immediate Former Director and work back)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FORMER DIRECTOR AND FFGC (or )DISTRICT \_\_\_\_\_\_\_CHAIRMAN.

Intro. of THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS

State & STATE AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY

Dist. Chr. BEEN INTRODUCED. WILL YOU PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED.

*(State Chairmen first including any District Chairmanship they may hold, then the District Chairmen)*

\_\_\_\_\_\_\_\_\_\_\_, FFGC \_\_\_\_\_\_\_\_CHAIRMAN AND DISTRICT \_\_\_\_\_\_\_\_\_\_\_CHAIRMAN. ETC.

Corres. \_\_\_\_\_\_\_\_, DISTRICT SECRETARY, WILL READ THE

Sec. CORRESPONDENCE. THANK YOU, \_\_\_\_\_\_\_.

Fin Rpt. \_\_\_\_\_\_\_\_\_, DISTRICT TREASURER, WILL READ THE FINANCIAL

of Treas. REPORT.

THANK YOU, \_\_\_\_\_\_\_\_\_. ARE THERE ANY QUESTIONS CONCERNING THE REPORT? IF NOT, THE REPORT WILL BE FILED.

Cred. Rpt. THE NEXT BUSINESS IN ORDER IS THE REPORT OF THE CREDENTIALS COMMITTEE. \_\_\_\_\_\_\_\_\_\_, REGISTRATION CHAIRMAN FOR THIS MEETING WILL GIVE THE REPORT.

*(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).*

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 \_\_\_\_\_.

*(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.)*

Adoption of

Budget THE BUDGET WILL BE PRESENTED BY THE TREASURER

*(She presents the budget if you have a budget and moves its adoption).*

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

Rpts of THE NEXT BUSINESS IN ORDER IS THE REPORTS OF STATE AND

State & DISTRICT CHAIRMEN WHO HAVE REQUESTED TIME ON THE

Dist Chr AGENDA. THE FIRST TO REPORT WILL BE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(You can have this now or you can have the reports of the clubs)***

**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.**

***(You can do this or have the Secretary “call the roll”)***

**Rpts. of**

**Club Pres THE NEXT BUSINESS IN ORDER IS THE REPORTING OF THE CLUB PRESIDENTS WHO HAVE REQUESTED TIME ON THE AGENDA.**

***(Maybe you want every club to report. Ask them before the day of the meeting so they will be prepared)***

**Presentation**

**of Awards THE NEXT BUSINESS WILL BE THE PRESENTATION OF AWARDS.**

***(Sometimes the District Director does this and sometimes the District Awards Chairman. You may get to these before luncheon and maybe not. The sequence is up to you. Move it around to suit yourself.)***

**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.**

**Recon. THE MEETING WILL RECONVENE.**

**Program *(Maybe a program is coming here. Pick up what was not complete before the luncheon or whatever you have in mind.)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WILL INTRODUCE OUR SPEAKER FOR TODAY.**

**THANK YOU, SO MUCH.**

**Treasurer *(This is optional)***

**Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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, \_\_\_\_\_\_\_\_\_\_**

**Invitation**

**to Future**

**Meetings AT THIS TIME WE WILL HEAR THE INVITATIONS TO FUTURE**

**DISTRICT MEETINGS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maybe only one)***

**THANK YOU SO MUCH**

**New Bus. IS THERE ANY NEW BUSINESS TO COME BEFORE THIS MEETING?**

**Announcements ARE THERE ANY ANNOUNCEMENTS?**

***(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)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REGISTRATION CHAIRMAN WILL GIVE THE REGISTRATION REPORT FOR INFORMATION**

**THANK YOU VERY MUCH**

***(This is an opportunity for you to thank those you need to thank if you haven’t done it before).***

**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.**

## Fall Agenda Odd Numbered Year

Call to At 10:00am (or at whatever time your meeting is called)

Order THE FALL MEETING OF DISTRICT \_\_\_OF THE FLORIDA FEDERATION OF GARDEN CLUBS, INC. IS CALLED TO ORDER.

**Invoc. THE INVOCATION WILL BE GIVEN BY \_\_\_\_\_. THANK YOU, \_\_\_\_\_.**

**Pledge \_\_\_\_\_\_\_\_\_\_WILL LEAD THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. THANK YOU, \_\_\_\_\_.**

Greetings \_\_\_\_\_\_\_\_\_\_WILL EXTEND GREETINGS TODAY.

THANK YOU, \_\_\_\_\_\_.

(This is not needed but you can have the Mayor, City Council or Chamber of Commerce member if you wish)

Welcome \_\_\_\_\_\_\_\_\_, PRESIDENT OF THE \_\_\_\_\_\_\_\_\_\_\_WILL EXTEND THE WELCOME. THANK YOU, \_\_\_\_\_\_\_.

Response \_\_\_\_\_\_\_\_\_\_WILL GIVE THE RESPONSE. THANK YOU, \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(This could be the Assistant Director or could be the President of the Club hosting the next District Meeting. She thanks this one and ends by saying she hopes everyone will come next time. Who does this is up to you.)*

Appt of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Comm to FOLLOWING TO SERVE ON A COMMITTEE TO APPROVE THE

Appro, Min. MINUTES OF THIS MEETING.

WILL YOU PLEASE STAND. \_\_\_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_ AND \_\_\_\_\_\_\_\_.

WILL YOU SERVE? THANK YOU. *(You can have 2, 3, or 4 - up to you)*

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Tellers FOLLOWING TO SERVE AS TELLERS FOR THIS MEETING. \_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, AND

\_\_\_\_\_\_\_\_. WILL YOU SERVE? THANK YOU, (Number up to you)

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS \_\_\_\_\_\_TO

Timekeep SERVE AS TIMEKEEPER. WILL YOU SERVE? HOW WILL YOU NOTIFY THE MEMBERS OF THE TIME? THANK YOU. *(You can have a timekeeper or not, up to you.)*

Rpt of \_\_\_\_\_\_\_\_\_\_, CHAIRMAN OF THE COMMITTEE APPOINTED TO

Comm to APPROVE THE MINUTES OF THE \_\_\_\_\_\_\_\_\_\_WILL REPORT.

THANK YOU, \_\_\_\_\_\_\_. (If Chairman is not there, use one of the members of the committee)

Intro AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THOSE

Head Table SEATED AT THE HEAD TABLE:

*(With these introductions, give all the positions this member holds. 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. 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 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 some in*

*many of the Districts I, IV, VII, VIII, IX, X, XI, XII)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THE

Past Dir. FORMER DIRECTORS OF DISTRICT \_\_\_\_\_\_\_\_\_\_\_WHO ARE WITH US TODAY.

*(When you introduce them, list all their current titles, at the State and District level. Begin with the Immediate Former Director and work back)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FORMER DIRECTOR AND FFGC (or )DISTRICT \_\_\_\_\_\_\_CHAIRMAN.

Intro. of THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS

State & STATE AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY

Dist. Chr. BEEN INTRODUCED. WILL YOU PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED.

*(State Chairmen first including any District Chairmanship they may hold, then the District Chairmen)*

\_\_\_\_\_\_\_\_\_\_\_, FFGC \_\_\_\_\_\_\_\_CHAIRMAN AND DISTRICT \_\_\_\_\_\_\_\_\_\_\_CHAIRMAN. ETC.

Corres. \_\_\_\_\_\_\_\_, DISTRICT SECRETARY, WILL READ THE

Sec. CORRESPONDENCE. THANK YOU, \_\_\_\_\_\_\_.

Fin Rpt. \_\_\_\_\_\_\_\_\_, DISTRICT TREASURER, WILL READ THE FINANCIAL

of Treas. REPORT.

THANK YOU, \_\_\_\_\_\_\_\_\_. ARE THERE ANY QUESTIONS CONCERNING THE REPORT? IF NOT, THE REPORT WILL BE FILED.

Presentation

of State IT IS MY PLEASURE TO PRESENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FFGC PRESIDENT

*(The FFGC President will introduce the Vice Presidents and all will report together)* THANK ALL OF YOU SO VERY MUCH

Cred. Rpt. THE NEXT BUSINESS IN ORDER IS THE REPORT OF THE CREDENTIALS COMMITTEE. \_\_\_\_\_\_\_\_\_\_, REGISTRATION CHAIRMAN FOR THIS MEETING WILL GIVE THE REPORT.

*(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).*

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 \_\_\_\_\_.

*(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 Fall Meeting in even-numbered years, you will have the election for the next District Director.)*

Elect of THE NEXT BUSINESS IN ORDER IS THE ELECTION OF A DISTRICT

Dist. Nom. NOMINATING COMMITTEE. THE SECRETARY WILL READ THE

Comm. FFGC BYLAWS CONCERNING THE ELECTION OF THE DISTRICT NOMINATING COMMITTEE: ARTICLE XVIII DISTRICTS SECTION 3 ELECTIONS a DISTRICT NOMINATING COMMITTEE

(1), (2), (3) AND (4)

(The Secretary reads the following)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ARTICLE XVIII DISTRICTS SECTION 3 ELECTIONS a DISTRICT NOMNATING 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 MA\JORITY 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.

*(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. Highlight this as the alternative patter.)*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*(If there are only the three nominations for the three members of the Nominating Committee, the vote may be by voice and this will be your patter.)*

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 CHAIR. THANK YOU.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*(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. Highlight this patter in a different color.)*

\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_. 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 \_\_\_\_\_\_\_\_.

*(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.)*

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.

*(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. Remember unless your District has adopted a special rule that number of votes given to a candidate are not to be read, the Chairman of the Tellers reads the numbers and so do you. You heard numbers at the State Convention because we have not adopted a rule that says the Tellers can determine, without numbers given, who is the winner. That is the right of the person chairing the meeting and without numbers, he/she can’t do it.)*

\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_.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 CHAIR. THANK YOU.

*(The Chairman of the Tellers should move that the ballots be destroyed. Even if she forgets, you can say)*

THE QUSTION IS ON DESTROYING THE BALLOTS. THOSE IN FAVOR, SAY AYE. THOSE OPPOSED, SAY NO. THE AYES HAVE IT AND THE BALLOTS WILL BE DESTROYED.

*(The Chairman of the Tellers gives the ballots to the Secretary in a big envelope)*

Rpts. of THE NEXT BUSINESS IN ORDER IS THE REPORTS OF STATE AND

State & DISTRICT CHAIRMEN WHO HAVE REQUESTED TIME ON THE

Dist Chr. AGENDA. THE FIRST TO REPORT WILL BE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(You can have this now or you can have the reports of the clubs. Up to you)***

**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.**

***(You can do this or have the Secretary “call the roll”)***

**Rpts. of**

**Club Pres THE NEXT BUSINESS IN ORDER IS THE REPORTING OF THE CLUB PRESIDENTS WHO HAVE REQUESTED TIME ON THE AGENDA.**

***(Maybe you want every club to report. We don’t know exactly how you operate. Ask them before the day of the meeting so they will be prepared)***

**Presentation**

**of Awards THE NEXT BUSINESS WILL BE THE PRESENTATION OF AWARDS.**

***(Sometimes the District Director does this and sometimes the District Awards Chairman. You may get to these before luncheon and maybe not. The sequence is up to you. Move it around to suit yourself.)***

**Recess THE TIME IS NOW \_\_\_\_\_ LUNCHEON WILL BE SERVED AT \_\_\_\_\_\_.**

**PLEASE BE IN YOUR SEATS AT \_\_\_\_\_\_\_. BEFORE WE RECESS \_\_\_\_\_\_\_\_\_\_\_WILL GIVE THE BLESSING.**

**THANK YOU \_\_\_\_\_\_\_\_. PLEASE BE BACK IN YOUR SEATS AT \_\_\_\_\_\_\_AND ENJOY YOUR LUNCHEON.**

**Recon. THE MEETING WILL RECONVENE**

**Program *(Maybe a program is coming here. We don’t know. Pick up what was not complete before the luncheon or whatever you have in mind.)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WILL INTRODUCE OUR SPEAKER FOR TODAY.**

**THANK YOU, SO MUCH.**

**Treasurer *(This is optional)***

**Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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, \_\_\_\_\_\_\_\_\_\_**

**Invitation**

**to Future**

**Meetings AT THIS TIME WE WILL HEAR THE INVITATIONS TO FUTURE**

**DISTRICT MEETINGS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maybe only one)***

**THANK YOU SO MUCH**

**New Bus. IS THERE ANY NEW BUSINESS TO COME BEFORE THIS MEETING?**

**Announcements ARE THERE ANY ANNOUNCEMENTS?**

***(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)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REGISTRATION CHAIRMAN WILL GIVE THE REGISTRATION REPORT FOR INFORMATION**

**THANK YOU VERY MUCH**

***(This is an opportunity for you to thank those you need to thank if you haven’t done it before).***

**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.**

## Spring Agenda Even Numbered Year

Call to At 10:00am (or at whatever time your meeting is called)

Order THE SPRING MEETING OF DISTRICT \_\_\_OF THE FLORIDA FEDERATION OF GARDEN CLUBS, INC. IS CALLED TO ORDER.

**Invoc. THE INVOCATION WILL BE GIVEN BY \_\_\_\_\_. THANK YOU, \_\_\_\_\_.**

**Pledge \_\_\_\_\_\_\_\_\_\_WILL LEAD THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. THANK YOU, \_\_\_\_\_.**

Greetings \_\_\_\_\_\_\_\_\_\_WILL EXTEND GREETINGS TODAY.

THANK YOU, \_\_\_\_\_\_.

(This is not needed but you can have the Mayor, City Council or Chamber of Commerce member if you wish)

Welcome \_\_\_\_\_\_\_\_\_, PRESIDENT OF THE \_\_\_\_\_\_\_\_\_\_\_WILL EXTEND THE WELCOME. THANK YOU, \_\_\_\_\_\_\_.

Response \_\_\_\_\_\_\_\_\_\_WILL GIVE THE RESPONSE. THANK YOU, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(This could be the Assistant Director or could be the President of the Club hosting the next District Meeting. He/she thanks this one and ends by saying he/she hopes everyone will come next time. Who does this is up to you.)*

Appt of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Comm to FOLLOWING TO SERVE ON A COMMITTEE TO APPROVE THE

Appro, Min. MINUTES OF THIS MEETING.

WILL YOU PLEASE STAND. \_\_\_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_ AND \_\_\_\_\_\_\_\_.

WILL YOU SERVE? THANK YOU. *(You can have 2, 3, or 4 - up to you)*

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Tellers FOLLOWING TO SERVE AS TELLERS FOR THIS MEETING. \_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, AND

\_\_\_\_\_\_\_\_. WILL YOU SERVE? THANK YOU, (Number up to you)

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS \_\_\_\_\_\_TO

Timekeep SERVE AS TIMEKEEPER. WILL YOU SERVE? HOW WILL YOU NOTIFY THE MEMBERS OF THE TIME? THANK YOU. (You can have a timekeeper or not, up to you.)

Rpt of \_\_\_\_\_\_\_\_\_\_, CHAIRMAN OF THE COMMITTEE APPOINTED TO

Comm to APPROVE THE MINUTES OF THE \_\_\_\_\_\_\_\_\_\_WILL REPORT.

THANK YOU, \_\_\_\_\_\_\_. (If Chairman is not there, use one of the members of the committee)

Intro AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THOSE

Head Table SEATED AT THE HEAD TABLE:

*(With these introductions, give all the positions this member holds. 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 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 some in*

*many, of the Districts I, IV, VII, VIII, IX, X, XI, XII)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THE

Past Dir. FORMER DIRECTORS OF DISTRICT \_\_\_\_\_\_\_\_\_\_\_WHO ARE WITH US TODAY.

*(When you introduce them, list all their current titles, at the State and District level. Begin with the Immediate Former Director and work back)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FORMER DIRECTOR AND FFGC (or ) DISTRICT \_\_\_\_\_\_\_CHAIRMAN.

Intro. of THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS

State & STATE AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY

Dist. Chr. BEEN INTRODUCED. WILL YOU PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED.

*(State Chairmen first including any District Chairmanship they may hold, then the District Chairmen)*

\_\_\_\_\_\_\_\_\_\_\_, FFGC \_\_\_\_\_\_\_\_CHAIRMAN AND DISTRICT \_\_\_\_\_\_\_\_\_\_\_CHAIRMAN. ETC.

Corres. \_\_\_\_\_\_\_\_, DISTRICT SECRETARY, WILL READ THE

Sec. CORRESPONDENCE. THANK YOU, \_\_\_\_\_\_\_.

Fin Rpt. \_\_\_\_\_\_\_\_\_, DISTRICT TREASURER, WILL READ THE FINANCIAL

of Treas. REPORT.

THANK YOU, \_\_\_\_\_\_\_\_\_. ARE THERE ANY QUESTIONS CONCERNING THE REPORT? IF NOT, THE REPORT WILL BE FILED.

Cred. Rpt. THE NEXT BUSINESS IN ORDER IS THE REPORT OF THE CREDENTIALS COMMITTEE. \_\_\_\_\_\_\_\_\_\_, REGISTRATION CHAIRMAN FOR THIS MEETING WILL GIVE THE REPORT.

*(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).*

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 \_\_\_\_\_.

*(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.)*

Rept of THE NEXT BUSINESS IN ORDER IS THE ELECTION OF THE

Nom. Com. MEMBER AND AN ALTERNATE TO THE FFGC NOMINATING COMMITTEE. THE SECRETARY WILL READ THE BYLAW CONCERNING ELECTIONS ON THE DISTRICT LEVEL, ARTICLE XVIII, SECTION 3, ELECTIONS C FFGC NOMINATING COMMITTEE MEMBER.

Sec. ARTICLE XVIII, SECTION 3, ELECTIONS C FFGC NOMINATIONG COMMITTEE MEMBER SHALL BE ELECTED IN EACH DISTRICT

(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.

1. TO SERVE AS A MEMBER OR ALTERNATE, THE NOMINEE SHALL HAVESERVED AT LEAST TWO (2) YEARS ON THE FFGC BOARD OF DIRECTORS WITHIN THE FOUR (4) YEARS IMMEDIATELY PRECEEDING THE ELECTION.
2. IN THE EVENT THE ELECTED MEMBER OF ALTERNATE CANNOT ATTEND THE SCHEDULED MEETINGS OF THE NOMINATION COMMITTEE, THE DIRECTOR OF ASSISTANT DIRECTOR OF THE DISTRICT SHALL REPRESENT THE DISTRICT AS THE VOTING MEMBER.

Delegate THANK YOU, \_\_\_\_\_\_\_/

WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION OF THE MEMBER TO THE FFGC NOMINATINTG COMMITTEE?

(The Chairman of the Nominating Committee reports)

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.

*(If someone moves nominations be closed, will take a second).*

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.

*(If there is only one nominee, proceed as follows:* Highlight in one color).

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.

*(If there is more than one nominee proceed as follows: Highlight in another color)*

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 \_\_\_\_\_\_\_.

HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS COLLECT THE BALLOTS AND RETIRE TO COUNT THEM.

*(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.*

You will say:

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.

*(The Chairman gives the ballots in a large envelope to the Secretary)*

*(You will be having one more election of the Alternate from District \_\_\_\_\_ to the FFGC Nominating Committee. If you are having a ballot 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.)*

WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION OF THE ALTERNATE TO THE FFGC NOMINATINTG COMMITTEE?

(The Chairman of the Nominating Committee reports)

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 FLLOR, THE CHAIR DECLARES NOMINATIONS CLOSED.

(If someone moves nominations be closed, will take a second).

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.

(If there is only one nominee, proceed as follows: Highlight in one color).

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.

*(If there is more than one nominee proceed as follows: Highlight in another color)*

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 \_\_\_\_\_\_\_.

HAVE ALL VOTED WHO WISH TO VOTE? THE CHAIR DECLARES THE POLLS CLOSED. WILL THE TELLERS COLLECT THE BALLOTS AND RETIRE TO COUNT THEM.

*(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. )*

You will say:

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.

*(The Chairman gives the ballots in a large envelope to the Secretary)*

Adpt of

Budget THE BUDGET WILL BE PRESENTED BY THE TREASURER

*(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.*

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

Rpts. of THE NEXT BUSINESS IN ORDER IS THE REPORTS OF STATE AND

State & DISTRICT CHAIRMEN WHO HAVE REQUESTED TIME ON THE

Dist Chr. AGENDA. THE FIRST TO REPORT WILL BE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(You can have this now or you can have the reports of the clubs. Up to you)***

**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.**

***(You can do this or have the Secretary “call the roll”)***

**Rpts. of**

**Club Pres THE NEXT BUSINESS IN ORDER IS THE REPORTING OF THE CLUB PRESIDENTS WHO HAVE REQUESTED TIME ON THE AGENDA.**

***(Maybe you want every club to report. I don’t know exactly how you operate. Ask them before the day of the meeting so they will be prepared)***

**Presentation**

**of Awards THE NEXT BUSINESS WILL BE THE PRESENTATION OF AWARDS.**

***(Sometimes the District Director does this and sometimes the District Awards Chairman. You may get to these before luncheon and maybe not. The sequence is up to you. Move it around to suit yourself.)***

**Recess THE TIME IS NOW \_\_\_\_\_ LUNCHEON WILL BE SERVED AT \_\_\_\_\_\_.**

**PLEASE BE IN YOUR SEATS AT \_\_\_\_\_\_\_. BEFORE WE RECESS \_\_\_\_\_\_\_\_\_\_\_WILL GIVE THE BLESSING.**

**THANK YOU \_\_\_\_\_\_\_\_. BE BACK IN YOUR SEATS AT \_\_\_\_\_\_\_AND ENJOY YOUR LUNCHEON.**

**Recon. THE MEETING WILL RECONVENE**

**Program *(Maybe a program is coming here. I don’t know. Pick up what was not complete before the luncheon or whatever you have in mind.)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WILL INTRODUCE OUR SPEAKER FOR TODAY.**

**THANK YOU, SO MUCH.**

**Treasurer *(This is optional)***

**Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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, \_\_\_\_\_\_\_\_\_\_**

**Invitation**

**to Future**

**Meetings AT THIS TIME WE WILL HEAR THE INVITATIONS TO FUTURE**

**DISTRICT MEETINGS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maybe only one)***

**THANK YOU SO MUCH**

**New Bus. IS THERE ANY NEW BUSINESS TO COME BEFORE THIS MEETING?**

**Announcements ARE THERE ANY ANNOUNCEMENTS?**

***(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)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REGISTRATION CHAIRMAN WILL GIVE THE REGISTRATION REPORT FOR INFORMATION**

**THANK YOU VERY MUCH**

***(This is an opportunity for you to thank those you need to thank if you haven’t done it before).***

**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.**

## Fall Agenda Even Numbered Year

Call to At 10:00am (or at whatever time your meeting is called)

Order THE FALL MEETING OF DISTRICT \_\_\_OF THE FLORIDA FEDERATION OF GARDEN CLUBS, INC. IS CALLED TO ORDER.

**Invoc. THE INVOCATION WILL BE GIVEN BY \_\_\_\_\_. THANK YOU, \_\_\_\_\_.**

**Pledge \_\_\_\_\_\_\_\_\_\_WILL LEAD THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. THANK YOU, \_\_\_\_\_.**

Greetings \_\_\_\_\_\_\_\_\_\_WILL EXTEND GREETINGS TODAY.

THANK YOU, \_\_\_\_\_\_.

(This is not needed but you can have the Mayor, City Council or Chamber of Commerce member if you wish)

Welcome \_\_\_\_\_\_\_\_\_, PRESIDENT OF THE \_\_\_\_\_\_\_\_\_\_\_WILL EXTEND THE WELCOME. THANK YOU, \_\_\_\_\_\_\_.

Response \_\_\_\_\_\_\_\_\_\_WILL GIVE THE RESPONSE.

THANK YOU, \_\_\_\_\_\_\_.

*(This could be the Assistant Director or could be the President of the Club hosting the next District Meeting. He/she thanks this one and ends by saying she hopes everyone will come next time. Who does this is up to you.)*

Appt of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Comm to FOLLOWING TO SERVE ON A COMMITTEE TO APPROVE THE

Appro, Min. MINUTES OF THIS MEETING.

WILL YOU PLEASE STAND. \_\_\_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_ AND \_\_\_\_\_\_\_\_.

WILL YOU SERVE? THANK YOU. *(You can have 2, 3, or 4 - up to you)*

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS THE

Tellers FOLLOWING TO SERVE AS TELLERS FOR THIS MEETING. \_\_\_\_\_\_\_\_\_\_AS CHAIRMAN, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, AND

\_\_\_\_\_\_\_\_. WILL YOU SERVE? THANK YOU, (Number up to you)

Appt. of IF THERE IS NO OBJECTION, THE CHAIR APPOINTS \_\_\_\_\_\_TO

Timekeep SERVE AS TIMEKEEPER. WILL YOU SERVE? HOW WILL YOU NOTIFY THE MEMBERS OF THE TIME? THANK YOU. (You can have a timekeeper or not, up to you.)

Rpt of \_\_\_\_\_\_\_\_\_\_, CHAIRMAN OF THE COMMITTEE APPOINTED TO

Comm to

Appr. Min. APPROVE THE MINUTES OF THE \_\_\_\_\_\_\_\_\_\_WILL REPORT.

THANK YOU, \_\_\_\_\_\_\_. (If Chairman is not there, use one of the members of the committee)

Intro AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THOSE

Head Table SEATED AT THE HEAD TABLE:

*(With these introductions, give all the positions this member holds. 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 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 some in*

*many of the Districts I, IV, VII, VIII, IX, X, XI, XII)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 (her own) but maybe others).*

Intro of AT THIS TIME THE CHAIR WOULD LIKE TO INTRODUCE THE

Past Dir. FORMER DIRECTORS OF DISTRICT \_\_\_\_\_\_\_\_\_\_\_WHO ARE WITH US TODAY.

*(When you introduce them, list all their current titles, at the State and District level. Begin with the Immediate Former Director and work back)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FORMER DIRECTOR AND FFGC (or )DISTRICT \_\_\_\_\_\_\_CHAIRMAN.

Intro. of THE CHAIR WOULD LIKE TO INTRODUCE THOSE SERVING AS

State & STATE AND DISTRICT CHAIRMEN WHO HAVE NOT PREVIOUSLY

Dist. Chr. BEEN INTRODUCED. WILL YOU PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED.

*(State Chairmen first including any District Chairmanship they may hold, then the District Chairmen)*

\_\_\_\_\_\_\_\_\_\_\_, FFGC \_\_\_\_\_\_\_\_CHAIRMAN AND DISTRICT \_\_\_\_\_\_\_\_\_\_\_CHAIRMAN. ETC.

Corres. \_\_\_\_\_\_\_\_, DISTRICT SECRETARY, WILL READ THE

Sec. CORRESPONDENCE. THANK YOU, \_\_\_\_\_\_\_.

Fin Rpt. \_\_\_\_\_\_\_\_\_, DISTRICT TREASURER, WILL READ THE FINANCIAL

of Treas. REPORT. THANK YOU, \_\_\_\_\_\_\_\_\_. ARE THERE ANY QUESTIONS CONCERNING THE REPORT? IF NOT, THE REPORT WILL BE FILED.

Presentation IT IS MY PLEASURE TO PRESENT \_\_\_\_\_\_\_\_\_, FFGC PRESIDENT.

of State *(Introduce the State President, who will introduce the Vice Presidents)*

Cred. Rpt. THE NEXT BUSINESS IN ORDER IS THE REPORT OF THE CREDENTIALS COMMITTEE. \_\_\_\_\_\_\_\_\_\_, REGISTRATION CHAIRMAN FOR THIS MEETING WILL GIVE THE REPORT.

*(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).*

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 \_\_\_\_\_.

*(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.)*

Elect of THE NEXT BUSINESS IN ORDER IS THE ELECTION OF A DISTRICT

Dist Dir. DIRECTOR THE SECRETARY WILL READ THE BYLAW CONCERNING ELECTIONS ON THE DISTRICT LEVEL, ARTICLE XVIII, SECTION 3, ELECTIONS B DISTRICT DIRECTOR (1) THROUGH (4)

Sec. ARTICLE XVIII, 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.

Dist. Dir THANK YOU, \_\_\_\_\_\_\_/

WILL THE CHAIRMAN OF THE NOMINATING COMMITTEE PLEASE REPORT ON THE NOMINATION FOR DISTRICT DIRECTOR.

(The Chairman reads the nomination for District Director).

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.

*(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).*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*(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).*

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).

( *It is nice to have the new Director stand and be recognized)*

(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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 ONE. 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.

*(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.)*

You will say.

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.

*(The Chairman gives the ballots in a large envelope to the Secretary)*

Rpts. of THE NEXT BUSINESS IN ORDER IS THE REPORTS OF STATE AND

State & DISTRICT CHAIRMEN WHO HAVE REQUESTED TIME ON THE

Dist Chr. AGENDA. THE FIRST TO REPORT WILL BE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(You can have this now or you can have the reports of the clubs. Up to you)***

**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.**

***(You can do this or have the Secretary “call the roll”)***

**Rpts. of**

**Club Pres THE NEXT BUSINESS IN ORDER IS THE REPORTING OF THE CLUB PRESIDENTS WHO HAVE REQUESTED TIME ON THE AGENDA.**

***(Maybe you want every club to report. I don’t know exactly how you operate. Ask them before the day of the meeting so they will be prepared)***

**Presentation**

**of Awards THE NEXT BUSINESS WILL BE THE PRESENTATION OF AWARDS.**

***(Sometimes the District Director does this and sometimes the District Awards Chairman. You may get to these before luncheon and maybe not. The sequence is up to you. Move it around to suit yourself.)***

**Recess THE TIME IS NOW \_\_\_\_\_ LUNCHEON WILL BE SERVED AT \_\_\_\_\_\_.**

**PLEASE BE IN YOUR SEATS AT \_\_\_\_\_\_\_. BEFORE WE RECESS \_\_\_\_\_\_\_\_\_\_\_WILL GIVE THE BLESSING.**

**THANK YOU \_\_\_\_\_\_\_\_. BE BACK IN YOUR SEATS AT \_\_\_\_\_\_\_AND ENJOY YOUR LUNCHEON.**

**Recon. THE MEETING WILL RECONVENE**

**Program *(Maybe a program is coming here. W don’t know. Pick up what was not complete before the luncheon or whatever you have in mind.)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WILL INTRODUCE OUR SPEAKER FOR TODAY.**

**THANK YOU, SO MUCH.**

**Treasurer *(This is optional)***

**Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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, \_\_\_\_\_\_\_\_\_\_**

**Invitation**

**to Future**

**Meetings AT THIS TIME WE WILL HEAR THE INVITATIONS TO FUTURE**

**DISTRICT MEETINGS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maybe only one)***

**THANK YOU SO MUCH**

**New Bus. IS THERE ANY NEW BUSINESS TO COME BEFORE THIS MEETING?**

**Announcements ARE THERE ANY ANNOUNCEMENTS?**

***(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)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REGISTRATION CHAIRMAN WILL GIVE THE REGISTRATION REPORT FOR INFORMATION**

**THANK YOU VERY MUCH**

***(This is an opportunity for you to thank those you need to thank if you haven’t done it before).***

**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.**

# Motions

All these 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 Chairman 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……..

## Main Motion

The question is on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or It is moved and seconded that we \_\_\_\_\_\_\_\_\_\_\_\_\_). Is there debate? (Is there further debate?) Those in favor, say aye. Those opposed, say no. The aye’s have it, the motion carries and we will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (result of the vote) (or the noes have it, the motion is defeated).

## Amend

The question is on amending by striking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and inserting

\_\_\_\_\_\_\_\_\_\_\_\_\_, (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. The question now is on the motion as amended. 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; theamendment is defeated. The question is on (the main motion)

The question is on amending by striking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after the words \_\_\_\_\_\_\_\_\_\_. (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. The question now is on the motion as amended. 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 main motion)

The question is on amending by inserting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_after the words \_\_\_\_\_\_\_\_\_\_. (or It is moved and seconded to amend by inserting \_\_\_\_\_\_\_\_\_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 inserting \_\_\_\_\_\_\_\_\_\_, say aye. Those opposed, say no. The ayes have it, the amendment is adopted. The question now is on the motion as amended. 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 main motion)

The question is on amending by adding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (always at the end) (or It is moved and seconded to amend by adding \_\_\_\_\_\_\_\_\_. Is there debate on the motion to amend? (Is there further debate on the motion to amend?) Those in favor of amending by adding \_\_\_\_\_\_\_\_\_\_, say aye. Those opposed, say no. The ayes have it, the amendment is adopted. The question now is on the motion as amended. 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 main motion).

## Amend the Amendment

Use the same patter as above. The question is on amending the amendment by striking \_\_\_\_\_\_and inserting \_\_\_\_\_\_ (or by striking, or by inserting or by adding). Same patter.

## Refer to a Committee

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) 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 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

*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 asking the membership to take a second look at the motion and if the motion to reconsider is adopted, you do consider the motion a second time.*

The question is on the motion to reconsider the motion that we \_\_\_\_\_\_\_. (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. The question now is on the motion that we \_\_\_\_\_\_\_\_\_\_\_\_. (Continue with the regular main motion patter.)

## Rescind

*The motion to rescind 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.*

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).

## Previous Question (or Call the Question)

*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.*

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)

## Unanimous Consent

If there is no objection, we will recess for 10 (or 5 or 15) minutes. There is no objection; we are in recess for \_\_\_\_\_\_\_\_.

If there is no objection, we will adjourn until \_\_\_\_\_\_(8:30 tomorrow morning). There is no objection; we are adjourned until \_\_\_\_\_\_\_\_\_.

If there is no objection, we will refer this motion to the \_\_\_\_\_\_\_\_\_Committee. There is no objection; the motion is referred.

If there is no objection, \_\_\_\_\_\_\_\_\_\_\_will serve as Recording Secretary pro-tem. There is no objection \_\_\_\_\_\_\_\_\_will serve.

# Minutes Example

**MINUTES**

**OLEANDER GARDEN CLUB**

**November 18, 2009**

**MEETING:** The Oleander Garden Club meeting was held in the Garden Café of the Garden Center on November 18th.

**CALL TO ORDER**: The meeting was called to order at 10:00 A.M. by the President, Sara Daum.

**INTRODUCTION OF GUESTS**: Cici Brady, daughter of Mary Brady was welcomed.

**MINUTES**: The minutes were approved as corrected.

**TREASURER:** Treasurer, Elizabeth Blower reported a balance on hand of $891.73 after all bills had been paid.

**COMMITTEE REPORTS**:

**Hosts:**

Hosts for November were Lorrie Alexander, Gisela Vogentanz, Sue Hartsaw and Mosy Carmichael. January hosts are Pansy Pendleton, Barbara Bercier, Millie Gill, Billie Chappell and Elaine Ciardello.

**CONTINUING BUSINSS**:

1. Oleander made a profit of $554 at the Mistletoe Market. Sara thanked all those who contributed to the successful day.

1. Christmas luncheon on Thursday, December 10th at 11:30 AM. All tickets have been sold. Those who have not purchased their tickets yet will be placed on a waiting list. Attendees are asked to bring donations of canned goods.
2. The Cookbook launch and luncheon will be held Feb. 5 at 11:30 AM. Elizabeth Blower has tickets.
3. Floral Design Course III will be held on Monday, Dec.14th. Space is still available for those who would like to attend.
4. Blue Star Marker Plantings – ***MOTION***: **Jeannie Rosenberg moved to reimburse Tina Tuttle for monies spent on planting at the Blue Star Marker up to $50.00. Motion was seconded and carried.**

**NEW BUSINESS**:

1. Oleanders will meet to decorate the trees at the Naval Hospital on Friday, Dec. 4th at 9:30 AM. Jan. 4th is scheduled for taking trees down. Mary Brady has donated a tree with folding branches for this project. Sara thanked Mary for this welcome donation.
2. Wreaths Across America Program: Wreaths will be placed at Barrancas National Cemetery on Saturday, Dec. 12th. **MOTION: Lorrie Alexander moved that Oleander purchase 4 wreaths for $60. Motion seconded and carried**.

**ANNOUNCEMENTS**:

1. Arbor Day, January 15, 2010. A community planting will be held at Summit Dr. and Firestone Dr. A reception will follow the ceremony at the Garden Center hosted by PFGC.
2. The Educational Series will be held on Feb. 11, 2010.
3. The Tour of Tables and Luncheon will be on Feb. 12, 2010.
4. The Gardening Study Course I is available on line. Information can be found in the Sept. issue of the *Florida* *Gardener*.

**Adjourn**: The meeting was adjourned at 10:49 AM

**PROGRAM**: Gina Jogan presented a delightful program on quick and easy Christmas decorations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Cinny O’Donnell, Secretary

Appendix – Forms

**Officers Tours pp 73-76**

**FFGC OFFICER’S FALL TOUR - 2019**

**NO TOUR IN 2020**

**District\_\_\_\_\_\_\_\_ Day \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

***DISTRICT MTG CHAIRMAN***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***MEETING SITE*** **Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ZIP**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Directions***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Can the TOUR TEAM set up the afternoon BEFORE the Meeting?*

*if so - what time is building available*?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**IF NOT** - what time on the day of the meeting can the Tour Team

arrive to set up?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person Tel #:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Please note - we request at LEAST ONE person be available to help unload and set up.

++Please have ONE 6 ft tables available for FFGC W & M.

***Names of Helpers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***HOTEL: NAME***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ADDRESS***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Directions to Hotel*** *(no map)Hwy Exit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­*

***Name*** hotel rooms are reserved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Queen Beds - Confirmation #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Queen Beds - Confirmation #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 King Bed - Confirmation # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where possible, use Hilton Hotels for “point” usage. \*See listing at end of outline.

Name of TWO (2) restaurants close by for Dinner if Tour Team on their Own

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If invitation to dine with group -**

NAME of HOST/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME TO ARRIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions from Hotel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Day:**

**Registration begins \_\_\_\_\_\_\_\_\_AM Call to Order \_\_\_\_\_\_\_\_\_\_\_AM**

**DIRECTOR’s PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Host Club (if any) President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESSES for THANK YOU NOTES by TEAM:**

**Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mtg. Chmn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Host Club Pres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thank you Notes cont’d:**

**Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form completed by District Director and e-mailed to** [**yellowrose11977@aol.com**](mailto:yellowrose11977@aol.com)

**Ingrid Velez, Corresponding Sec’ty by NO LATER THAN:** **August 15, 2019, using a WORD attachment. E-mail confirmation will be sent to the DD. Telephone contact at (352) 277-3183 for any questions.**

The Tour Team THANKS YOU !

\*Hilton Hotels include :Double Tree, Embassy Suites, Hilton Garden Inn, Hampton, Homewood Suites, TRU and Home 2.

# Appendix – Forms Continued

Budget

Credentials Report/ Registration Form

Registration Report

Teller’s Report

Income and Expense Report

## Budget for District

SPRING/FALL MEETINGS

**PROPOSED BUDGET** DATE:\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECTED ATTENDANCE \_\_\_\_\_\_\_\_\_

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOST CLUB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB PRESIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESTIMATED REVENUE:

Income based on # \_\_\_\_\_\_ @ $ \_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Estimated Income $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESTIMATED EXPENSES:

District Registration ($1.00 per reg) $ \_\_\_\_\_\_\_\_\_

Facility Rental \_\_\_\_\_\_\_\_\_

Morning Coffee \_\_\_\_\_\_\_\_\_

Lunch \_\_\_\_\_\_\_\_\_

Speaker (travel, fee, lunch) \_\_\_\_\_\_\_\_\_

FFGC Officers (4 lunches) \_\_\_\_\_\_\_\_\_

Program Printing \_\_\_\_\_\_\_\_\_

Cleanup \_\_\_\_\_\_\_\_\_

Decorations \_\_\_\_\_\_\_\_\_

Table Favors (not necessary) \_\_\_\_\_\_\_\_\_

Gifts for Head Table \_\_\_\_\_\_\_\_\_

Equipment Rental (microphone, etc.) \_\_\_\_\_\_\_\_\_

List Any Other Expenses (in detail) \_\_\_\_\_\_\_\_\_

Total Estimated Expenses $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Registration Form

**Make Registration Checks Payable to:**

**Deadline: (No refunds will be given after this date) Cost:**

**Mail registration form and check to:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all spaces that are applicable

\_\_\_FFGC Officer \_\_\_District Officer \_\_\_Delegate

\_\_\_FFGC Chairman \_\_\_District Chairman \_\_\_Alternate

\_\_\_Former FFGC President \_\_\_Club President \_\_\_Club Member

\_\_\_Former District VIII Director \_\_\_Circle President \_\_\_Guest

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all spaces that are applicable

\_\_\_FFGC Officer \_\_\_District Officer \_\_\_Delegate

\_\_\_FFGC Chairman \_\_\_District Chairman \_\_\_Alternate

\_\_\_Former FFGC President \_\_\_Club President \_\_\_Club Member

\_\_\_Former District VIII Director \_\_\_Circle President \_\_\_Guest

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all spaces that are applicable

\_\_\_FFGC Officer \_\_\_District Officer \_\_\_Delegate

\_\_\_FFGC Chairman \_\_\_District Chairman \_\_\_Alternate

\_\_\_Former FFGC President \_\_\_Club President \_\_\_Club Member

\_\_\_Former District VIII Director \_\_\_Circle President \_\_\_Guest

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all spaces that are applicable

\_\_\_FFGC Officer \_\_\_District Officer \_\_\_Delegate

\_\_\_FFGC Chairman \_\_\_District Chairman \_\_\_Alternate

\_\_\_Former FFGC President \_\_\_Club President \_\_\_Club Member

\_\_\_Former District VIII Director \_\_\_Circle President \_\_\_Guest

## Credentials Report/Registration Report

**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:** determines **VOTING STRENGTH**.

***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 XIX Districts Section 4 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 Del 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.

Additional information required:

Contact - Cissy Richardson, FFGC Bylaws

[suncit@msn.com](mailto:suncit@msn.com) 863 662 4855

**CREDENTIAL/REGISTRATION REPORT**

FFGC DISTRICT \_\_\_\_\_ MEETING

REPORT SUBMITTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date and place)

**CREDENTIALS:**

**Total number of delegates** \_\_\_\_\_\_\_\_\_\_\_

(Registered 10 days prior to meeting)

**Total number of alternates** \_\_\_\_\_\_\_\_\_\_\_\_

**Total number of members** \_\_\_\_\_\_\_\_\_\_\_\_

(not registered as delegate/alternate)

**Total number of guests/companions/spouses** \_\_\_\_\_\_\_\_\_\_\_\_

**Total Registration** \_\_\_\_\_\_\_\_\_\_\_\_

**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.*

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have attached an updated Credentials Report with instructions for use at the District Meetings.

 This is based on the Credentials Report that I prepared for use at FFGC Annual Conventions.  It has been used approximately five years without any problems.   This form is much simpler and eliminates the current form of knowing and removing duplications for an accurate Credentials and Registration Report.   Spread sheets on Excel should have all this information broken down or easily broken down.  Credentials and Registration are on one page.

Please forward to your District Directors and let them know their Registration/Credentials Chairman will need it.

 It has been discussed since Arlene but a final decision for me to revise was never received.   This year as I was working on the Credentials FFGC, I revised for District use.  A similar form has been used in District VIII for at least one year.

Cissy

**Teller’s Report**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**

## Income and Expense Report

SPRING/FALL MEETINGS

**ACTUAL FINANCE REPORT** DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECTED ATTENDANCE: \_\_\_\_\_\_\_\_\_\_\_\_

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOST CLUB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB PRESIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTUAL REVENUE:

Income based on # \_\_\_\_\_\_ @ $ \_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Other Income

\* Club Ways & Means $ \_\_\_\_\_\_\_\_\_

\* Club Opportunity Drawing \_\_\_\_\_\_\_\_\_

Total Income $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTUAL EXPENSES:

District Registration ($1.00 per reg) $ \_\_\_\_\_\_\_\_\_

Facility Rental \_\_\_\_\_\_\_\_\_

Morning Coffee \_\_\_\_\_\_\_\_\_

Lunch \_\_\_\_\_\_\_\_\_

Speaker (travel, fee, lunch) \_\_\_\_\_\_\_\_\_

FFGC Officers (4 lunches) \_\_\_\_\_\_\_\_\_

Program Printing \_\_\_\_\_\_\_\_\_

Cleanup \_\_\_\_\_\_\_\_\_

Decorations \_\_\_\_\_\_\_\_\_

Table Favors (not necessary) \_\_\_\_\_\_\_\_\_

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.