

The Friendly Garden Club of Traverse City

2026

POLICY & PROCEDURES MANUAL





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GENERAL GUIDELINES

The Policy & Procedures Committee has completed its job of updating the original guidelines from 2016; and, therefore, is now disbanded. Club members are reminded that these are guidelines and should be followed as closely as possible. The guidelines are a working document and as such we expect them to change over time. If you have suggestions, clarifications, or recommendations for what you think is a better way to do things, please put them in writing and give them to the president. She will review them as needed and share them with the board for appropriate action.

The complete *Policy & Procedures Manual* is being placed on The Friendly Garden Club website. Just go to the website: thefriendlygardenclub.org and click on **Policy & Proc.** You can copy any of the descriptions, procedures, or forms on your printer as needed. Contact Stephanie Nelsen if you have problems with the site.

This document has two sections:

1. Officer duties and procedures with forms, if there are any
2. Committee chairman duties and procedures with forms, if there are any

Committee Chair Responsibilities are as follows.

1. Attend all board meetings or appoint a committee member to attend if you cannot. Each committee has one vote on the board.
2. If no action is needed by the board, please make all monthly reports in the newsletter.
3. Keep the publicity committee informed in writing about all activities that need publicizing in the newspaper or elsewhere.
4. If you wish to have a change in your yearly budget, turn in a written request to the finance committee by the end of August. If your committee needs more money than was budgeted for a specific project, as committee chair you need to request additional funds from the finance committee. In a unique situation where the August deadline is past, and money is needed for a specific project, the committee chair may request additional funds from the finance committee for a recommendation to the board, and must have board approval for the additional expenditure.
 - a) Budgeted items up to \$350, approved by Committee Chair
 - b) Expenditures over \$350 and any Items over budget up to \$500, approved by both Committee Chair and President. The President must sign all Contracts.
 - c) Items over budget between \$500 - \$1000 and non-budgeted items up to \$1000, must be approved by Committee Chair and Finance Committee.
 - d) Items between \$1000-\$5000, require #3 above & Board approval
 - e) Any non-budgeted item over \$5000, must be approved by Board and approved by membership.
5. Use the designated forms in the *Manual*. If you or your committee have suggestions for improvements, please let the vice president know in writing.
6. If the opportunity presents itself for you to speak on behalf of the club, please seek board approval first.
7. At the end of the year, turn in a printed or digital copy (.pdf) of your yearly report to the president by November.

I would like to thank all my wonderful committee members and Marilyn Astroth, our president, for their input and all the hard work they have done over these past two and one-half years. Special thanks to all the committee chairs and their committees who helped us with writing and providing feedback on the rewording of the bylaws and the policy and procedures for their respective committees. This was a great group of members to work with--Thanks everyone! *Stephanie Nelsen, Chair*

Janet Hickman
Cathie Martin
Jean Spagnuolo
Susie Snyder



PRESIDENT

THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE CLUB AND BOARD AND SHALL BE AN EX-OFFICIO MEMBER OF THE FINANCE COMMITTEE.

- As president it is your duty to keep order, expedite the business of the membership, and see that rules are enforced. It is necessary to know the fundamental rules of parliamentary procedure (Robert's Rules of Order), bylaws, and club policy and procedures. See that the meetings are friendly, informative, and fun so friendships can be established. Keep the informational business of the meeting **brief**.
 - Develop and provide agenda for board & membership meetings
 - Send the agenda via email or printed copy prior to the meeting
 - Have executive board seated together at membership meetings
 - Allow for additional agenda items from attendees
 - Approve previous meetings minutes
 - At board meetings have officers and committee chair report as needed
 - At club meetings have vice president introduce speaker
- Send all official communication emails to the membership, (e.g., newsletters, minutes, special meetings, any changes of date/time of regular meetings). Send draft of the minutes of the board and membership meetings to the membership for input. Then present minutes for approval at subsequent meeting via consent agenda. Results are documented by recording secretary.
- Secure committee chairs for standing and ad hoc committees and assist those chairs in ensuring overall club objectives are met. Chairpersons should be called for their consent. The president should be available to provide guidance to committees as needed and help the chairperson to understand the requirements and obligations of the particular job.
 - Committee chairs shall include the president on all meeting notices, agendas, and minutes for their committee, except the Nominating Committee, and provide the president with an annual report at the end of the year.
 - Request each chairperson submit a written annual end-of-the year report to be filed in the archives and/or chairperson's book. Distribute a copy to the next year's committee chair.
 - The president is an ex officio member of the Finance Committee and is welcome, but not required, to attend any of the various committee meetings, except the Nominating Committee.
 - Other than the Finance Committee, the president is *not required* to sign up as an active member of any other committee, but is welcome to join any committee in which they have an active interest.
- Work on the budget with the Finance Committee in September. The budget for the following year must be presented by the Finance Committee by the last meeting of the current year. Be sure that the financial books are reviewed at the end of every year by two members of the club.
- Approve and sign all vouchers that exceed \$350.
- Sign all contracts on behalf of the club.
- Ensure that complete club records are turned over to incoming club officers (e.g., recording secretary minutes, treasurer's reports, etc.)

- Attend the state convention in the spring. The president and vice president are each given \$150 toward registration, room and board. Any additional money spent during the convention is the responsibility of the officer.
- Attend the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.
- Whenever possible, attend events, projects, and activities sponsored by the club.
- Work with the media as needed as the president is the official spokesperson for the club.
- Work with the newsletter chair each month to approve the information submitted by committee chairs before it is sent out. The president will distribute the newsletter to all members every month from **March-November**.
- Stay in contact with the district director, attend monthly District V president's meetings, and relay any pertinent information received from the state and district to the membership.
- Complete and submit any necessary reports to the district director, state president or other requesting parties. (e.g., President's Report, Club of Distinction Report). **DEADLINE March 1** to District V Director. Work with the roster manager--MGC for Membership and Dues Report. Keep copies for the president's file.
- Install new officers at the end of the term.
- The past presidents and current president and vice president may hold a meeting following the end of the outgoing president's term in office, which is usually two years. The new president will select the time and place and notify the past presidents. The purpose of the meeting is to review past practices and objectives and suggest areas needing strengthening, expansion or changing. Club objectives, mission statements, and long-range planning should be reviewed and suggestions for changes or refocusing made. Input should be sought from all present and notes taken and filed in the secretary's book for safekeeping and easy access.
- (Optional) Plan a get together with the board for a luncheon, tea, etc. (This can be at the regular board meeting normally held in July).



VICE PRESIDENT

In the absence of the president, the vice president shall perform all duties of the president and will move up to club president whenever that seat becomes vacant.

- Attend monthly board and membership meetings as well as the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.
- The vice president is an ex-officio member of the Finance Committee, is chair of the Program Committee, and may join other committees if interested.
- Attend the state convention in the spring. The vice president is allocated up to \$150 toward registration, room and board.
- Prepare committee sign-up sheets for sign-up day, **JULY MEETING**. Members who do not sign up by September 1 will be called and assigned to two committees at the vice president's discretion or availability of openings.
- The vice president is chair of the Program Committee and will help plan programs for the following year, plus venues, and initiate the program/field trip search. **SEPTEMBER 1 DEADLINE.**
 - Confirm speakers, dates, topics, and venues for the following year.
 - Make available the "Program Speaker Agreement" form to the Program Committee.
 - When completed by the Program Committee members, the vice president is responsible for making sure all details on the "Program Speaker Agreement" are complete and correct.
 - The vice president will collect these sheets by **NOVEMBER 1 DEADLINE**. Copies of the agreement should be distributed to the speaker, the committee member in charge of the speaker, and the vice president.
 - Send the completed "Program Speaker Agreement" forms for all the monthly membership programs after compiling the information in one word document which should be sent to the president, the yearbook editor, and the webmaster by the **NOVEMBER 15 DEADLINE**.
 - A month prior to the meeting, reconfirm the date and topic with the speaker, become aware of the AV equipment available at the venue, inquire about AV needs, tables, handouts and provide directions to the meeting place. Verify the length of program setting clear boundaries, obtain a brief autobiography to be used to introduce the speaker, and determine if mileage or other expenses are required of the speaker. There is a \$50 allotment per program speaker unless a larger budget has been approved in advance by the president.
 - Make sure the program coordinator (person responsible for securing the speaker) welcomes the speaker at the door and helps the speaker with any set up or dismantling as needed. If additional help is necessary to carry out any props at the end of the meeting, the Program Committee should help if necessary.
 - Remind the corresponding secretary to send a "Thank You" note.
- The vice president needs to be knowledgeable of the MGC, Central, and NGC awards that are available, and work with the committee chairs to decide and submit appropriate award applications, and to maintain an updated copy of awards submitted and their dispositions.



PROGRAM SPEAKER AGREEMENT



THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY

PROGRAM FOR THE MONTH OF _____

DATE OF EVENT:	LOCATION:
SPEAKER'S NAME:	PHONE#:
EMAIL ADDRESS:	
MAILING ADDRESS:	

PROGRAM TITLE: _____

CONTENT OF PROGRAM

FEE FOR PRESENTATION, NOT TO EXCEED \$50 _____

CIRCLE TYPE OF PRESENTATION. IS THIS A: LECTURE? POWERPOINT? HANDS ON?
DEMONSTRATION? MAKE AND TAKE? VIRTUAL PRESENTATION?

ITEMS NEEDED FOR PRESENTATION:

PODIUM__ MICROPHONE__ OUTLETS__ SCREEN____ TABLE__ OTHER_____

WOULD SPEAKER BE WILLING TO DO A VIRTUAL PRESENTATION IF NEEDED?

YES _____ NO _____

SPEAKER'S SIGNATURE: _____

DATE: _____

CLUB CONTACT PERSON: _____ PHONE#: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PLEASE RETURN A COPY OF THE CONTRACT TO THE ABOVE CLUB CONTACT PERSON AND KEEP A COPY FOR YOUR RECORDS.

Thank you for being willing to present a program to our club!



RECORDING/CORRESPONDING SECRETARY

The recording secretary shall take minutes at the Zoom board meetings and sit next to the president and take minutes at all membership meetings.

- Attend all monthly board and membership meetings. If unable to attend, get a replacement.
- Each record will include:
 - Date
 - Meeting site
 - Time
 - Officer presiding
 - Member names present for board meeting
 - Number of members and guests for club membership meetings
 - Minutes approved and noted
 - Motions with exact wording, by whom, seconded, and is responsible for keeping the “Book of Motions”
 - Actions taken and tally of votes
 - Note reports were given by (e.g., president, treasurer, etc.)
- At monthly board meetings, keep the minutes including names of those present, summaries of committee reports, and detailed content of decisions and votes. Record minutes in a concise form reporting decisions and key points rather than the discussion. Sign minutes with recording secretary’s name and title.
- Within three days of the board meeting, send a draft of the board minutes in Word format to the board members for review and immediate corrections. The president will send out an updated draft of the board minutes to the membership prior to the membership meeting. The minutes of the board meeting will be approved at the next board meeting.
- At monthly membership meetings, keep the minutes including the number of attendees, summaries of committee reports, the speaker, and a comprehensive account of actions and votes. Record minutes in a concise form ***focusing on what was accomplished rather than discussions***. Sign minutes with recording secretary’s name and title.
- Within one week after the membership meeting, send a draft of the minutes in Word format to the president to review in a timely manner. Send the updated draft minutes to the membership for review and approval at the next membership meeting. Upon approval the president will send it to the membership.
- Minutes of the board and club membership meetings are not read at subsequent meetings. Minutes are referred to at meetings in the following manner. The recording secretary says, “The minutes were sent out for review. Are there any corrections that need to be made? If not, the minutes will be filed as presented.”

- Write any correspondence regarding The Friendly Garden Club activities as requested by the president and keep a record of correspondence received and sent.
- Responsible for all correspondence and will share all received correspondence as directed by the president.
- Send paper and/or electronic notes of thank you including program speakers, condolences, and other special notes/cards as appropriate.
- Maintain an adequate supply of stationery with the club letterhead and envelopes. The secretary shall be reimbursed for postage by presenting a receipt for stationery and postage to the treasurer.
- Responsible for submitting a budget to the finance committee for the following year.
- Provide a year-end report to the president by December 31.



TREASURER

The treasurer will complete the following activities throughout the club year:

- Attend board meetings and membership meetings.
- Is a member of the Finance Committee.
- Is responsible for management of the club's financial affairs.
- Assure that all checks and cash are deposited to the bank on a timely basis.
- Pay all expenses accompanied by a payment voucher with receipt and signed by a committee chairman. If payment voucher exceeds \$350 or exceeds the committee's budget, it will need president's approval.
- Reconcile banking accounts each month.
- Present a monthly treasurer's report and other pertinent financial information to the board and members.
- Work with the membership committee to assure that dues from renewing and new members are paid.
- Inform recording/corresponding secretary when a tax letter needs to be sent to a donor.
- Change names on bank accounts when officers change.
- Provide members with the Michigan Sales and Use Tax Certificate of Exemption form, including the Garden Club's Federal Tax ID number (501c3 tax ID 32-0117174). Inform members that sales tax will only be reimbursed on an exception basis.
- In early September, prepare a report of year-to-date expenses in order to begin the budget process for the following year. Work with the finance chair to prepare a draft of the upcoming year's budget.
- Pay annual MI Garden Clubs, Inc. dues between June and September.
- Prepare the year-end report as soon as the December bank statement is received.
- January – File IRS Form 990-N. Tax filing is usually 990EZ (online) depending on income - otherwise a full report.
- Prepare Michigan Sales and Use Tax Certificate of Exemption. Form expires at the end of four years. 10/01/25.
- Maintain files of permanent records: IRS, MI Annual Reports, Articles of Incorporation, MI Sales and Use Tax Exemption Form, banking information, MI Request of Exemption and registration and inventory forms.
- Obtain insurance certificates for places FGC works and holds meetings, such as, the City of Traverse City for the Logo Garden, The Botanic Garden for working and meetings and maybe the Boardman Nature Center. These certificates are through our insurance with MGC and the cost is \$25 for each certificate.
- Our 501(c)3 tax exempt status remains in place for the life of our organization as long as FGC completes the IRS Form 990 annually and renews the certificate as required.



HISTORIAN-LIBRARIAN

The historian-librarian shall receive, collect and file information relative to activities of the club in a suitable book. Create an appropriate book to represent the entire club's history for the current year. Save pictures and clippings relating to monthly club activities to be included in the scrapbook.

- The historian needs to request a budget each year for printing the book.
- Currently, the book is archived at the Traverse Area District Library. The historian should periodically check with the library on how information should be archived.
- The historian will be responsible for obtaining the "Past Club President" pins for presentation by the incoming president. "Past Club President" pins are purchased from National Garden Clubs, Inc.
- The historian shall also work with an appropriate person involved to determine a suitable garden-related gift or honorarium to honor a retiring president (\$50), deceased member (\$100), or member's spouse (\$50); and if necessary, ask for board input.
 - If a book is to be given to the Traverse Area District Library as an honorarium, the item must be ordered and presented to the library with a copy of the library's submission form. A letter should be sent to the member or family of the deceased indicating the selection and noting that it is currently in the library.
 - If an honorarium is to be given to an organization, notify the president of the member or of the family's wishes and then notify the treasurer of the member's name being honored or remembered; and the treasurer will send a check to the appropriate organization.



PARLIAMENTARIAN

The parliamentarian is an elected officer of The Friendly Garden Club of Traverse City and as such is expected to attend all board and general membership meetings.

- If the parliamentarian cannot attend any of the required meetings, she shall notify the president as soon as possible so that the president can find a suitable replacement.
- Be familiar with the club's by-laws and policy and procedures as well as the current edition of Robert's Rules of Order.
- Act only in a consulting or advisory capacity to the president, board, and general membership.
- Remain impartial in all activities. The parliamentarian gives up the right to make motions or debate or vote except by written ballot. The parliamentarian shall not cast a deciding ballot that would be the responsibility of the president.
- Receive and review the agenda of each meeting with the president.
- To hold a meeting & conduct business you need a quorum which is of 51% of members for a vote, or 2/3 for a change of bylaws. The president and parliamentarian are not counted in the percentage.
- The board consists of the elected officers and a chair (or their representative) from each committee. Should there be two members of a committee present, only one committee member has a vote.
- If an officer is also a chair of a committee, their vote would be counted as an officer, and another representative of the committee should be present to vote for the committee.
- Hand out (or have the president email with the agenda) written parliamentary guidelines at any board or general meeting as appropriate, such as making a motion.
- Sit next to the club president at all meetings so she may quietly confer with the chair about any procedural questions and bring to the chair's attention any procedural errors that may substantially affect the rights of members.
- Use the current edition of Robert's Rules of Order for all questions concerning parliamentary procedure.

MOTIONS

- A motion requests that something be done or that something is the opinion or wish of the group. (I move that...)
- Only one motion should be placed before the group at a time.
- Someone from the group must second the motion (I second) or agree to the motion, so that it can be discussed. If the motion is a recommendation from a committee, a second is not needed.
- The motion on the floor is discussed by all members, addressing pros & cons. Each member needing to speak needs to do that before a member who has already spoken can speak again.
- “Call the question” by a member ends the discussion and should only be used if the discussion is repetitive/irrelevant.
- The president (chair) restates the motion before the group votes.
- The group votes by voice aye/no, by show of hands, or a secret ballot.
- The parliamentarian and the president do not vote. The president may only vote to break a tie.
- Motions should be printed in the agenda exactly as proposed.
- A copy of the motion should be given to the recording secretary for the record.



IMMEDIATE PAST PRESIDENT

The Immediate Past President:

- Serves as the chair of the Nominating Committee, which consists of the three previous past presidents. The committee shall present a written report to the board at the **July** meeting and shall present the slate of officers at the **July** general membership meeting.
- Serves as a member of the Finance Committee.
- Shall preside over the board and membership meetings if neither the president or vice president are able to attend.
- Provides advice to the president upon request.

NOTES:



BLUE STAR MEMORIAL

This committee only needs three members at this time. The primary focus of this committee is to keep the Blue Star Memorial Garden area neat, weed free, dead-headed, mulched and replanted as necessary. The Blue Star Memorial, at the club's request, was moved in 2024 to a very prominent area of The Botanic Garden at The Historic Barns Park. This committee is also responsible for recognizing and honoring our veterans.

PROCEDURES:

1. The committee should meet early in the spring to discuss what maintenance and clean up needs to be accomplished.
2. Since The Friendly Garden Club is helping to pay for an intern at The Botanic Gardens this intern will help with the weeding, mulching, and planting of this garden. The intern will also be responsible for watering this garden as needed.
3. We will coordinate work activities with The Botanic Garden and the intern.
4. We will work closely with The Botanic Garden when planning and planting new shrubs, annuals, and perennials.
5. The committee will also work with The Botanic Garden to determine if a rededication ceremony is needed and will help with planning if such an event occurs.
6. We will keep the members of The Friendly Garden Club informed of any activities, special work sessions, or ceremonies for The Blue Star Memorial.



CIVIC BEAUTIFICATION

Chairpersons' Responsibilities:

- Coordinate activities for the Logo Garden and the business "Beautification Landscape" awards
- Submit report to monthly newsletter as necessary
- Establish design for Logo Garden and order plants
- Attend TFGC board meetings
- Supervise planting and maintenance
- Prepare and present business landscape awards
- Prepare Civic Beautification awards

ALL FGC members are required to attend the planting of the Logo Garden.

PROCEDURES:

Fall:

- Conduct fall meeting to discuss and vote on design for next year's Logo Garden. Arrange meeting place, date, and time, and call or email all members at least two weeks ahead. Members should also decide what flowers to use. Choose two members to count the plants on the graph needed for the order, figuring 5 or 6 plants per square depending on size of plant. Encourage attendance of past and future year's members.
- Draw the design on graph paper—1/4" square = 1". Size of Logo Garden 25' x 40'. It is best to use color—either colored pencil or watercolor. This could be done by the person that draws the design.
- The flower order must be made by early December to Linnaea @ Florigens by early January.
- Decide spring planting dates for Logo Garden for the program committee. Make sure the dates do not conflict with other meetings or events.
- Summary of year's committee activities to club president by November. This can be a brief one-page report.

Spring:

- Keep in contact with Linnaea about the plants and confirm the planting date for the Logo Garden.
- Contact the Parks and Recreation Department with dates for planting at the Logo Garden. Matt Bright is our contact.
- Arrange meeting of committee members to plan for planting days and other summer activities. Contact all committee members at least two weeks ahead and announce at the April general meeting. Decide the use of 'Osmocote' and/or corn gluten. Choose sub-committees for:
 - Prepare weeding schedule online @ Sign-up Genius
 - Help with the preparation of the garden bed one or two days ahead of the planting.

- In April create some type of media (flyer) that explains to local businesses that TFGC is looking for submissions from local businesses that would like to be considered for a “Beatification Landscape Design” award. Also, check about submitting an article in the newsletter that businesses receive. (Chamber of Commerce?) Collecting business names and planning the viewing route for business awards (Award’s Coordinator)
- Talk to TFGC Publicity team to contact local newspaper, TV stations, etc. regarding the planting of the Logo Garden. Take lots of pictures for Civic Beautification awards!
- The day before the entire club plants, have four people plus the TC Parks & Rec person set up stakes and draw out the logo design.
- On day of Logo Garden planting, arrive early (8:30am). Have two copies of the design in plastic sleeve. Supervise with specific instructions on spacing of plants and be responsible for ‘on the spot’ decisions. Purchase extra plants and arrange storage until the need for replacements (one flat of each).
- Discuss with TFGC Publicity team about putting an article in the printed media regarding the community landscape awards the club will be awarding to two businesses in July.

Summer:

- Work with the weeding coordinator to encourage the weekly weeding. Submit the names monthly to the newsletter. Encourage this at the monthly general meetings.
- Compile and submit Civic Beautification award applications to the vice president for submission to MGC by the required due date. Obtain the online application as the rules may change every year. This consists of three pages including two of photos and articles. Collect photos from the year’s projects to be used.
- Encourage all club members at the general meetings to be aware of business landscapes and submit names by the June/July meeting for possible civic awards which will be presented in early August.
- Late June, plan with the CBC award’s coordinator the date and route for viewing the businesses suggested for possible awards. Announce in newsletter or general meeting. When the winners are chosen, write a letter to each and arrange a date and time for presentation of awards. Coordinate with club president since she must present the award. FGC has a certificate available to be filled in, signed by the president, and must be framed.
- In early August the presentation of the “Beautification Landscape Design” awards is made by TFGC president with the CBC members and any interested TFGC members in attendance. Talk to TFGC publicity team to contact local newspaper, TV stations regarding the award presentation. The publicity team should be present to take photos for submitting to the local papers. CBC takes lots of pictures for the Book of Evidence.
- Be sure to pick up the metal garden award sign from the businesses at the agreed upon time.



ENVIRONMENT/HORTICULTURE

This committee is responsible for informing membership on matters related to the interconnected elements of the earth's ecosystem, its changing climate, and the health and welfare of all living things.

The committee meets all year to accomplish specific goals related to the above responsibilities.

PROCEDURES:

- Determine annual priorities related to conservation and environmental concerns.
- Plan programs and projects to inform membership about these priorities.
- Write and/or distribute printed information in the newsletter and at meetings.
- Engage speakers for presentations on timely topics.
- Keep members informed about local, state, and federal conservation and environmental concerns.
- Help members prepare horticulture specimens for flower shows.
- Bring information to the club regarding growing practices and the importance of native plants to our ecosystem.
- Promote healthy diet and nutrition.
- Plan and execute an Arbor Day or Earth Day celebration.
- Help the Youth Gardening committee plan for possible topics and workshops on environmental issues that could be taught to the community's youth.



FINANCE

This committee is responsible for preparing the year's budget for the approval of the board and general membership. When preparing the budget and recommending grants to be given for the year, consideration must be given to maintaining one year's expenses in reserve for club stability.

Their other responsibilities include:

- Receiving and making recommendations to the board and general membership on requests from within the club for awarding grants.
- Reviewing and making recommendations to the board for requests from members or committees for expenditures that were not included in the annual budget.
- Providing suggestions for sound money management to the board and general membership throughout the year as needed because of the fluctuations in the economy.
- A subcommittee of the Finance Committee is responsible for monitoring the FGC Investment Portfolio, including donations to the Children's Sensory Garden. That subcommittee works with the FGC investment advisor based on an "Investment Policy Statement" developed with the investment advisor.

The Finance Committee is selected by the president and composed of:

1. President
2. Chairman, appointed by the President
3. Vice President
4. Immediate Past President
5. Treasurer
6. Two members at large

Budget: The annual budget is prepared and presented at the October meeting. It is based on the current year's expenses, income for the entire club, and requests from committee chairs for changes to committee budgets. The budget must be presented to the board and the members at large and approved by both before being implemented. Printed copies will be made available to each member at the next meeting.

The finance chairman or her designated finance committee member shall be the liaison to the Grand Traverse Regional Community Foundation and that person is responsible for making quarterly reports to the board and general membership.

Grants: Only FGC club members can submit requests, beginning in July, for funding organizations that have a gardening, civic beautification, educational, or environmental purpose.

All grant requests must be submitted by September 1st to the Finance Committee using the Grant Request form.

Evaluation: All grants must support our mission statement and IRS 501c3 giving criteria. This process is done without prejudice or favoritism or any political agenda.

- 1) The committee meets 2-3 times in September to review grant requests.
- 2) If necessary, committee members receive a grant request to review and return with a written report on what projected funds will accomplish and results of previous funds granted if any.

- 3) The committee finalizes recommendations after evaluating all the grants.
- 4) Based on anticipated available funds, the Finance Committee then determines how much money is available for donations and which requests best meet our club objectives.
- 5) The committee recommendations are presented to the board for approval and then presented to the membership for final approval along with the annual budget.
- 6) After approval, they are given to the treasurer to issue the checks. Whenever possible, presentation of grants to the recipients will be done at the club meeting in November. Otherwise, the checks will be presented individually.

Once a year the club has the option to make a donation to a project supported by Michigan Garden Club, Inc. or National Garden Club, Inc.



FINANCE GRANT FUNDING CRITERIA

Each request for project funding will be considered using the following guidelines of priority:

1. The Friendly Garden Club of Traverse City is a 501c3 organization. We are required to give only to like kind 501c3 organizations, government units, or educational institutions.
2. Does the grant fit within our Club's mission or objective statements. See Club Policy & Procedure manual.
3. Priority shall be given to applicants whose project shall be principally located in Traverse City or its surrounding area, unless the project warrants special consideration and the entire club will then vote.
4. The project should address immediate and specific needs for the year requested.
5. The recipient organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. This project shall not advance any religious agenda.
6. For larger grants, matching challenges are encouraged.
7. The project shall increase the interest in the welfare of this community in cooperation with other civic, social, commercial, and industrial development.
8. The project is not a duplication service within our community, or explain how it is different.
9. The organization should have a proven record of fiscal reliability.
10. How many people will benefit from the Grant and the population served?

As a member of The Friendly Garden Club, I have reviewed the criteria before submitting this grant. I believe this grant deserves our consideration.

Name of Member (print) _____ Date of Submission _____

Signature _____ Phone Number _____

Please note that grantee can submit one additional page for explanation.



FINANCE GRANT APPLICATION

Name of Organization _____

Today's Date _____ Mailing Address _____

Contact Person _____ Phone _____

Email _____ Mobile _____

Project Name _____

Description of Project and Objectives _____

Project Start Date _____ Completion Date _____

Geographical Area Served _____ Amt. Requested _____

Are you a 501c3 Yes No Tax ID # _____ Other _____

Will you be receiving other funding: If yes, how much? \$ _____ From _____

Describe volunteer involvement _____

Are you a government unit Yes No Other _____

How will your project be evaluated _____

Will you provide a report on how the money was spent in the year it's completed. Yes No

If not, please explain.

Please return this form to the Finance Chairperson



FLOWER ARRANGING

This committee has the responsibility to encourage and educate themselves and the general membership on the art and techniques of flower arranging through workshops, demonstrations, videos and all appropriate techniques and classes. This committee will be in charge of all flower arranging activities for the club.

OBJECTIVES:

- Increase the flower arranging skills of all the committee members through workshops, practice, individual and group projects, outside presentations, and participation in flower shows.
- Relate all teaching to the information, rules, and guidelines presented in the current edition of the “Handbook for Flower Shows” published by the National Garden Clubs, Inc.
- Assist other club members with any flower arranging projects or needs they may have related to club activities.
- Sponsor a flower show every five years if possible.

Because so much teaching is essential to the functioning of this committee, it is suggested the committee be limited to 12 members. It is difficult to instruct or find room for larger groups than 12.

A waiting list should be kept for this committee and new members added as vacancies occur during the year.

It is recommended that whenever possible the committee chair be either a certified flower show judge or someone who has attended flower show school.

There may be a materials charge to help defray costs.



FUNDRAISING: *GARDEN WALK & GERANIUM SALES*

The purpose of this category is to generate funds to supplement the operating budget of the club, which currently includes our Garden Walk and our Geranium Sales committees. The committee should discuss and determine projects for the coming year. Projects picked should have something to do with gardening, conservation, or meet other objectives of our club. Purchase of large items for resale should have the approval of the board.

1) Garden Walk Committee

Overview and Timeline

The Friendly Garden Club annual garden walk has traditionally been held on the third Thursday of July. Each active member of The Friendly Garden Club is expected to work a shift on the day of the walk; and if the committee chooses, the active members will be asked to bake the required number of cookies or donate \$20.

- The Garden Walk committee will work with the Finance Committee in September to determine the budget for the following year's garden walk. The Garden Walk chair will determine the budget amount for each garden walk subcommittee for the current year.
- All expenses for the garden walk need to be submitted and processed properly. Each subcommittee is responsible for staying in that committee's budget. Any overages must be discussed with the chair before the money is spent. As we are a 501c3 non-profit organization, we do not have to pay state sales tax. All expenses to be paid will be submitted to the Garden Walk chair or designee with the proper payment voucher and bill. The Garden Walk chair will approve and then submit the paperwork to the treasurer for payment. Purchases of more than \$350 will need to be signed by the president.
- Sponsorship for each garden walk is secured from area merchants. The names of sponsors will appear on the poster, save the date cards, tickets, on The Friendly Garden Club's website, and a Thank-You ad. The sponsorship committee along with the Garden Walk chair can determine which sponsors will sell Garden Walk tickets. Sponsors need to be secured by mid-February so that information can be included in all the printed materials.
- Publicity must begin early for the Garden Walk. The FGC publicity chair will do the publicity for the garden walk as it makes for much smoother and complete contacts. A publicity handbook is available with detailed information on who, what, where, and when articles are due.
- There are specific directions, forms, and reports available for Garden Walk chairs and all subcommittees pertaining to their specific committee.
- Hold Garden Walk meetings each month from September through July. For convenience, Garden Walk meetings can be on Zoom.
- Put notices in the FGC Newsletter each month from March through July.

PROCEDURES/GARDEN WALK CALENDAR:

May-August:

- The garden research members (consisting of 5 members that may include landscape design, master gardeners, and the Garden Walk chair) will look at the previous year's sign-up sheets for those who would like to be on a garden walk, and other potential gardens for the following year's Garden Walk.

- From the search, they will secure five diverse gardens. Gardens should be chosen according to design, plant material, creativity, maintenance, location, accessibility, variety, and safety. If possible, the Garden Walk Chair-Elect should be involved in the garden search.
- Make a final visit to gardens and make sure that the garden owners are willing to be featured on our garden walk.

August-September:

- Letters of garden selections should be sent by the Garden Research team to the chosen garden owners and letters of regret to the owners of all other gardens that were visited.
- The Garden Walk chair will hold a Garden Walk committee meeting to assign various tasks for the Garden Walk (subcommittees) and go over budgets. Use the “Garden Walk Job Opportunities” form to assign jobs to committee members.
- If not already done, a vice or co-chair should be chosen and trained to take over as chair for the following year.
- Work should begin on sponsorships for the following year. Previous year’s sponsors should be contacted to see if they are interested in sponsoring the following year’s Garden Walk. New sponsors should be contacted face-to-face. A date must be set as to when sponsorship monies should be received. Forms are available for the sponsorship committee to help with contacts.

October-November:

- Begin thinking about the poster, ticket, and Save the Date design. Obtain estimates from Snap! Printing and two other printing companies to compare pricing.
- A letter or email should be sent to the garden owners letting them know what will happen up to the day of the Garden Walk, and asking if they have any questions.
- Save-the-Date cards and poster need the eye-catching flower or scene, all Garden Walk information (who, what, where, when), and a listing of all the sponsors. The tickets need to be developed using garden descriptions, sponsor information, and a map.

January-March:

- The Friendly Garden Club’s Publicity chair should begin working on publicity. There are some magazines that need the information in January.
- The ticket, STD, and the poster should be completed.
- The sponsors should be finalized.
- Gifts for the garden owners should be arranged.

April-May:

- Secure Garden Hostess Coordinators for each garden in early April.
- At the May FGC meeting there will be forms for each member to sign up to work a shift in a specific garden. These forms will describe the gardens and have the times of each of the two shifts. A sign-up sheet will also be available for refreshment duties.
- Each member should be encouraged to purchase tickets to resell, keep, or give away. The tickets are to be paid for when received, except when members are taking more than 10 tickets to try and sell, the monies and unsold tickets are to be turned in before the day of the Garden Walk.
- Save-the Date cards and posters can be distributed to members to give to businesses in their area.
- If the committee decided to have members bake cookies, then let members know how many cookies to bake to bring to the June meeting. Arrange for cookie storage. Be sure to put this information in the newsletter.

June:

- The full Garden Walk Committee should meet to make sure all job responsibilities are covered.
- Hostesses should meet with their garden owners to learn about the plants and specific features of the garden.

- Each garden coordinator should meet with everyone assigned to that garden and work out the final schedule.
- A Preview Walk for garden club members working a full day and garden owners needs to be scheduled.
- Hostess coordinators will pick up the supplies for their garden at the June FGC meeting or at Peg's guest house behind the funeral home.

July:

- The Sunday afternoon before the Garden Walk is when the Preview Walk has taken place in the past. This could also be done on a weekday evening if it works out better for the garden owners. This is also the time that the garden owner's gift is presented with pictures taken of the hostess and owners. FGC members who will be working the full day of the Garden Walk are invited to join the preview.
- Directional signs are put up the morning of the walk unless permission has been received from the local authorities to put them up the previous day. All signs must be picked up immediately after the walk by the Signs and Route chair.
- Tickets and money are to be picked up at businesses that are selling tickets before the businesses close the day before the Garden Walk.
- The money and tickets are to be given to each garden coordinator at the main ticket pick-up location.
- Immediately after the walk closes, all money, leftover tickets, the money box, and all supplies are to be taken to the assigned area. (Peg's guest house is preferred.) The counting of the money should be done by three people on the following day (if possible) and the money, and "Fund Transfer Slips" turned into the treasurer immediately.
- Thank-you notes should be sent to garden walk owners within a week of the walk. The publicity chair will put a "thank you" in the Record Eagle.
- A meeting should be held for Garden Walk review.

August:

- A final written garden walk report, including income and expenses should be given to the board by the end of August.
- Award information should be prepared and mailed per instructions from The Michigan Consultants Council.



GARDEN WALK JOB OPPORTUNITIES

Chairman: _____

Co-Chairman: _____

Recording Secretary _____ Budget: _____

Takes meeting minutes for the monthly Garden Walk committee meetings. E-mail to committee.

Correspondence: _____ Budget: _____

Writes letters inviting other garden clubs, District V Director, etc. Send complimentary tickets to garden owners, last year's garden owners, sponsors, and other requests. Thank you notes, etc.,

Ticket/Poster Development Coordinator: _____ Budget: _____

Development Staff _____

Designs tickets, posters and save-the-date and arrange for printing. Solicit photo submissions from club members to use for posters and save-the-date. Coordinate with sponsor chair to ensure all sponsors and those who sell tickets are included in the materials. Coordinate with signs chair to make sure garden numbers and map match preferred route. Deliver all printed materials to the distribution coordinator. All materials must be ready for distribution in early May.

Sponsor Coordinator 1): _____ Budget: _____

Sponsor Coordinator 2): _____

Lines up sponsors for this year's walk starting with last year's sponsors. Encourage them to pay now and track till all are paid. Check with the ticket coordinator for deadlines for information. Give list of sponsors to the garden walk chair(s), our webmaster, and distribution committee.

Hostess Coordinator 1): _____ Budget: _____

Hostess Coordinator 2): _____

Determines the number of members needed to cover each garden and assign someone as garden coordinator for each garden. If desired, *you may have a garden coordinator for each shift*. Supervises members sign-up for gardens at the May & June meetings. Works with each garden coordinator to have them arrange for card tables, coolers, cash boxes, etc. and return same after walk.

Ticket & Distribution Coordinator: _____ Budget: _____

Distribution Staff _____

Manages and tracks the distribution of tickets and marketing materials to members and sponsors. Monitors sponsor's ticket inventories and provides additional tickets as needed. Picks up sales receipts and unsold tickets as appropriate both before and the day after the walk.

Gifts Coordinator: _____ Budget: _____

Gets information on possible gifts for each garden owner and secures same before the Walk. Arranges for delivery of the gifts which may be done by the individual garden coordinators on the preview day.

Transportation/Signage Coordinator: _____ Budget: _____

Plots best route for viewing gardens. Coordinates with ticket chair so that garden numbers match preferred route. Notifies local authorities of event, determines number and types of signs needed, and how many cones needed from Elmer's. Locates best parking areas, arranges for distribution and retrieval of signs, cones, etc.

Publicity: _____ Budget: _____

May be handled by club publicity chairman. Notifies Garden Gate and MGC calendar of time and date of walk, arranges with newspapers, etc. for articles, takes publicity pictures, etc. The club publicity chair has detailed guidelines.

MyNorth Coordinator: _____ Budget: _____

Coordinates the FGC MyNorth ticket page, tracks ticket sales, and prints the list of purchased tickets for each garden coordinator and garden walk chair.

Education Coordinator (optional) _____ Budget: _____

Coordinates workshops/demonstrations/educational displays for the walk. Arranges day-of-walk logistics for all educational activities. Arranges for the acquisition of any necessary supplies and/or equipment.

Refreshments Coordinator(s): _____ Budget: _____

Makes logistical arrangements for refreshments, including advanced access to refreshments center and signups for refreshment center workers. Decides on what to serve and arrange for same.

Workshop/Flower Arranging Coordinator: _____ Budget: _____

Coordinates workshops/flower arranging demonstrations for the walk, picks best garden for demonstrations, arranges for same, and secures and returns needed supplies.

Landscape Design Award Coordinator: _____ Budget: _____

Arranges to have pictures taken on preview day or the day of walk and gathers all walk information.

PLEASE NOTE: ALL BILLS MUST BE APPROVED BY THE CHAIR OR CO-CHAIR BEFORE BEING GIVEN TO THE TREASURER FOR PAYMENT, ESPECIALLY FOR LARGE PURCHASES. BE SURE TO USE OUR *TAX-EXEMPT* LETTER WITH THE VENDOR SO THAT WE DON'T PAY MICHIGAN SALES TAX. FOR PURCHASES OVER \$350, THE FGC PRESIDENT MUST APPROVE BEFORE THE PURCHASE. PLEASE USE THE "FUNDS TRANSFER SLIPS" PROVIDED AND TURN BILLS IN ASAP SO WE DON'T GO OVER OUR BUDGET. THANKS



GARDEN WALK HOSTESS SIGNUP SHEET

It's time to sign up for Garden Walk again! Listed below is each garden and the leader who will be responsible for coordinating workers and activities at that garden. If you don't have an assignment already, please sign up below and get ready for a fun Garden Walk. Got questions????

See _____. Thanks for your help.

GARDEN # _____ Garden Coordinator: _____

TIME PERIOD: 12:45 PM to 4 PM

NAME:

1. _____

PHONE: _____

2. _____

PHONE: _____

3. _____

PHONE: _____

4. _____

PHONE: _____

TIME PERIOD: 3:45 PM to 7 PM

NAME:

1. _____

PHONE: _____

2. _____

PHONE: _____

3. _____

PHONE: _____

4. _____

PHONE: _____

Please be prompt for your assignment and don't forget your ***flowered hat*** and ***name tag!*** Thank you.

Hostess Coordinator: _____



GARDEN WALK SPONSOR WORKSHEET

SPONSOR NAME _____

PERSON CONTACTED: _____

PHONE CONTACT DATES: _____

COMMENTS: _____

SPONSOR INFORMATION FOR TICKETS/POSTERS/ETC.:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL/WEB PAGE: _____

SELL TICKETS? Yes No POSTER? Yes No

TFGC MEMBER NAME: _____

DATE TURNED IN: _____



GARDEN WALK RESEARCH FORM

Name: _____ Date: _____

Home Address: _____

Phone: _____ E-Mail: _____

____ Was home ____ Was interested in being on GW ____ Not home, left note ____

____ Not home, mailed note ____ A contender ____ Took pictures

Neighborhood name _____ Second visit _____

How would you describe this garden?

____ Shady ____ Semi-Shady ____ Sunny ____ Fenced ____ Terraced ____ Path/Steps

____ Water Feature ____ Arbor ____ Gazebo ____ Pergola ____ Decks/Patio ____ Portico

____ Raised Beds ____ Walls ____ Container Gardens ____ Vegetable/Flower ____ Outdoor Rooms

____ Native Plants ____ Rock Garden ____ Formal ____ Informal ____ Landscape Lighting ____ Pool

Notes of your impression of this garden. Include special characteristics, advantages, or issues with having this garden on the walk.



GERANIUM SALES COMMITTEE

2) GERANIUM SALE PROCEDURES: *Simply Geranium Sale” (Boutique Atmosphere)*

- Set up a meeting with the Fundraising committee to decide if a Geranium Sale should take place for the next year.
- Talk with the Supplier – (DSK Greenhouse/doing business as Mischel’s, 11660 Arrowhead Dr., Williamsburg, MI, 49690 – 800-830-8447) to confirm that they can still be our supplier. (If Mischel’s can no longer be our supplier, you would need to have three other suppliers give us a bid.) Review with them what geraniums are available. Confirm the date that orders must be into the supplier.
- Secure the delivery location and date.
- Give Alegra Printing (currently using) any changes/updates for the new Geranium order form. They will make the corrections/updates and also print copies to give FGC members and also pass out to friends, family, and neighbors.
- The supplier requested that Last date to order is October 1. This is so we can be assured of the plants we need for our order.
- Create a cover letter with information on the geraniums and have a committee member email along with the Geranium order form to those that purchased geraniums the previous year.
- A committee member will be in charge of receiving orders and the checks, or charges, logging them in on a spreadsheet and making copies of the checks, and putting them in a notebook which contains the original orders and copies of checks. (This will be used on pick-up day for any verification needed.)
- Create a spreadsheet with the names, check numbers, and date when received. In a timely manner take the spreadsheet and checks to the treasurer. Balance with Treasurer monthly.
- Make another copy of the orders and give them to the person who will enter the orders on the spreadsheet. They will enter the information (name, address, phone number, e-mail, quantity, size, color, and \$ amount) on orders and payments. This spreadsheet will be used for the number of plants we need to order.
- Have webmaster of thefriendlygardenclub.org, put geranium information and order form on the club’s website.
- Announce the sale at August and September meetings, pass out order forms, and encourage members to check with family, friends, and neighbors for orders.
- Before placing the order with the supplier, review the spreadsheet totals and add what you think would still be needed for extra orders that could be sold at delivery and pick-up date.
- Take the order or email to the supplier by the beginning of October and go over it with them.

In the Spring:

- Order floral picks and any other supplies if needed.
- Print cards with a thank you message to be put on floral picks to be placed in the geranium order.
- Update/Refresh the color signs used for delivery and inventory.
- Have organizational meeting with the committee the end of April or beginning of May to go over instructions of getting ready for delivery, delivery, and pick-up.
- First part of May, touch base with the supplier to verify the order and time of delivery.
- Gather paper bags and other containers/boxes. Make sign(s) for geraniums.
- Make a copy of all orders to be used for pickup.
- Review spreadsheets, Customer Order sheet and Master Book.
- Contact those who have large orders to pick up the afternoon of delivery.

- The day before delivery set up tables and finalize setup.
- Pull all order forms that will be either delivered or picked up on delivery day.
- Delivery day - All committee members should be at the site by 8:30 am. (see Unloading and Filling Orders)
- Customer Pickup Day - Have the first shift work 9:00 – 1:00, Second shift 1:00-4:00
- Collect money from those that have not paid and those that are purchasing extra plants.
- Keep a log of extra plants sold.
- Clean up area and condense plants throughout the day.
- List all cash and checks received during pick up and take them to the treasurer.
- Take invoice for geraniums along with payment voucher to the treasurer.
- Take receipts and payment voucher slip(s) for all supplies that were purchased for the sale to the treasurer.
- Make sure all receipts and deposits balance with the treasurer.
- Give an end of sale report to the club with copies to the president, finance chair, and treasurer.



HONORS LUNCHEON

This committee does the planning and presentation of the special membership recognition luncheon every year. Recognized for service are past presidents, new and previous 20-year members, life members, and any FGC members who are veterans.

PROCEDURES:

Select Date: Consult with the yearbook chairman before selecting the date because of a possible conflict with club activities, state and district meetings. This should be done by November. Luncheon date is usually in September.

Secure Location: Look for a place that will hold 70 people and easy parking. Reserve date with establishment. This should be done by November. Menu: Select vegetarian as well as a meat dish. Cloth tablecloths, China and real silverware are expected. The meal, dessert, and drinks are preferred to be served rather than buffet style.

Contact: Flower Arranging Committee and ask for their assistance for centerpieces, if needed, and advise them of the theme.

Program and Speaker: Decide on subject; president and Yearbook Committee may have a list of programs and speakers the president would like. Contact speaker for cost, special needs including a microphone. Have speaker sign and return contract. Contact speaker one week before as a reminder.

Program: Special recognition of members selected to receive either State or Friendly Life Member awards. Typically, a rose is awarded to all honorees.

Recognition of an FGC member who is a veteran(s): The Membership Committee chair will notify the honors chair what FGC veteran(s) should be recognized as such and invited to this event at the club's expense. This expense is added to the honors' expense budget.

Design and Printing: A program booklet, reservation letter, thank you cards, guest name tags and photos of honorees are items also handled by the committee.

Cost: The tickets are sold in advance and should cover all expenses if possible. Request that the treasurer bring a check to pay for the total meal. After all expenses are paid, a financial report should be completed and given to the president and finance chair.



MEMBERSHIP

The Membership Committee is responsible for maintaining all records of membership, MGC roster, club attendance and dues, for processing all requests for changes in membership status, including updating associate members status yearly and members with three unexcused absences. This committee will organize hostesses for appropriate meetings and provide the Yearbook Committee with updated directory information of our club members for the coming year by November of the current year. The membership chairman will provide an end of the year report for the president. This committee should have at least five members.

GENERAL PROCEDURES

1. Accept and maintain all records for all types of membership status and keep members informed of changes through the newsletter.
2. Take and maintain records for attendance at all meetings throughout the club year. Contact members who have had at least three unexcused absences.
3. Secure name tags for new members and replacements and repairs for old tags. The replacement of lost or repaired tags is paid for by the member.
4. Receive telephone calls or emails from members concerning anticipated absences from meetings and inform the monthly hostess chairman of the attendees' headcount.
5. Membership dues will be collected at the first meeting of the club year in March and must be paid by June 1. The membership chairman will maintain an updated record of dues paid for the year. and will confer with the treasurer, the recording secretary and the parliamentarian to assure that dues from renewing and new members are paid, and non-paying members are not counted in our quorum.
6. Secure letters of resignation from members leaving the club if at all possible.
7. Secure hostesses for all general membership meetings.
8. Notify the honors luncheon chair what FGC veteran(s) should be recognized and invited to the luncheon at the club's expense, which is added to the honors expense budget.
9. The membership will be responsible for organizing the March get together luncheon.

HOSTESSING PROCEDURES:

1. Membership will advise hostess chair to meet with the Hostess Committee 3-4 weeks prior to the month to hostess. The committee will determine the menu, divide responsibilities, and determine how costs will be shared.
2. Every active member is expected to serve on the Hostess Committee one time during the year. Everyone on Hostess Committee is expected to help with cleanup.

3. If you are unable to be hostess the month you signed up for, it is your responsibility to trade months with someone else and to inform each monthly chairperson involved.
4. The hostess chair or committee member will check all supplies to see if additional supplies are needed. White paper plates, cups, plastic ware, napkins, and coffee are supplied by the club. All other supplies, including certain color-themed supplies, tablecloths, or placemats, will be the responsibility of the hostess team.
5. Club members are expected to bring their own place settings and water.

PROSPECTIVE MEMBERSHIP PROCEDURES:

Individuals wishing to join The Friendly Garden Club need to be mentored by one or two members who have belonged to the club at least one year. A current member may mentor one new member per year. Prospective members must attend at least one general meeting and a Friendly Garden Club event/day of service or a second general meeting. Mentors must share membership expectations and club history before a recommendation is made for membership.

To be considered for membership a completed *Membership Recommendation* form should be given to the Membership Committee chairman. After all information is gathered and reviewed by the committee, the membership chairman will present the information to the board for action. If the request is approved, the membership chairman will notify the perspective member and request that she pay current dues to the club treasurer. If not approved, the sponsor should inform the prospective member of the board decision.

After approval, the new member will be introduced at the next general meeting and given a name tag. They will also be given a copy of online information by the membership chairman with log-in passwords, and directions on how to access [Policy & Procedures](#), [Bylaws](#), the [History of the Club](#), and the online [yearbook](#) on our website.

A new member's mentor(s) shall be responsible for mentoring him/her through the first year providing further information and guidance as needed. A new member tea will be held in mid-May and again in October if needed to be hosted by the Membership Committee.

ASSOCIATE MEMBERSHIP

Those members wishing to become associate members should fill out an *Associate Membership Request* form and turn it into the Membership Committee for review. After the Membership Committee review, the membership chairman will present the request to the board for action. (See Bylaws Art. IV, Sections 5).

FRIENDLY LIFE MEMBERSHIP

A member with outstanding service to The Friendly Garden Club may be recommended for a Friendly Life Membership. All recommendations that meet the requirement of ten years will be brought to the board's attention for discussion and approval. Board approval is needed for the member to receive the Friendly Life status.



ASSOCIATE MEMBERSHIP REQUEST FORM

A member who has served in an active capacity but is now unable to meet the active requirements due to health or family circumstances may request an associate membership status. The member must file a request form to the Membership Committee for recommendation which will go to the board for approval. After one year the Membership Committee will follow up on the status of the associate member to determine his/her status and notify the board of the member's status.

An Associate Member must CHOOSE below to be a **TIER 1 (PAY DUES, CAN VOTE** or **TIER 2 (DON'T PAY DUES, CAN'T VOTE)** member.

NAME OF MEMBER _____

Reason for Associate Membership

I wish to be a **Tier 1** member and **PAY DUES and HAVE THE PRIVILEGE OF VOTING.**

I wish to be a **Tier 2** member and **NOT PAY DUES and DO NOT VOTE.**

If the reason for Associate Membership ends, the associate member must return to general membership.

Member Signature _____ Date _____

Approved _____

Denied _____



NEW MEMBERSHIP FORM

You must be an active member for one year to mentor a new member. You may mentor one new member per year.

DATE: _____

NAME: _____

EMERGENCY CONTACT: _____

ADDRESS: _____

CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ MOBILE: _____

EMAIL: _____

WINTER ADDRESS AND PHONE: _____

MONTHS AT WINTER ADDRESS: FROM _____ TO _____

DATE OF BIRTH: _____

EMPLOYMENT: NONE: ___ FULL TIME: ___ PART TIME: ___

Please fill in the circle of the subjects below that are of interest to the proposed member.

- Birds and Butterflies
- Civic Beautification
- Conservation/Environment/Horticulture/Nutrition
- Flower Arranging
- Youth Gardening
- Landscape Design
- Other _____

REQUIREMENTS:

	YES	NO
1. Did the proposed member review the membership requirements?	___	___
2. Has one mentor been assigned?	___	___
3. Did the member receive the club history?	___	___
4. Did the member receive the club directory?	___	___
5. Has the proposed member attended 2 general meetings or activities?	___	___

Dates attended: _____

MENTOR SIGNATURE: _____ DATE: _____

COMMENTS: _____

Please return this form to the Membership Committee Chairman.



NEWSLETTER

The Friendly News, published March through November, is sent electronically each month to all club members with an e-mail address. Members and emeritus members without an e-mail address will submit nine stamped, self-addressed envelopes to the newsletter chairperson at the November monthly meeting for the following year's newsletters. The Membership Committee makes copies to send via US mail to members and emeritus members without email for receipt before the monthly meeting.

The editor is chair and board member of this committee and attends the monthly board meetings. The editor needs computer/internet skills and access to (1) a program for newsletter design and (2) a program for e-mail delivery.

Each issue of *The Friendly News* usually contains:

1. The President's column
2. Information on the monthly meeting
3. Committee reports
4. Announcements of committee meetings
5. Reminders of upcoming events and activities
6. Gardening/landscaping/floral design/or environmental & horticulture information
7. Introduction of new members
8. Updates on club members, including birthdays
9. Information regarding Michigan Garden Clubs, Inc./Central Region Garden Clubs/National Garden Clubs, Inc.

Calendar deadlines for article submissions, monthly reminders, and delivery are set by the editor and are currently as follows:

March: Set up an e-mail distribution list for all club members, including officers, board members and committee chairs, plus the current District V Director and Michigan Garden Club President.

March through November:

1. The newsletter is sent out after the approval of the president.
2. The newsletter is sent out before the first listed birthday of that month



PROGRAM

The members of the Program Committee consist of committee chairs/co-chairs, their committee members and special member representatives that are selected by the president and vice president. Committee chairs/co-chairs are liaisons between their committee and the vice president.

Number of members depends on how many committees are involved. They are responsible for developing all programs for the year.

The vice president is responsible for guiding all committee chairs/co-chairs in selecting, coordinating and carrying out details of programs.

- Programs should be informative, educational, inspirational, and timely.
- Programs should reflect the objectives of our club and promote one or more goals of MGC and NGC, although it is not expected to promote every goal every year.

Programs can be speakers, workshops, hands-on projects, or field trips--but not limited to just those mentioned.

There should be eight (8) programs planned for the year.

GOAL :

All monthly programs for the following year are to be finalized with details prior to the November club meeting of the current year so that information is ready for the yearbook.

PROGRAM PROCEDURES:

The vice president will call for a meeting of all chosen committee chairs/co-chairs to explain, discuss and organize the process being used for programming by mid-August. **DEADLINE SEPTEMBER 10**

Committee chairs will call for a meeting of their committee members to discuss ideas, research info and list program/field trip possibilities for the coming year. This list should be prioritized. **DEADLINE OCTOBER 1**

If two committees are working together, they should meet as one group.

NOTE: The number of programs to plan are 8. Possible committees that may offer programs

- Civic Beautification - 1 (may be a standalone date)
- Membership - 1 @ March luncheon
- Flower Arranging and Flower Show Judges - 1 or 2
- Environment/Horticulture - 2
- Landscape and Design Consultants - 1
- Bylaws & Policy & Procedures – 1 (For review purposes)

The vice president will call for a meeting of committee chairs and include the president. The prioritized list of potential programs should be brought to this meeting. This committee will discuss and choose a variety of eight programs for the year. They will also determine:

1. What month the programs will be
2. Exact date (usually the 4th Tuesday in the month)

3. Open and closed meetings – decided by president and vice president
4. Venues for the meetings
5. Discuss whether there will be a speaker fee or donation.

This process may take 2-3 meetings to complete all details including the speaker contracts: —

DEADLINE, NOVEMBER 1

When final programs are chosen, the committee chairs/co-chairs with their committee members will meet to begin fine tuning the program selected.

1. The vice president will be available for guiding the Program Committee.
2. The committee chair/co-chairs will receive from the vice president a “*Program Speaker Agreement*” for each program.
3. The committee chair/co-chairs will send the “*Program Speaker Agreement*” form to the speaker to sign and return as soon as possible.
4. The Program Committee chair or her chosen speaker liaison is responsible for filling out details of the “*Program Speaker Agreement*” form and for making three (3) copies of each to distribute to: the speaker, keep one for the Program Committee, and one to be sent to the Yearbook chair. The Program Committee chair is responsible for creating a one or two-page typed program page(s) that will be given to the yearbook editor and website facilitator.
5. The Program Committee is responsible for carrying out all details of program. There should be an attempt to include all committee members in this process.
6. When the speaker has made a commitment, verify speaker’s subject, length of program, the date, time and location, speaker arrival time (they are invited to lunch), special equipment needed (microphone, screen, extra tables, etc.), type of program (demonstration, PowerPoint, etc.). Be sure to have a copy of the *Program Speaker Agreement* on hand. Financial arrangements such as mileage, fees and/or honorarium should be clearly stated.
7. If there will be speaker expenses, the treasurer should prepare a check in advance. A small token gift and/or 2 tickets to Garden Walk would also be appropriate.
8. Call the speaker a week before the meeting confirming arrangements.
9. Welcome speaker upon arrival, show the facilities and equipment, introduce and thank the speaker at the meeting.
10. Have the corresponding secretary send the speaker a note of appreciation after the meeting.



PROGRAM SPEAKER AGREEMENT



THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY

PROGRAM FOR THE MONTH OF _____

DATE OF EVENT:	LOCATION:
SPEAKER'S NAME:	PHONE#:
EMAIL ADDRESS:	
MAILING ADDRESS:	

PROGRAM TITLE: _____

CONTENT OF PROGRAM

FEE FOR PRESENTATION, NOT TO EXCEED \$50 _____

CIRCLE TYPE OF PRESENTATION. IS THIS A: LECTURE? POWERPOINT? HANDS ON?
DEMONSTRATION? MAKE AND TAKE? VIRTUAL PRESENTATION?

ITEMS NEEDED FOR PRESENTATION:

PODIUM__ MICROPHONE__ OUTLETS__ SCREEN____ TABLE__ OTHER_____

WOULD SPEAKER BE WILLING TO DO A VIRTUAL PRESENTATION IF NEEDED?

YES _____ NO _____

SPEAKER'S SIGNATURE: _____

DATE: _____

CLUB CONTACT PERSON: _____ PHONE#: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PLEASE RETURN A COPY OF THE CONTRACT TO THE ABOVE CLUB CONTACT PERSON AND KEEP A COPY FOR YOUR RECORDS.

Thank you for being willing to present a program to our club!



PUBLICITY

Members of this committee are responsible for working with the president and all committee chairs for publicizing club activities through newspaper articles, television, local publications, periodicals, websites, and other appropriate and effective means. Each committee is responsible for the cost of their committee's advertising. The publicity budget is for general club advertising.

PROCEDURES

Refer to The Friendly Garden Club Publicity Handbook. This should be kept updated throughout the year with additions or deletions of information.

This committee will carry out advertising requests from various committees and will consider budget money available for expenditures.

At the beginning of a new club year the committee chair will receive and review the following from the previous chair: (1) the end-of-year Publicity Report, (2) the Publicity Handbook, and the previous year's notebook.

Establish contact with area newspapers, magazines, TV, and radio stations, etc. with a personal introduction as the new publicity chair. Verify contact person and obtain phone number, email, FAX address for press releases. Keep list updated.

Meet with committee members and assign duties for the year.

Send a press release to news outlets two weeks prior to each monthly meeting that is an "open meeting" announcing the meeting, program, and speaker.

Contact a news photographer for the Arbor Day activities in April, the Logo Garden planting in May, the Garden Walk in July, the Landscape Awards in September and any other newsworthy events.

Plan two months ahead for articles on Garden Walk for the spring "Home and Garden" issue in The Record-Eagle.

GARDEN WALK PUBLICITY

Work with the Garden Walk chair and arrange advertising for:

1. Garden Walk with local newspapers and other publications.
2. Large ad BEFORE Garden Walk to list sponsors thanking them for their support and encouraging support of their business.

3. Smaller ads have to be determined considering budget and necessity.
4. Save all news clippings, press releases, printed articles, and website postings that pertain to the club's activities. Check with the membership chair and historian, (who keeps a scrapbook of each year's activities) if they need any copies.

END-OF-THE-YEAR

Send "Thank You" letters to newspapers and media stations for their continued support. Keep an up-to-date list of contacts, addresses, email addresses and phone numbers.

Two copies of the end-of-the year publicity report must be given to FGC president at the end of the year.

All books and papers that belong to the publicity committee will be turned over to the new committee chair at the last meeting of the year.



WEBSITE

TheFriendlyGardenClub.org webmaster is responsible for keeping the website up to date by including information that will be beneficial for club members as well as the general public. Currently the site consists of the following sections and may change as the club's needs change:

Home, About Us, Projects, Gallery, Sponsors, For Members, Forms, Affiliations, Policy & Procedures, Links, and Contact.

The webmaster is responsible for:

- Maintaining and updating information, images, videos, etc. on the website that is valuable to our club members as well as keeping the community informed about our projects, events, etc. The webmaster needs technical expertise to create, monitor, improve, update, and secure the pages of The Friendly Garden Club's website.
- Attending all monthly board and membership meetings.
- Maintaining three accounts for forwarding emails automatically for the club.
Info@thefriendlygardenclub.org is used for monies from the bank, square, etc. and goes to treasurer. The email account, Members@thefriendlygardenclub.org, receives emails that goes to the membership chair inquiring about the club and how to become a member. The webmaster@thefriendlygardenclub.org goes to the webmaster for paying web-related charges and setups for our club, (e.g., web hosting fees, mail boxes, domain name, Google Drive, SSL Certificate, & president's Zoom account, etc.).
- Creating the online version of the yearbook (password protected on FOR MEMBERS section) so members can access the entire yearbook with their electronic devices (e.g., board of directors, internet & social media page, former presidents, active members, etc.) and anything else the president deems necessary with the assistance of the yearbook editor.
- Uploading the club's printed yearbook on the FOR MEMBERS section, (password protected). The webmaster receives from the following committees by **November 30**:
 - Program committee's monthly programs for the year including speaker bio, speaker's program and description, and which month they will be presenting and what form of presentation it will be: PowerPoint, demonstration, etc. This should be typed up as a Word document.
 - Updated membership information and the hostesses for each monthly meeting prepared by the Membership Committee as a Word document
 - Standing committees prepared by the president as a Word document
 - Yearbook editor with information regarding club projects, including fundraisers; MGC, Central Region, NGC projects/themes and leadership with names & addresses, and dates and locations for district/state/regional meetings & events
- Uploading all document forms (e.g., Policy & Procedures, geranium order form, bylaws, etc.) and editing text pages and making sure that the site does not exceed the space purchased.
- Creating and uploading information from other committees, such as the garden walk sponsors from the Garden Walk Committee, drone video of Logo Garden, etc.
- Paying for the website, domain name, mailboxes and any other technical or internet costs needed by the club, getting reimbursed by the club treasurer.

Release Form

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant permission to National Garden Clubs, Inc., and its assigns, licensees, successors in interest, and legal representatives (collectively, "NGC") the irrevocable right and permission to use and/or publish, without charge or compensation to me, my picture, portrait, voice, likeness, and biographical information (collectively, "Likeness"), and any photograph, video image, audio recording, or video footage thereof, in all forms and in all media whether or not now in existence, including, but not limited to, in film or digital media, without any restriction as to changes or alteration (including, but not limited to, composite or distorted representations or derivative works made in any medium) for its advertising, promotional, educational, and/or informational purposes, and/or posts on public web spaces and/or social media pages by NGC. I waive any right to inspect or approve the above-described use. I agree that if NGC creates the materials in which I appear, then NGC owns the copyright in these photographs, video images, audio recording, or video footage.

I hereby release and agree to hold harmless NGC from any liability or damages of any kind (including, but not limited to, misappropriation of name, invasion of privacy, slander, libel, defamation, false light, or other claims based on the use of the above-described material) arising out of the use of my Likeness and/or those of my minor child[ren], if applicable, by NGC, and agree not to sue or otherwise initiate legal proceedings against NGC for such use or publication on my behalf or on behalf of my minor child[ren].

I am of full age and competent to sign this release and have signed it knowingly and voluntarily on behalf of myself and/or my minor child[ren], if applicable. I agree that this release shall be binding on me, my legal representatives, heirs, and assigns.

Signature: _____ Date: _____

Print Name: _____

[Print Name of Minor Child and relationship to Minor Child (e.g., parent guardian, etc.):

Address: _____



YEARBOOK

The Yearbook Committee is comprised of two people--a yearbook **editor** and a yearbook **facilitator (webmaster)**. The editor is responsible for securing all information for the yearbook according to the MGC guidelines and needs to be proficient in Word to create the documents. The position of editor is to be filled on the club's regular standing committee sign-up day.

The yearbook facilitator creates the necessary web pages for the online version of the yearbook so members can access the yearbook with their electronic devices and also is responsible for uploading the printed (.pdf) version of the yearbook onto the club's website prepared by the yearbook editor so members can print it.

PROCEDURES FOR EDITOR:

1. Start gathering information early in the fall (September); some MGC, NGC, CR info is not available until later in the year. The editor works with the facilitator.
2. Use the previous year's printed yearbook to mark pages and info that needs to be changed and/or updated. This can be printed from the club's website.
3. Get monthly program worksheets from vice president or program chair by November 1.
4. Get monthly hostess & membership information from the Membership Committee by November 1.
5. When the editor has acquired all the necessary information for the yearbook, the information should be typed up in Word. The editor should proofread to make sure the information that is given to the yearbook facilitator is accurate and correct.
6. The yearbook editor needs to give all the yearbook documentation to the yearbook facilitator by **December 31 or sooner if possible**.
7. The yearbook needs to be available online so members can print the yearbook by the first club meeting in March is possible.
8. Complete the "Yearbook Award" application form.

SOURCES TO OBTAIN INFORMATION—Be sure to obtain information from various people in the club that are responsible for getting this information to the yearbook editor.

1. Membership chair: #members and status—special member list by November 1
2. President: theme; club projects
3. Club historian: books, etc., given "In Honor of ____"
4. Finance chair: donations/amounts/how monies will be used for projects
5. First Vice President: standing committee list, AD-HOC list, monthly program info
6. National, regional, and state garden officials: websites or newsletters
7. National and state government officials: newspaper or websites
8. Calendar of events: NGC/MGC/FGCTC newsletters or websites

PROCEDURES FOR FACILITATOR:

1. The yearbook facilitator needs to start creating the necessary pages for the online version of the yearbook as soon as the information becomes available, such as, the standing committee members' document.
2. Once the yearbook editor has completed the documents for the yearbook by December 31 or sooner, the documents are given to the yearbook facilitator who will start uploading the printed version of the yearbook onto the club's website.



YOUTH GARDENING: *Children's Sensory Garden, Our Giving Garden and Community Outreach Component*

This committee is responsible for engaging community children and youth in all aspects of gardening, flower arranging, and to encourage all young people to develop a life-long love of gardening and the environment utilizing the **Children's Sensory Garden** and **Our Giving Garden Committees** and our **Community Outreach** component. All members of the club will be asked to assist this committee.

1. THE CHILDREN'S SENSORY GARDEN (CSG) COMMITTEE

The Children's Sensory Garden (CSG) Committee is responsible for designing, planting, weeding, and watering of all gardens including all hardscape areas, fundraising, implementing, maintaining, and providing youth environmental education for the CSG in partnership with The Botanic Garden (BG).

RESPONSIBILITIES OF THE CHILDREN'S SENSORY GARDEN (CGS):

Contact the director of The Botanic Garden to inform him/her of each year's plan for the coordination of responsibilities of the CSG and the BG in designing, planting, ordering, weeding, scheduling of all start up responsibilities. (If there is an intern involved, he/she should be included at all volunteer levels.)

1. Harvesting and delivery of produce.
2. Clean-up of the gardens and getting them ready for a winter's rest.
3. Contact the director of The Botanic Garden Educational Programs to coordinate programs for the new year.
4. Communicate with the intern, captain, and committee members on planned activities and notify members of rain cancellations.
5. Communicate with the president if there needs to be a signup schedule made for TFGC members to help with the OGG members in the many activities that they participate in.
6. Attend planning meetings in February through May which will be held at The Botanic Garden or via Zoom.
7. Prepare the expense report for the treasurer, president, finance chair by September 1.
8. Prepare "Activity Cart" (AC) stocking of all materials, daily bringing the AC into the gardens and returning to a safe storage area that has been assigned (The intern.)

2 OUR GIVING GARDEN (OGG):

Our Giving Garden (OGG) Committee is responsible for designing and creating a garden that can be used for furthering educational gardening activities with children and youth of all ages and abilities. Also, the planting, weeding, and harvesting of the garden with produce will be donated to the community's local food banks or used for our youth gardening educational programs. Our Giving Garden is located in the Community Gardens near the Historic Park Barns at The Botanic Garden.

RESPONSIBILITIES OF OUR GIVING GARDEN COMMITTEE'S MEMBERS:

1. Help prepare soil and all beds for the gardens, have plants and seeds purchased and ready for planting day.
2. Purchase any required or needs to be replaced items such as: fertilizers, nettings, trellis, cages, vertical props, children's programs materials, tools, etc.
3. Attend all planning sessions in March through May.
4. Sign up for all necessary time slots for watering, weeding, harvesting, delivering vegetables to the community food banks.
5. Assist in putting all gardens to rest for winter.
6. Assist in helping with all children's programs going on at the CSG and OGG.
7. Provide your thoughts and support working together as a team to make a difference and help promote GREAT STEWARDSHIP!

3. COMMUNITY OUTREACH (CO) CHAIR OR CO-CHAIRS:

Community Outreach (COC) component: This component is responsible for reaching out to the community to help support educational and environmental programs. These programs could entail teaching a unit on trees to an elementary class(es) on Arbor/Earth Day and allowing the children to experience planting a tree. The Friendly Garden Club membership works with the National Garden Clubs, Inc, (NGC) Central Region, and Michigan Garden Clubs, Inc. sponsoring and teaching students at all grade levels about common gardening, landscaping, environmental and floral design. This committee, also, is going to look for and apply for external grants that will help support our youth activities.

RESPONSIBILITIES OF THE FGC MEMBERS ON THE BOTANIC GARDEN EDUCATIONAL FOCUS COMMITTEE

1. Contact the BG Educational Focus Committee to collaborate programs for visiting field trips and scheduled children's programs.
2. Have a planned calendar of events for a guide as well as publicity needed.
3. Notify the BG of TFGC programs that will be sponsored.
4. Attend workshops and all scheduled meetings with the BG Educational Focus Committee.
5. Maintain the backpacks, including seasonal changes, refreshing, accountability of materials.
6. Make sure all supplies are made available, volunteers required, forms filled out and signatures needed for each program.
7. Check to see all volunteers are fingerprinted when there is contact with children.



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GENERAL GUIDELINES

March, 2026

Dear FGC members,

The Policy & Procedures Committee has completed its job of updating the guidelines; and, therefore, is now disbanded. Club members are reminded that these are guidelines and should be followed as closely as possible. The guidelines are a working document and as such we expect them to change over time. If you have suggestions, clarifications, or recommendations for a better option, please put them in writing and give them to the president. She will review them as needed and share them with the board for appropriate action.

The complete *Policy & Procedures Manual* is being placed on The Friendly Garden Club website: thefriendlygardenclub.org Click on **Policy & Proc.** on the top menu bar of our website. You can copy any of the descriptions, procedures, or forms on your printer as needed.

This document has two sections:

1. **Officer duties and procedures** with forms, if there are any. (See Table of Contents). Pgs 3-13
2. **Committee chairman & members duties and procedures** with forms, if there are any. (See Table of Contents). Pgs 14-51

I would like to thank my wonderful committee members and Marilyn Astroth, our president, for their input and all the hard work they have done over these past two and one-half years. Special thanks to all the committee chairs and their committees who helped us with writing and providing feedback on the rewording of the bylaws and the policy and procedures for their respective committees. This was a great group of members to work with--Thanks everyone!

Stephanie Nelsen, Chair

Janet Hickman

Cathie Martin

Jean Spagnuolo

Susie Snyder



PRESIDENT

THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE CLUB AND BOARD AND SHALL BE AN EX-OFFICIO MEMBER OF THE ALL COMMITTEES, EXCEPT THE NOMINATING COMMITTEE.

- As president it is your duty to keep order, expedite the business of the membership, and see that rules are enforced. It is necessary to know the fundamental rules of parliamentary procedure (Robert's Rules of Order), bylaws, and club policy and procedures. See that the meetings are friendly, informative, and fun so friendships can be established. Keep the informational business of the meeting **brief**.
 - Develop and provide agenda for board & membership meetings
 - Send the agenda via email or printed copy prior to the meeting
 - Have executive board seated together at membership meetings
 - Allow for additional agenda items from attendees
 - Approve previous meetings minutes
 - At board meetings have officers and committee chair report as needed
 - At club meetings have vice president introduce speaker
- Send all official communication emails to the membership, (e.g., newsletters, minutes, special meetings, any changes of date/time of regular meetings). Send draft of the minutes of the board and membership meetings to the membership for input. Then present minutes for approval at subsequent meeting via consent agenda. Results are documented by recording secretary.
- Secure committee chairs for standing and ad hoc committees and assist those chairs in ensuring overall club objectives are met. Chairpersons should be called for their consent. The president should be available to provide guidance to committees as needed and help the chairperson to understand the requirements and obligations of the particular job.
 - Committee chairs shall include the president on all meeting notices, agendas, and minutes for their committee, except the Nominating Committee, and provide the president with an annual report at the end of the year.
 - Request each chairperson submit a written annual end-of-the year report to be filed in the archives and/or chairperson's book. Distribute a copy to the next year's committee chair.
 - The president is an ex officio member of the Finance Committee and is welcome, but not required, to attend any of the various committee meetings, except the Nominating Committee.
 - Other than the Finance Committee, the president is *not required* to sign up as an active member of any other committee but is welcome to join any committee in which they have an active interest.
- Work on the budget with the Finance Committee in September. The budget for the following year must be presented by the Finance Committee by the last meeting of the current year. Be sure that the financial books are reviewed at the end of every year by two members of the club.
- Approve and sign all vouchers that exceed \$350.
- Sign all contracts on behalf of the club.
- The president will review any recommendations from committee chairs for changes to their Policy and Procedures and report such recommendations to the board.

- The president will coordinate with the vice president to determine what awards the club should apply for in any given year.
- The president shall work with the vice president to secure meeting places for regular and board meetings. All contracts must be pre-approved and then signed by the president.
- Ensure that complete club records are turned over to incoming club officers (e.g., recording secretary minutes, treasurer's reports, etc.)
- Attend the state convention in the spring. The president and vice president are each given \$150 toward registration, room and board. Any additional money spent during the convention is the responsibility of the officer.
- Attend the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.
- Whenever possible, attend events, projects, and activities sponsored by the club.
- Work with the media as needed as the president is the official spokesperson for the club.
- Work with the newsletter chair each month to approve the information submitted by committee chairs before it is sent out. The president will distribute the newsletter to all members every month from **March-November**.
- Stay in contact with the district director, attend monthly District V president's meetings, and relay any pertinent information received from the state and district to the membership.
- Complete and submit any necessary reports to the district director, state president or other requesting parties. (e.g., President's Report, Club of Distinction Report). **DEADLINE March 1** to District V Director. Work with the roster manager--MGC for Membership and Dues Report. Keep copies for the president's file.
- Install new officers at the end of the term.
- The past presidents, current president, and vice president may hold a meeting following the end of the outgoing president's term in office, which is usually two years. The new president will select the time and place and notify the past presidents. The purpose of the meeting is to review past practices and objectives and suggest areas needing strengthening, expansion or changing. Club objectives, mission statements, and long-range planning should be reviewed and suggestions for changes or refocusing made. Input should be sought from all present and notes taken and filed in the secretary's book for safekeeping and easy access.
- (Optional) Plan a get together with the board for a luncheon, tea, etc. (This can be at the regular board meeting normally held in July).



VICE PRESIDENT

In the absence of the president, the vice president shall perform all duties of the president and will move up to club president whenever that seat becomes vacant.

- Attend monthly board and membership meetings as well as the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.
- The vice president is an ex-officio member of the Finance Committee, is chair of the Program Committee, and may join other committees if interested.
- Attend the state convention in the spring. The vice president is allocated up to \$150 toward registration, room and board.
- Prepare committee signup sheets for signup day, **JULY MEETING**. Members who do not sign up by September 1 will be called and assigned to two committees at the vice president's discretion or availability of openings. The vice president shall provide a typed list of all standing committees and its members by November of the current year, giving a copy to the yearbook editor and the webmaster.
- The vice president is chair of the Program Committee and will help plan programs for the following year, plus venues, and initiate the program/field trip search. **SEPTEMBER 1 DEADLINE.**
 - Confirm speakers, dates, topics, and venues for the following year.
 - Make available the "Program Speaker Agreement" form to the Program Committee.
 - When completed by the Program Committee members, the vice president is responsible for making sure all details on the "Program Speaker Agreement" are complete and correct.
 - The vice president will collect these sheets by **NOVEMBER 1 DEADLINE**. Copies of the agreement should be distributed to the speaker, the committee member in charge of the speaker, and the vice president.
 - Send the completed "Program Speaker Agreement" forms for all the monthly membership programs after compiling the information in one word document which should be sent to the president, the yearbook editor, and the webmaster by the **NOVEMBER 15 DEADLINE**.
 - A month prior to the meeting, reconfirm the date and topic with the speaker, become aware of the AV equipment available at the venue, inquire about AV needs, tables, handouts and provide directions to the meeting place. Verify the length of program setting clear boundaries, obtain a brief autobiography to be used to introduce the speaker, and determine if mileage or other expenses are required of the speaker. There is a \$50 allotment per program speaker unless a larger budget has been approved in advance by the president.
 - Make sure the program coordinator (person responsible for securing the speaker) welcomes the speaker at the door and helps the speaker with any set up or dismantling as needed. If additional help is necessary to carry out any props at the end of the meeting, the Program Committee should help if necessary.
 - Remind the corresponding secretary to send a "Thank You" note.
- The vice president needs to be knowledgeable of the MGC, Central, and NGC awards that are available, and work with the committee chairs to decide and submit appropriate award applications, and to maintain an updated copy of awards submitted and their dispositions.
- If needed, the vice president will assist the president in securing meeting places for regular and board meetings



PROGRAM SPEAKER AGREEMENT



THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY

PROGRAM FOR THE MONTH OF _____

DATE OF EVENT:	LOCATION:
SPEAKER'S NAME:	PHONE#:
EMAIL ADDRESS:	
MAILING ADDRESS:	

PROGRAM TITLE: _____

CONTENT OF PROGRAM

FEE FOR PRESENTATION, NOT TO EXCEED \$50 _____

CIRCLE TYPE OF PRESENTATION. IS THIS A: LECTURE? POWERPOINT? HANDS ON?
DEMONSTRATION? MAKE AND TAKE? VIRTUAL PRESENTATION?

ITEMS NEEDED FOR PRESENTATION:

PODIUM__ MICROPHONE__ OUTLETS__ SCREEN____ TABLE__ OTHER_____

WOULD SPEAKER BE WILLING TO DO A VIRTUAL PRESENTATION IF NEEDED?

YES _____ NO _____

SPEAKER'S SIGNATURE: _____

DATE: _____

CLUB CONTACT PERSON: _____ PHONE#: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PLEASE RETURN A COPY OF THE CONTRACT TO THE ABOVE CLUB CONTACT PERSON AND KEEP A COPY FOR YOUR RECORDS.

Thank you for being willing to present a program to our club!



RECORDING/CORRESPONDING SECRETARY

The recording secretary shall take minutes at the Zoom board meetings and sit next to the president and take minutes at all membership meetings.

- Attend all monthly board and membership meetings. If unable to attend, get a replacement.
- Each record will include:
 - Date
 - Meeting site
 - Time
 - Officer presiding
 - Member names present for board meeting
 - Number of members and guests for club membership meetings
 - Minutes approved and noted
 - Motions with exact wording, by whom, seconded, and is responsible for keeping the “Book of Motions”
 - Actions taken and tally of votes
 - Note reports were given by (e.g., president, treasurer, etc.)
- At monthly board meetings, keep the minutes including names of those present, summaries of committee reports, and detailed content of decisions and votes. Record minutes in a concise form reporting decisions and key points rather than the discussion. Sign minutes with recording secretary’s name and title.
- Within three days of the board meeting, send a draft of the board minutes in Word format to the board members for review and immediate corrections. The president will send out an updated draft of the board minutes to the membership prior to the membership meeting. The minutes of the board meeting will be approved at the next board meeting.
- At monthly membership meetings, keep the minutes including the number of attendees, summaries of committee reports, the speaker, and a comprehensive account of actions and votes. Record minutes in a concise form ***focusing on what was accomplished rather than discussions***. Sign minutes with recording secretary’s name and title.
- Within one week after the membership meeting, send a draft of the minutes in Word format to the president to review in a timely manner. Send the updated draft minutes to the membership for review and approval at the next membership meeting. Upon approval the president will send it to the membership.
- Minutes of the board and club membership meetings are not read at subsequent meetings. Minutes are referred to at meetings in the following manner. The recording secretary says, “The minutes were sent out for review. Are there any corrections that need to be made? If not, the minutes will be filed as presented.”

- Write any correspondence regarding The Friendly Garden Club activities as requested by the president and keep a record of correspondence received and sent.
- Responsible for all correspondence and will share all received correspondence as directed by the president.
- Send paper and/or electronic notes of thank you including program speakers, condolences, and other special notes/cards as appropriate.
- Maintain an adequate supply of stationery with the club letterhead and envelopes. The secretary shall be reimbursed for postage by presenting a receipt for stationery and postage to the treasurer.
- Responsible for submitting a budget to the finance committee for the following year.
- Provide a year-end report to the president by December 31.



TREASURER

The treasurer will complete the following activities throughout the club year:

- Attend board meetings and membership meetings.
- Is a member of the Finance Committee.
- Is responsible for management of the club's financial affairs.
- Assure that all checks and cash are deposited to the bank on a timely basis.
- Pay all expenses accompanied by a payment voucher with receipt and signed by a committee chairman. If payment voucher exceeds \$350 or exceeds the committee's budget, it will need president's approval.
- Reconcile banking accounts each month.
- Present a monthly treasurer's report and other pertinent financial information to the board and members.
- Work with the membership committee to assure that dues from renewing and new members are paid.
- Inform recording/corresponding secretary when a tax letter needs to be sent to a donor.
- Change names on bank accounts when officers change.
- Provide members with the Michigan Sales and Use Tax Certificate of Exemption form, including the Garden Club's Federal Tax ID number (501c3 tax ID 32-0117174). Inform members that sales tax will only be reimbursed on an exception basis.
- In early September, prepare a report of year-to-date expenses in order to begin the budget process for the following year. Work with the finance chair to prepare a draft of the upcoming year's budget.
- Pay annual MI Garden Clubs, Inc. dues between June and September.
- Prepare the year-end report as soon as the December bank statement is received.
- January – File IRS Form 990-N. Tax filing is usually 990EZ (online) depending on income - otherwise a full report.
- Prepare Michigan Sales and Use Tax Certificate of Exemption. Form expires at the end of four years. 10/01/25.
- Maintain files of permanent records: IRS, MI Annual Reports, Articles of Incorporation, MI Sales and Use Tax Exemption Form, banking information, MI Request of Exemption and registration and inventory forms.
- Obtain insurance certificates for places FGC works and holds meetings, such as, the City of Traverse City for the Logo Garden, The Botanic Garden for working and meetings and maybe the Boardman Nature Center. These certificates are through our insurance with MGC and the cost is \$25 for each certificate.
- Our 501(c)3 tax exempt status remains in place for the life of our organization as long as FGC completes the IRS Form 990 annually and renews the certificate as required.
- The club's financial fiscal period is from January 1 to December 31 of the current year.



HISTORIAN-LIBRARIAN

The historian-librarian shall receive, collect and file information relative to activities of the club in a suitable book. Create an appropriate book to represent the entire club's history for the current year. Save pictures and clippings relating to monthly club activities to be included in the scrapbook.

- The historian needs to request a budget each year for printing the book.
- Currently, the book is archived at the Traverse Area District Library. The historian should periodically check with the library on how information should be archived.
- The historian will be responsible for obtaining the "Past Club President" pins for presentation by the incoming president. "Past Club President" pins are purchased from National Garden Clubs, Inc.
- The historian shall also work with an appropriate person involved to determine a suitable garden-related gift or honorarium to honor a retiring president (\$50), deceased member (\$100), or member's spouse (\$50); and if necessary, ask for board input.
 - If a book is to be given to the Traverse Area District Library as an honorarium, the item must be ordered and presented to the library with a copy of the library's submission form. A letter should be sent to the member or family of the deceased indicating the selection and noting that it is currently in the library.
 - If an honorarium is to be given to an organization, notify the president of the member or of the family's wishes and then notify the treasurer of the member's name being honored or remembered; and the treasurer will send a check to the appropriate organization.



PARLIAMENTARIAN

The parliamentarian is an elected officer of The Friendly Garden Club of Traverse City and as such is expected to attend all board and general membership meetings.

- If the parliamentarian cannot attend any of the required meetings, she shall notify the president as soon as possible so that the president can find a suitable replacement.
- Be familiar with the club's bylaws and policy and procedures as well as the current edition of Robert's Rules of Order.
- Act only in a consulting or advisory capacity to the president, board, and general membership.
- Remain impartial in all activities. The parliamentarian gives up the right to make motions or debate or vote except by written ballot. The parliamentarian shall not cast a deciding ballot that would be the responsibility of the president.
- Receive and review the agenda of each meeting with the president.
- To hold a meeting & conduct business you need a quorum which is of 51% of members for a vote, or 2/3 for a change of bylaws. The president and parliamentarian are not counted in the percentage.
- The board consists of the elected officers and a chair (or their representative) from each committee. Should there be two members of a committee present, only one committee member has a vote.
- If an officer is also a chair of a committee, their vote would be counted as an officer, and another representative of the committee should be present to vote for the committee.
- Hand out (or have the president email with the agenda) written parliamentary guidelines at any board or general meeting as appropriate, such as making a motion.
- Sit next to the club president at all meetings so she may quietly confer with the chair about any procedural questions and bring to the chair's attention any procedural errors that may substantially affect the rights of members.
- Use the current edition of Robert's Rules of Order for all questions concerning parliamentary procedure.

MOTIONS

- A motion requests that something be done or that something is the opinion or wish of the group. (I move that...)
- Only one motion should be placed before the group at a time.
- Someone from the group must second the motion (I second) or agree to the motion, so that it can be discussed. If the motion is a recommendation from a committee, a second is not needed.
- The motion on the floor is discussed by all members, addressing pros & cons. Each member needing to speak needs to do that before a member who has already spoken can speak again.
- “Call the question” by a member ends the discussion and should only be used if the discussion is repetitive/irrelevant.
- The president (chair) restates the motion before the group votes.
- The group votes by voice aye/no, by show of hands, or a secret ballot.
- The parliamentarian and the president do not vote. The president may only vote to break a tie.
- Motions should be printed in the agenda exactly as proposed.
- A copy of the motion should be given to the recording secretary for the record.



IMMEDIATE PAST PRESIDENT

The Immediate Past President:

- Serves as the chair of the Nominating Committee, which consists of the three previous past presidents. The committee shall present a written report to the board at the **July** meeting and shall present the slate of officers at the **July** general membership meeting.
- Serves as a member of the Finance Committee.
- Shall preside over the board and membership meetings if neither the president or vice president are able to attend.
- Provides advice to the president upon request.



COMMITTEE CHAIR RESPONSIBILITIES

The committee chair responsibilities are to:

1. Attend all board meetings or appoint a committee member to attend if you cannot. Each committee has one vote on the board.
2. If no action is needed by the board, the chair will make all monthly reports in the newsletter.
3. The committee chairman will provide the incoming committee chair with the documentation from the previous year.
4. Make reports to the board and the membership in a timely manner.
5. Keep the publicity committee informed in writing about all activities that need publicizing in the newspaper or elsewhere.
6. Expenditures will be followed by the amount stated in the budget. The committee chair shall not involve the club in excess expenditures of money, except as approved.
7. If you wish to change your yearly budget, turn in a written request to the finance committee by the end of August. If your committee needs more money than was budgeted for a specific project, as committee chair you need to request additional funds from the finance committee for approval.
8. In a unique situation where the August deadline is past, and money is needed for a specific project, the committee chair may request additional funds from the finance committee for a recommendation to the board and must have board approval for the additional expenditure.
 - a) Budgeted items up to \$350, approved by Committee Chair
 - b) Expenditures over \$350 and any Items over budget up to \$500, approved by both Committee Chair and President. The President must sign all Contracts.
 - c) Items over budget between \$500 - \$1000 and non-budgeted items up to \$1000, must be approved by Committee Chair and Finance Committee.
 - d) Items between \$1000-\$5000, require #3 above & Board approval
 - e) Any non-budgeted item over \$5000, must be approved by Board and approved by membership.
9. All contracts must be pre-approved and then signed by the president.
10. Use the designated forms in the *Manual*. If you or your committee have suggestions for improvements, please let the president know in writing so changes can be made.
11. If the opportunity presents itself for you to speak on behalf of the club, please seek board approval first.
12. At the end of the year, turn in a printed or digital copy (.pdf) of your yearly report to the president no later than the November membership meeting.



BLUE STAR MEMORIAL

This committee only needs three members at this time. The primary focus of this committee is to keep the Blue Star Memorial Garden area neat, weed free, dead-headed, mulched and replanted as necessary. The Blue Star Memorial, at the club's request, was moved in 2024 to a very prominent area of The Botanic Garden at The Historic Barns Park. This committee is also responsible for recognizing and honoring our veterans.

PROCEDURES:

1. The committee should meet early in the spring to discuss what maintenance and clean up needs to be accomplished.
2. Since The Friendly Garden Club is helping to pay for an intern at The Botanic Gardens this intern will help with the weeding, mulching, and planting of this garden. The intern will also be responsible for watering this garden as needed.
3. We will coordinate work activities with The Botanic Garden and the intern.
4. We will work closely with The Botanic Garden when planning and planting new shrubs, annuals, and perennials.
5. The committee will also work with The Botanic Garden to determine if a rededication ceremony is needed and will help with planning if such an event occurs.
6. We will keep the members of The Friendly Garden Club informed of any activities, special work sessions, or ceremonies for The Blue Star Memorial.



CIVIC BEAUTIFICATION

This committee is responsible for developing and executing projects and activities that will enhance the physical surroundings of the Traverse City and the immediate area. ***ALL FGC members are required to attend the planting of the Logo Garden.***

Chairpersons' Responsibilities:

- Coordinate activities for the Logo Garden and the business "Beautification Landscape" awards
- Submit report to monthly newsletter as necessary
- Establish design for Logo Garden and order plants
- Attend TFGC board meetings
- Supervise planting and maintenance
- Prepare and present business landscape awards
- Prepare Civic Beautification awards

PROCEDURES:

Fall:

- Conduct fall meeting to discuss and vote on design for next year's Logo Garden. Arrange meeting place, date, and time, and call or email all members at least two weeks ahead. Members should also decide what flowers to use. Choose two members to count the plants on the graph needed for the order, figuring 5 or 6 plants per square depending on size of plant. Encourage attendance of past and future year's members.
- Draw the design on graph paper—1/4" square = 1". Size of Logo Garden 25' x 40'. It is best to use color—either colored pencil or watercolor. This could be done by the person that draws the design.
- The flower order must be made by early December to Linnaea @ Florigens by early January.
- Decide spring planting dates for Logo Garden for the program committee. Make sure the dates do not conflict with other meetings or events.
- Summary of year's committee activities to club president by November. This can be a brief one-page report.

Spring:

- Keep in contact with Linnaea about the plants and confirm the planting date for the Logo Garden.
- Contact the Parks and Recreation Department with dates for planting at the Logo Garden. Matt Bright is our contact.
- Arrange meeting of committee members to plan for planting days and other summer activities. Contact all committee members at least two weeks ahead and announce at the April general meeting. Decide the use of 'Osmocote' and/or corn gluten. Choose sub-committees for:
 - Prepare weeding schedule online @ Sign-up Genius
 - Help with the preparation of the garden bed one or two days ahead of the planting.

- In April create some type of media (flyer) that explains to local businesses that TFGC is looking for submissions from local businesses that would like to be considered for a “Beatification Landscape Design” award. Also, check about submitting an article in the newsletter that businesses receive. (Chamber of Commerce?) Collecting business names and planning the viewing route for business awards (Award’s Coordinator)
- Talk to TFGC Publicity team to contact local newspaper, TV stations, etc. regarding the planting of the Logo Garden. Take lots of pictures for Civic Beautification awards!
- The day before the entire club plants, have four people plus the TC Parks & Rec person set up stakes and draw out the logo design.
- On day of Logo Garden planting, arrive early (8:30am). Have two copies of the design in plastic sleeve. Supervise with specific instructions on spacing of plants and be responsible for ‘on the spot’ decisions. Purchase extra plants and arrange storage until the need for replacements (one flat of each).
- Discuss with TFGC Publicity team about putting an article in the printed media regarding the community landscape awards the club will be awarding to two businesses in July.

Summer:

- Work with the weeding coordinator to encourage the weekly weeding. Submit the names monthly to the newsletter. Encourage this at the monthly general meetings.
- Compile and submit Civic Beautification award applications to the vice president for submission to MGC by the required due date. Obtain the online application as the rules may change every year. This consists of three pages including two of photos and articles. Collect photos from the year’s projects to be used.
- Encourage all club members at the general meetings to be aware of business landscapes and submit names by the June/July meeting for possible civic awards which will be presented in early August.
- Late June, plan with the CBC award’s coordinator the date and route for viewing the businesses suggested for possible awards. Announce in newsletter or general meeting. When the winners are chosen, write a letter to each and arrange a date and time for presentation of awards. Coordinate with club president since she must present the award. FGC has a certificate available to be filled in, signed by the president, and must be framed.
- In early August the presentation of the “Beautification Landscape Design” awards is made by TFGC president with the CBC members and any interested TFGC members in attendance. Talk to TFGC publicity team to contact local newspaper, TV stations regarding the award presentation. The publicity team should be present to take photos for submitting to the local papers. CBC takes lots of pictures for the Book of Evidence.
- Be sure to pick up the metal garden award sign from the businesses at the agreed upon time.



ENVIRONMENT/HORTICULTURE

This committee is responsible for informing membership on matters related to the interconnected elements of the earth's ecosystem, its changing climate, and the health and welfare of all living things.

The committee meets all year to accomplish specific goals related to the above responsibilities.

PROCEDURES:

- Determine annual priorities related to conservation and environmental concerns.
- Plan programs and projects to inform membership about these priorities.
- Write and/or distribute printed information in the newsletter and at meetings.
- Engage speakers for presentations on timely topics.
- Keep members informed about local, state, and federal conservation and environmental concerns.
- Help members prepare horticulture specimens for flower shows.
- Bring information to the club regarding growing practices and the importance of native plants to our ecosystem.
- Promote healthy diet and nutrition.
- Plan and execute an Arbor Day or Earth Day celebration.
- Help the Youth Gardening committee plan for possible topics and workshops on environmental issues that could be taught to the community's youth.



FINANCE

This committee is responsible for preparing the year's budget for the approval of the board and general membership. When preparing the budget and recommending grants to be given for the year, consideration must be given to maintaining one year's expenses in reserve for club stability.

Their other responsibilities include:

- Receiving and making recommendations to the board and general membership on requests from within the club for awarding grants.
- Reviewing and making recommendations to the board for requests from members or committees for expenditures that were not included in the annual budget.
- Providing suggestions for sound money management to the board and general membership throughout the year as needed because of the fluctuations in the economy.
- A subcommittee of the Finance Committee is responsible for monitoring the FGC Investment Portfolio, including donations to the Children's Sensory Garden. That subcommittee works with the FGC investment advisor based on an "Investment Policy Statement" developed with the investment advisor.

The Finance Committee is selected by the president and composed of:

1. President
2. Chairman, appointed by the President
3. Vice President
4. Immediate Past President
5. Treasurer
6. Two members at large

Budget: The annual budget is prepared and presented at the October meeting. It is based on the current year's expenses, income for the entire club, and requests from committee chairs for changes to committee budgets. The budget must be presented to the board and the members at large and approved by both before being implemented. Printed copies will be made available to each member at the next meeting.

The finance chairman or her designated finance committee member shall be the liaison to the Grand Traverse Regional Community Foundation and that person is responsible for making quarterly reports to the board and general membership.

Grants: Only FGC club members can submit requests, beginning in July, for funding organizations that have a gardening, civic beautification, educational, or environmental purpose.

All grant requests must be submitted by September 1st to the Finance Committee using the Grant Request form.

Evaluation: All grants must support our mission statement and IRS 501c3 giving criteria. This process is done without prejudice or favoritism or any political agenda.

- 1) The committee meets 2-3 times in September to review grant requests.
- 2) If necessary, committee members receive a grant request to review and return with a written report on what projected funds will accomplish and results of previous funds granted if any. The committee finalizes recommendations after evaluating all the grants.
- 3) Based on anticipated available funds, the Finance Committee then determines how much money is available for donations and which requests best meet our club objectives.
- 4) The committee recommendations are presented to the board for approval and then presented to the membership for final approval along with the annual budget.
- 5) After approval, they are given to the treasurer to issue the checks. Whenever possible, presentation of grants to the recipients will be done at the club meeting in November. Otherwise, the checks will be presented individually.

Once a year the club has the option to make a donation to a project supported by Michigan Garden Club, Inc. or National Garden Club, Inc.



FINANCE GRANT FUNDING CRITERIA

Each request for project funding will be considered using the following guidelines of priority:

1. The Friendly Garden Club of Traverse City is a 501c3 organization. We are required to give only to like kind 501c3 organizations, government units, or educational institutions.
2. Does the grant fit within our Club's mission or objective statements. See Club Policy & Procedure manual.
3. Priority shall be given to applicants whose project shall be principally located in Traverse City or its surrounding area, unless the project warrants special consideration and the entire club will then vote.
4. The project should address immediate and specific needs for the year requested.
5. The recipient organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. This project shall not advance any religious agenda.
6. For larger grants, matching challenges are encouraged.
7. The project shall increase the interest in the welfare of this community in cooperation with other civic, social, commercial, and industrial development.
8. The project is not a duplication service within our community, or explain how it is different.
9. The organization should have a proven record of fiscal reliability.
10. How many people will benefit from the Grant and the population served?

As a member of The Friendly Garden Club, I have reviewed the criteria before submitting this grant. I believe this grant deserves our consideration.

Name of Member (print) _____ Date of Submission _____

Signature _____ Phone Number _____

Please note that grantee can submit one additional page for explanation.



FINANCE GRANT APPLICATION

Name of Organization _____

Today's Date _____ Mailing Address _____

Contact Person _____ Phone _____

Email _____ Mobile _____

Project Name _____

Description of Project and Objectives _____

Project Start Date _____ Completion Date _____

Geographical Area Served _____ Amt. Requested _____

Are you a 501c3 Yes No Tax ID # _____ Other _____

Will you be receiving other funding: If yes, how much? \$ _____ From _____

Describe volunteer involvement _____

Are you a government unit Yes No Other _____

How will your project be evaluated _____

Will you provide a report on how the money was spent in the year it's completed. Yes No

If not, please explain.

Please return this form to the Finance Chairperson



FLOWER ARRANGING

This committee has the responsibility to encourage and educate themselves and the general membership on the art and techniques of flower arranging through workshops, demonstrations, videos and all appropriate techniques and classes. This committee will be in charge of all flower arranging activities for the club.

OBJECTIVES:

- Increase the flower arranging skills of all the committee members through workshops, practice, individual and group projects, outside presentations, and participation in flower shows.
- Relate all teaching to the information, rules, and guidelines presented in the current edition of the “Handbook for Flower Shows” published by the National Garden Clubs, Inc.
- Assist other club members with any flower arranging projects or needs they may have related to club activities.
- Sponsor a flower show every five years if possible.

Because so much teaching is essential to the functioning of this committee, it is suggested the committee be limited to 12 members. It is difficult to instruct or find room for larger groups than 12.

A waiting list should be kept for this committee and new members added as vacancies occur during the year.

It is recommended that whenever possible the committee chair be either a certified flower show judge or someone who has attended flower show school.

There may be a materials charge to help defray costs.



FUNDRAISING: *GARDEN WALK & GERANIUM SALES*

The purpose of this category is to generate funds to supplement the operating budget of the club, which currently includes our Garden Walk and our Geranium Sales committees. The committee should discuss and determine projects for the coming year. Projects picked should have something to do with gardening, conservation, or meet other objectives of our club. Purchase of large items for resale should have the approval of the board.

1) Garden Walk Committee

Overview and Timeline

The Friendly Garden Club annual garden walk has traditionally been held on the third Thursday of July. Each active member of The Friendly Garden Club is expected to work a shift on the day of the walk; and if the committee chooses, the active members will be asked to bake the required number of cookies or donate \$20.

- The Garden Walk committee will work with the Finance Committee in September to determine the budget for the following year's garden walk. The Garden Walk chair will determine the budget amount for each garden walk subcommittee for the current year.
- All expenses for the garden walk need to be submitted and processed properly. Each subcommittee is responsible for staying in that committee's budget. Any overages must be discussed with the chair before the money is spent. As we are a 501c3 non-profit organization, we do not have to pay state sales tax. All expenses to be paid will be submitted to the Garden Walk chair or designee with the proper payment voucher and bill. The Garden Walk chair will approve and then submit the paperwork to the treasurer for payment. Purchases of more than \$350 will need to be signed by the president.
- Sponsorship for each garden walk is secured from area merchants. The names of sponsors will appear on the poster, save the date cards, tickets, on The Friendly Garden Club's website, and a Thank-You ad. The sponsorship committee along with the Garden Walk chair can determine which sponsors will sell Garden Walk tickets. Sponsors need to be secured by mid-February so that information can be included in all the printed materials.
- Publicity must begin early for the Garden Walk. The FGC publicity chair will do the publicity for the garden walk as it makes for much smoother and complete contacts. A publicity handbook is available with detailed information on who, what, where, and when articles are due.
- There are specific directions, forms, and reports available for Garden Walk chairs and all subcommittees pertaining to their specific committee.
- Hold Garden Walk meetings each month from September through July. For convenience, Garden Walk meetings can be on Zoom.
- Put notices in the FGC Newsletter each month from March through July.

PROCEDURES/GARDEN WALK CALENDAR:

May-August:

- The garden research members (consisting of 5 members that may include landscape design, master gardeners, and the Garden Walk chair) will look at the previous year's sign-up sheets for those who would like to be on a garden walk, and other potential gardens for the following year's Garden Walk.

- From the search, they will secure five diverse gardens. Gardens should be chosen according to design, plant material, creativity, maintenance, location, accessibility, variety, and safety. If possible, the Garden Walk Chair-Elect should be involved in the garden search.
- Make a final visit to gardens and make sure that the garden owners are willing to be featured on our garden walk.

August-September:

- Letters of garden selections should be sent by the Garden Research team to the chosen garden owners and letters of regret to the owners of all other gardens that were visited.
- The Garden Walk chair will hold a Garden Walk committee meeting to assign various tasks for the Garden Walk (subcommittees) and go over budgets. Use the "Garden Walk Job Opportunities" form to assign jobs to committee members.
- If not already done, a vice or co-chair should be chosen and trained to take over as chair for the following year.
- Work should begin on sponsorships for the following year. Previous year's sponsors should be contacted to see if they are interested in sponsoring the following year's Garden Walk. New sponsors should be contacted face-to-face. A date must be set as to when sponsorship monies should be received. Forms are available for the sponsorship committee to help with contacts.

October-November:

- Begin thinking about the poster, ticket, and Save the Date design. Obtain estimates from Snap! Printing and two other printing companies to compare pricing.
- A letter or email should be sent to the garden owners letting them know what will happen up to the day of the Garden Walk, and asking if they have any questions.
- Save-the-Date cards and poster need the eye-catching flower or scene, all Garden Walk information (who, what, where, when), and a listing of all the sponsors. The tickets need to be developed using garden descriptions, sponsor information, and a map.

January-March:

- The Friendly Garden Club's Publicity chair should begin working on publicity. There are some magazines that need the information in January.
- The ticket, STD, and the poster should be completed.
- The sponsors should be finalized.
- Gifts for the garden owners should be arranged.

April-May:

- Secure Garden Hostess Coordinators for each garden in early April.
- At the May FGC meeting there will be forms for each member to sign up to work a shift in a specific garden. These forms will describe the gardens and have the times of each of the two shifts. A sign-up sheet will also be available for refreshment duties.
- Each member should be encouraged to purchase tickets to resell, keep, or give away. The tickets are to be paid for when received, except when members are taking more than 10 tickets to try and sell, the monies and unsold tickets are to be turned in before the day of the Garden Walk.
- Save-the-Date cards and posters can be distributed to members to give to businesses in their area.
- If the committee decided to have members bake cookies, then let members know how many cookies to bake to bring to the June meeting. Arrange for cookie storage. Be sure to put this information in the newsletter.

June:

- The full Garden Walk Committee should meet to make sure all job responsibilities are covered.
- Hostesses should meet with their garden owners to learn about the plants and specific features of the garden.

- Each garden coordinator should meet with everyone assigned to that garden and work out the final schedule.
- A Preview Walk for garden club members working a full day and garden owners needs to be scheduled.
- Hostess coordinators will pick up the supplies for their garden at the June FGC meeting or at Peg's guest house behind the funeral home.

July:

- The Sunday afternoon before the Garden Walk is when the Preview Walk has taken place in the past. This could also be done on a weekday evening if it works out better for the garden owners. This is also the time that the garden owner's gift is presented with pictures taken of the hostess and owners. FGC members who will be working the full day of the Garden Walk are invited to join the preview.
- Directional signs are put up the morning of the walk unless permission has been received from the local authorities to put them up the previous day. All signs must be picked up immediately after the walk by the Signs and Route chair.
- Tickets and money are to be picked up at businesses that are selling tickets before the businesses close the day before the Garden Walk.
- The money and tickets are to be given to each garden coordinator at the main ticket pick-up location.
- Immediately after the walk closes, all money, leftover tickets, the money box, and all supplies are to be taken to the assigned area. (Peg's guest house is preferred.) The counting of the money should be done by three people on the following day (if possible) and the money, and "Fund Transfer Slips" turned into the treasurer immediately.
- Thank-you notes should be sent to garden walk owners within a week of the walk. The publicity chair will put a "thank you" in the Record Eagle.
- A meeting should be held for Garden Walk review.

August:

- A final written garden walk report, including income and expenses should be given to the board by the end of August.
- Award information should be prepared and mailed per instructions from The Michigan Consultants Council.



GARDEN WALK JOB OPPORTUNITIES

Chairman: _____

Co-Chairman: _____

Recording Secretary _____ Budget: _____

Takes meeting minutes for the monthly Garden Walk committee meetings. E-mail to committee.

Correspondence: _____ Budget: _____

Writes letters inviting other garden clubs, District V Director, etc. Send complimentary tickets to garden owners, last year's garden owners, sponsors, and other requests. Thank you notes, etc.,

Ticket/Poster Development Coordinator: _____ Budget: _____

Development Staff _____

Designs tickets, posters and save-the-date and arrange for printing. Solicit photo submissions from club members to use for posters and save-the-date. Coordinate with sponsor chair to ensure all sponsors and those who sell tickets are included in the materials. Coordinate with signs chair to make sure garden numbers and map match preferred route. Deliver all printed materials to the distribution coordinator. All materials must be ready for distribution in early May.

Sponsor Coordinator 1): _____ Budget: _____

Sponsor Coordinator 2): _____

Lines up sponsors for this year's walk starting with last year's sponsors. Encourage them to pay now and track till all are paid. Check with the ticket coordinator for deadlines for information. Give list of sponsors to the garden walk chair(s), our webmaster, and distribution committee.

Hostess Coordinator 1): _____ Budget: _____

Hostess Coordinator 2): _____

Determines the number of members needed to cover each garden and assign someone as garden coordinator for each garden. If desired, *you may have a garden coordinator for each shift*. Supervises members sign-up for gardens at the May & June meetings. Works with each garden coordinator to have them arrange for card tables, coolers, cash boxes, etc. and return same after walk.

Ticket & Distribution Coordinator: _____ Budget: _____

Distribution Staff _____

Manages and tracks the distribution of tickets and marketing materials to members and sponsors. Monitors sponsor's ticket inventories and provides additional tickets as needed. Picks up sales receipts and unsold tickets as appropriate both before and the day after the walk.

Gifts Coordinator: _____ Budget: _____

Gets information on possible gifts for each garden owner and secures same before the Walk. Arranges for delivery of the gifts which may be done by the individual garden coordinators on the preview day.

Transportation/Signage Coordinator: _____ Budget: _____

Plots best route for viewing gardens. Coordinates with ticket chair so that garden numbers match preferred route. Notifies local authorities of event, determines number and types of signs needed, and how many cones needed from Elmer's. Locates best parking areas, arranges for distribution and retrieval of signs, cones, etc.

Publicity: _____ Budget: _____

May be handled by club publicity chairman. Notifies Garden Gate and MGC calendar of time and date of walk, arranges with newspapers, etc. for articles, takes publicity pictures, etc. The club publicity chair has detailed guidelines.

MyNorth Coordinator: _____ Budget: _____

Coordinates the FGC MyNorth ticket page, tracks ticket sales, and prints the list of purchased tickets for each garden coordinator and garden walk chair.

Education Coordinator (optional) _____ Budget: _____

Coordinates workshops/demonstrations/educational displays for the walk. Arranges day-of-walk logistics for all educational activities. Arranges for the acquisition of any necessary supplies and/or equipment.

Refreshments Coordinator(s): _____ Budget: _____

Makes logistical arrangements for refreshments, including advanced access to refreshments center and signups for refreshment center workers. Decides on what to serve and arrange for same.

Workshop/Flower Arranging Coordinator: _____ Budget: _____

Coordinates workshops/flower arranging demonstrations for the walk, picks best garden for demonstrations, arranges for same, and secures and returns needed supplies.

Landscape Design Award Coordinator: _____ Budget: _____

Arranges to have pictures taken on preview day or the day of walk and gathers all walk information.

PLEASE NOTE: ALL BILLS MUST BE APPROVED BY THE CHAIR OR CO-CHAIR BEFORE BEING GIVEN TO THE TREASURER FOR PAYMENT, ESPECIALLY FOR LARGE PURCHASES. BE SURE TO USE OUR TAX-EXEMPT LETTER WITH THE VENDOR SO THAT WE DON'T PAY MICHIGAN SALES TAX. FOR PURCHASES OVER \$350, THE FGC PRESIDENT MUST APPROVE BEFORE THE PURCHASE. PLEASE USE THE "FUNDS TRANSFER SLIPS" PROVIDED AND TURN BILLS IN ASAP SO WE DON'T GO OVER OUR BUDGET. THANKS



GARDEN WALK HOSTESS SIGNUP SHEET

It's time to sign up for Garden Walk again! Listed below is each garden and the leader who will be responsible for coordinating workers and activities at that garden. If you don't have an assignment already, please sign up below and get ready for a fun Garden Walk. Got questions????

See _____ . Thanks for your help.

GARDEN # _____ Garden Coordinator: _____

TIME PERIOD: 12:45 PM to 4 PM

NAME:

1. _____

PHONE: _____

2. _____

PHONE: _____

3. _____

PHONE: _____

4. _____

PHONE: _____

TIME PERIOD: 3:45 PM to 7 PM

NAME:

1. _____

PHONE: _____

2. _____

PHONE: _____

3. _____

PHONE: _____

4. _____

PHONE: _____

Please be prompt for your assignment and don't forget your **flowered hat** and **name tag!** Thank you.

Hostess Coordinator: _____



GARDEN WALK SPONSOR WORKSHEET

SPONSOR NAME _____

PERSON CONTACTED: _____

PHONE CONTACT DATES: _____

COMMENTS: _____

SPONSOR INFORMATION FOR TICKETS/POSTERS/ETC.:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL/WEB PAGE: _____

SELL TICKETS? Yes No POSTER? Yes No

TFGC MEMBER NAME: _____

DATE TURNED IN: _____



GARDEN WALK RESEARCH FORM

Name: _____ Date: _____

Home Address: _____

Phone: _____ E-Mail: _____

____ Was home ____ Was interested in being on GW ____ Not home, left note ____

____ Not home, mailed note ____ A contender ____ Took pictures

Neighborhood name _____ Second visit _____

How would you describe this garden?

____ Shady ____ Semi-Shady ____ Sunny ____ Fenced ____ Terraced ____ Path/Steps

____ Water Feature ____ Arbor ____ Gazebo ____ Pergola ____ Decks/Patio ____ Portico

____ Raised Beds ____ Walls ____ Container Gardens ____ Vegetable/Flower ____ Outdoor Rooms

____ Native Plants ____ Rock Garden ____ Formal ____ Informal ____ Landscape Lighting ____ Pool

Notes of your impression of this garden. Include special characteristics, advantages, or issues with having this garden on the walk.



GERANIUM SALES COMMITTEE

2) GERANIUM SALE PROCEDURES: *Simply Geranium Sale” (Boutique Atmosphere)*

- Set up a meeting with the Fundraising committee to decide if a Geranium Sale should take place for the next year.
- Talk with the Supplier – (DSK Greenhouse/doing business as Mischel’s, 11660 Arrowhead Dr., Williamsburg, MI, 49690 – 800-830-8447) to confirm that they can still be our supplier. (If Mischel’s can no longer be our supplier, you would need to have three other suppliers give us a bid.) Review with them what geraniums are available. Confirm the date that orders must be into the supplier.
- Secure the delivery location and date.
- Give Alegra Printing (currently using) any changes/updates for the new Geranium order form. They will make the corrections/updates and also print copies to give FGC members and also pass out to friends, family, and neighbors.
- The supplier requested that Last date to order is October 1. This is so we can be assured of the plants we need for our order.
- Create a cover letter with information on the geraniums and have a committee member email along with the Geranium order form to those that purchased geraniums the previous year.
- A committee member will be in charge of receiving orders and the checks, or charges, logging them in on a spreadsheet and making copies of the checks, and putting them in a notebook which contains the original orders and copies of checks. (This will be used on pick-up day for any verification needed.)
- Create a spreadsheet with the names, check numbers, and date when received. In a timely manner take the spreadsheet and checks to the treasurer. Balance with Treasurer monthly.
- Make another copy of the orders and give them to the person who will enter the orders on the spreadsheet. They will enter the information (name, address, phone number, e-mail, quantity, size, color, and \$ amount) on orders and payments. This spreadsheet will be used for the number of plants we need to order.
- Have webmaster of thefriendlygardenclub.org, put geranium information and order form on the club’s website.
- Announce the sale at August and September meetings, pass out order forms, and encourage members to check with family, friends, and neighbors for orders.
- Before placing the order with the supplier, review the spreadsheet totals and add what you think would still be needed for extra orders that could be sold at delivery and pick-up date.
- Take the order or email to the supplier by the beginning of October and go over it with them.

In the Spring:

- Order floral picks and any other supplies if needed.
- Print cards with a thank you message to be put on floral picks to be placed in the geranium order.
- Update/Refresh the color signs used for delivery and inventory.
- Have organizational meeting with the committee the end of April or beginning of May to go over instructions of getting ready for delivery, delivery, and pick-up.
- First part of May, touch base with the supplier to verify the order and time of delivery.
- Gather paper bags and other containers/boxes. Make sign(s) for geraniums.
- Make a copy of all orders to be used for pickup.

- Review spreadsheets, Customer Order sheet and Master Book.
- Contact those who have large orders to pick up the afternoon of delivery.
- The day before delivery set up tables and finalize setup.
- Pull all order forms that will be either delivered or picked up on delivery day.
- Delivery day - All committee members should be at the site by 8:30 am. (see Unloading and Filling Orders)
- Customer Pickup Day - Have the first shift work 9:00 – 1:00, Second shift 1:00-4:00
- Collect money from those that have not paid and those that are purchasing extra plants.
- Keep a log of extra plants sold.
- Clean up area and condense plants throughout the day.
- List all cash and checks received during pick up and take them to the treasurer.
- Take invoice for geraniums along with payment voucher to the treasurer.
- Take receipts and payment voucher slip(s) for all supplies that were purchased for the sale to the treasurer.
- Make sure all receipts and deposits balance with the treasurer.
- Give an end of sale report to the club with copies to the president, finance chair, and treasurer.



HONORS LUNCHEON

This committee does the planning and presentation of the special membership recognition luncheon every year. Recognized for service are past presidents, new and previous 20-year members, life members, and any FGC members who are veterans.

PROCEDURES:

Select Date: Consult with the yearbook chairman before selecting the date because of a possible conflict with club activities, state and district meetings. This should be done by November. Luncheon date is usually in September.

Secure Location: Look for a place that will hold 70 people and easy parking. Reserve date with establishment. This should be done by November. Menu: Select vegetarian as well as a meat dish. Cloth tablecloths, China and real silverware are expected. The meal, dessert, and drinks are preferred to be served rather than buffet style.

Contact: Flower Arranging Committee and ask for their assistance for centerpieces, if needed, and advise them of the theme.

Program and Speaker: Decide on subject; president and Yearbook Committee may have a list of programs and speakers the president would like. Contact speaker for cost, special needs including a microphone. Have speaker sign and return contract. Contact speaker one week before as a reminder.

Program: Special recognition of members selected to receive either State or Friendly Life Member awards. Typically, a rose is awarded to all honorees.

Recognition of an FGC member who is a veteran(s): The Membership Committee chair will notify the honors chair what FGC veteran(s) should be recognized as such and invited to this event at the club's expense. This expense is added to the honors' expense budget.

Design and Printing: A program booklet, reservation letter, thank you cards, guest name tags and photos of honorees are items also handled by the committee.

Cost: The tickets are sold in advance and should cover all expenses if possible. Request that the treasurer bring a check to pay for the total meal. After all expenses are paid, a financial report should be completed and given to the president and finance chair.



MEMBERSHIP

The Membership Committee is responsible for maintaining all records of membership, MGC roster, club attendance and dues, for processing all requests for changes in membership status, including updating associate members status yearly and members with three unexcused absences. This committee will organize hostesses for appropriate meetings and provide the Yearbook Committee with updated directory information of our club members for the coming year by November of the current year. The membership chairman will provide an end of the year report for the president. This committee should have at least five members.

GENERAL PROCEDURES

1. Accept and maintain all records for all types of membership status and keep members informed of changes through the newsletter.
2. Take and maintain records for attendance at all meetings throughout the club year. Contact members who have had at least three unexcused absences.
3. Secure name tags for new members and replacements and repairs for old tags. The replacement of lost or repaired tags is paid for by the member.
4. Receive telephone calls or emails from members concerning anticipated absences from meetings and inform the monthly hostess chairman of the attendees' headcount.
5. Membership dues will be collected at the first meeting of the club year in March and must be paid by June 1. The membership chairman will maintain an updated record of dues paid for the year and will confer with the treasurer, the recording secretary, and the parliamentarian to assure that dues from renewing and new members are paid, and non-paying members are not counted in our quorum.
6. Secure letters of resignation from members leaving the club if possible.
7. Will manage committee signup sheets and provide a typed list of all standing committees and its members by November of the current year to yearbook editor and webmaster in the absence of a vice president.
8. This committee will secure hostesses for appropriate meetings and provide the yearbook committee and the webmaster with the names of hostesses for each month and an updated directory information of our club members for the coming year by November of the current year.
9. Notify the honors luncheon chair what FGC veteran(s) should be recognized and invited to the luncheon at the club's expense, which is added to the honors expense budget.
10. The membership will be responsible for organizing the March get together luncheon.

HOSTESSING PROCEDURES:

1. Membership will advise hostess chair to meet with the Hostess Committee 3-4 weeks prior to the month to hostess. The committee will determine the menu, divide responsibilities, and determine how costs will be shared.
2. Every active member is expected to serve on the Hostess Committee one time during the year. Everyone on Hostess Committee is expected to help with cleanup.

3. If you are unable to be hostess the month you signed up for, it is your responsibility to trade months with someone else and to inform each monthly chairperson involved.
4. The hostess chair or committee member will check all supplies to see if additional supplies are needed. White paper plates, cups, plastic ware, napkins, and coffee are supplied by the club. All other supplies, including certain color-themed supplies, tablecloths, or placemats, will be the responsibility of the hostess team.
5. Club members are expected to bring their own place settings and water.

PROSPECTIVE MEMBERSHIP PROCEDURES:

Individuals wishing to join The Friendly Garden Club need to be mentored by one or two members who have belonged to the club at least one year. A current member may mentor one new member per year. Prospective members must attend at least one general meeting and a Friendly Garden Club event/day of service or a second general meeting. Mentors must share membership expectations and club history before a recommendation is made for membership.

To be considered for membership a completed *Membership Recommendation* form should be given to the Membership Committee chairman. After all information is gathered and reviewed by the committee, the membership chairman will present the information to the board for action. If the request is approved, the membership chairman will notify the perspective member and request that she pay current dues to the club treasurer. If not approved, the sponsor should inform the prospective member of the board decision.

After approval, the new member will be introduced at the next general meeting and given a name tag. They will also be given a copy of online information by the membership chairman with log-in passwords, and directions on how to access [Policy & Procedures](#), [Bylaws](#), the [History of the Club](#), and the online [yearbook](#) on our website.

A new member's mentor(s) shall be responsible for mentoring him/her through the first year providing further information and guidance as needed. A new member tea will be held in mid-May and again in October if needed to be hosted by the Membership Committee.

ASSOCIATE MEMBERSHIP

Those members wishing to become associate members should fill out an *Associate Membership Request* form and choose which Tier membership level they would like and return it into the Membership Committee for review. After the Membership Committee review, the membership chairman will present the request to the board for action. (See Bylaws Art. IV, Section 5).

FRIENDLY LIFE MEMBERSHIP

A member with outstanding service to The Friendly Garden Club may be recommended for a Friendly Life Membership. All recommendations that meet the requirement of ten years will be brought to the board's attention for discussion and approval. Board approval is needed for the member to receive the Friendly Life status.



ASSOCIATE MEMBERSHIP REQUEST FORM

A member who has served in an active capacity but is now unable to meet the active requirements due to health or family circumstances may request an associate membership status. The member must file a request form to the Membership Committee for recommendation which will go to the board for approval. After one year the Membership Committee will follow up on the status of the associate member to determine his/her status and notify the board of the member's status.

An Associate Member must CHOOSE below to be a **TIER 1 (PAY DUES, CAN VOTE** or **TIER 2 (DON'T PAY DUES, DON'T VOTE)** member.

NAME OF MEMBER _____

Reason for Associate Membership

I wish to be a **Tier 1** member and **PAY DUES and HAVE THE PRIVILEGE OF VOTING.**

I wish to be a **Tier 2** member and **NOT PAY DUES and NOT VOTE.**

If the reason for Associate Membership ends, the associate member must return to general membership.

Member Signature _____ Date _____

Approved _____

Denied _____



NEW MEMBERSHIP FORM

You must be an active member for one year to mentor a new member. You may mentor one new member per year.

DATE: _____

NAME: _____

EMERGENCY CONTACT: _____

ADDRESS: _____

CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ MOBILE: _____

EMAIL: _____

WINTER ADDRESS AND PHONE: _____

MONTHS AT WINTER ADDRESS: FROM _____ TO _____

DATE OF BIRTH: _____

EMPLOYMENT: NONE: ____ FULL TIME: ____ PART TIME: ____

Please fill in the circle of the subjects below that are of interest to the proposed member.

- Birds and Butterflies
- Civic Beautification
- Conservation/Environment/Horticulture/Nutrition
- Flower Arranging
- Youth Gardening
- Landscape Design
- Other _____

REQUIREMENTS:

	YES	NO
1. Did the proposed member review the membership requirements?	___	___
2. Has one mentor been assigned?	___	___
3. Did the member receive the club history?	___	___
4. Did the member receive the club directory?	___	___
5. Has the proposed member attended 2 general meetings or activities?	___	___

Dates attended: _____

MENTOR SIGNATURE: _____ DATE: _____

COMMENTS: _____

Please return this form to the Membership Committee Chairman.



NEWSLETTER

The Friendly News, published March through November, is sent electronically each month to all club members with an e-mail address. Members and emeritus members without an e-mail address will submit nine stamped, self-addressed envelopes to the newsletter chairperson at the November monthly meeting for the following year's newsletters. The Membership Committee makes copies to send via US mail to members and emeritus members without email for receipt before the monthly meeting.

The editor is chair and board member of this committee and attends the monthly board meetings. The editor needs computer/internet skills and access to (1) a program for newsletter design and (2) a program for e-mail delivery.

Each issue of *The Friendly News* usually contains:

1. The President's column
2. Information on the monthly meeting
3. Committee reports
4. Announcements of committee meetings
5. Reminders of upcoming events and activities
6. Gardening/landscaping/floral design/or environmental & horticulture information
7. Introduction of new members
8. Updates on club members, including birthdays
9. Information regarding Michigan Garden Clubs, Inc./Central Region Garden Clubs/National Garden Clubs, Inc.

Calendar deadlines for article submissions, monthly reminders, and delivery are set by the editor and are currently as follows:

March: Set up an e-mail distribution list for all club members, including officers, board members and committee chairs, plus the current District V Director and Michigan Garden Club President.

March through November:

1. The newsletter is sent out after the approval of the president.
2. The newsletter is sent out before the first listed birthday of that month



PROGRAMS

The members of the Program Committee consist of committee chairs/co-chairs, their committee members and special member representatives that are selected by the president and vice president. Committee chairs/co-chairs are liaisons between their committee and the vice president.

Number of members depends on how many committees are involved. They are responsible for developing all programs for the year.

The vice president is responsible for guiding all committee chairs/co-chairs in selecting, coordinating and carrying out details of programs.

- Programs should be informative, educational, inspirational, and timely.
- Programs should reflect the objectives of our club and promote one or more goals of MGC and NGC, although it is not expected to promote every goal every year.

Programs can be speakers, workshops, hands-on projects, or field trips--but not limited to just those mentioned.

There should be eight (8) programs planned for the year.

GOAL :

All monthly programs for the following year are to be finalized with details prior to the November club meeting of the current year so that information is ready for the yearbook.

PROGRAM PROCEDURES:

The vice president will call for a meeting of all chosen committee chairs/co-chairs to explain, discuss and organize the process being used for programming by mid-August. **DEADLINE SEPTEMBER 10**

Committee chairs will call for a meeting of their committee members to discuss ideas, research info and list program/field trip possibilities for the coming year. This list should be prioritized. **DEADLINE OCTOBER 1**

If two committees are working together, they should meet as one group.

NOTE: The number of programs to plan are 8. Possible committees that may offer programs

- Civic Beautification - 1 (may be a standalone date)
- Membership - 1 @ March luncheon
- Flower Arranging and Flower Show Judges - 1 or 2
- Environment/Horticulture - 2
- Landscape and Design Consultants - 1
- Bylaws & Policy & Procedures – 1 (For review purposes)

The vice president will call for a meeting of committee chairs and include the president. The prioritized list of potential programs should be brought to this meeting. This committee will discuss and choose a variety of eight programs for the year. They will also determine:

1. What month the programs will be
2. Exact date (usually the 4th Tuesday in the month)

3. Open and closed meetings – decided by president and vice president
4. Venues for the meetings
5. Discuss whether there will be a speaker fee or donation.

This process may take 2-3 meetings to complete all details including the speaker contracts: —

DEADLINE, NOVEMBER 1

When final programs are chosen, the committee chairs/co-chairs with their committee members will meet to begin fine tuning the program selected.

1. The vice president will be available for guiding the Program Committee.
2. The committee chair/co-chairs will receive from the vice president a “*Program Speaker Agreement*” for each program.
3. The committee chair/co-chairs will send the “*Program Speaker Agreement*” form to the speaker to sign and return as soon as possible.
4. The Program Committee chair or her chosen speaker liaison is responsible for filling out details of the “*Program Speaker Agreement*” form and for making three (3) copies of each to distribute to: the speaker, keep one for the Program Committee, and one to be sent to the Yearbook chair. The Program Committee chair is responsible for creating a one or two-page typed program page(s) that will be given to the yearbook editor and website facilitator.
5. The Program Committee is responsible for carrying out all details of program. There should be an attempt to include all committee members in this process.
6. When the speaker has made a commitment, verify speaker’s subject, length of program, the date, time and location, speaker arrival time (they are invited to lunch), special equipment needed (microphone, screen, extra tables, etc.), type of program (demonstration, PowerPoint, etc.). Be sure to have a copy of the *Program Speaker Agreement* on hand. Financial arrangements such as mileage, fees and/or honorarium should be clearly stated.
7. If there will be speaker expenses, the treasurer should prepare a check in advance. A small token gift and/or 2 tickets to Garden Walk would also be appropriate.
8. Call the speaker a week before the meeting confirming arrangements.
9. Welcome speaker upon arrival, show the facilities and equipment, introduce and thank the speaker at the meeting.
10. Have the corresponding secretary send the speaker a note of appreciation after the meeting.



PROGRAM SPEAKER AGREEMENT



THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY

PROGRAM FOR THE MONTH OF _____

DATE OF EVENT:	LOCATION:
SPEAKER'S NAME:	PHONE#:
EMAIL ADDRESS:	
MAILING ADDRESS:	

PROGRAM TITLE: _____

CONTENT OF PROGRAM:

FEE FOR PRESENTATION, NOT TO EXCEED \$50 _____

CIRCLE TYPE OF PRESENTATION. IS THIS A: LECTURE? POWERPOINT? HANDS ON?
DEMONSTRATION? MAKE AND TAKE? VIRTUAL PRESENTATION?

ITEMS NEEDED FOR PRESENTATION:

PODIUM__ MICROPHONE__ OUTLETS__ SCREEN____ TABLE__ OTHER ____

WOULD SPEAKER BE WILLING TO DO A VIRTUAL PRESENTATION IF NEEDED? YES __NO__

SPEAKER'S SIGNATURE: _____

DATE: _____

CLUB CONTACT PERSON: _____ PHONE#: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PLEASE RETURN A COPY OF THE CONTRACT TO THE ABOVE CLUB CONTACT PERSON AND KEEP A COPY FOR YOUR RECORDS.

Thank you for being willing to present a program to our club!



PUBLICITY

Members of this committee are responsible for working with the president and all committee chairs for publicizing club activities through newspaper articles, television, local publications, periodicals, websites, and other appropriate and effective means. Each committee is responsible for the cost of their committee's advertising. The publicity budget is for general club advertising.

PROCEDURES

Refer to The Friendly Garden Club Publicity Handbook. This should be kept updated throughout the year with additions or deletions of information.

This committee will carry out advertising requests from various committees and will consider budget money available for expenditures.

At the beginning of a new club year the committee chair will receive and review the following from the previous chair: (1) the end-of-year Publicity Report, (2) the Publicity Handbook, and the previous year's notebook.

Establish contact with area newspapers, magazines, TV, and radio stations, etc. with a personal introduction as the new publicity chair. Verify contact person and obtain phone number, email, FAX address for press releases. Keep list updated.

Meet with committee members and assign duties for the year.

Send a press release to news outlets two weeks prior to each monthly meeting that is an "open meeting" announcing the meeting, program, and speaker.

Contact a news photographer for the Arbor Day activities in April, the Logo Garden planting in May, the Garden Walk in July, the Landscape Awards in September and any other newsworthy events.

Plan two months ahead for articles on Garden Walk for the spring "Home and Garden" issue in The Record-Eagle.

GARDEN WALK PUBLICITY

Work with the Garden Walk chair and arrange advertising for:

1. Garden Walk with local newspapers and other publications.
2. Large ad BEFORE Garden Walk to list sponsors thanking them for their support and encouraging support of their business.

3. Smaller ads have to be determined considering budget and necessity.
4. Save all news clippings, press releases, printed articles, and website postings that pertain to the club's activities. Check with the membership chair and historian, (who keeps a scrapbook of each year's activities) if they need any copies.

END-OF-THE-YEAR

Send "Thank You" letters to newspapers and media stations for their continued support. Keep an up-to-date list of contacts, addresses, email addresses and phone numbers.

Two copies of the end-of-the year publicity report must be given to FGC president at the end of the year.

All books and papers that belong to the publicity committee will be turned over to the new committee chair at the last meeting of the year.



WEBSITE

TheFriendlyGardenClub.org webmaster is responsible for keeping the website up to date by including information that will be beneficial for club members as well as the general public. Currently the site consists of the following sections and may change as the club's needs change:

Home, About Us, Projects, Gallery, Sponsors, For Members, Forms, Affiliations, Policy & Procedures, Links, and Contact.

The webmaster is responsible for:

- Maintaining and updating information, images, videos, etc. on the website that is valuable to our club members as well as keeping the community informed about our projects, events, etc. The webmaster needs technical expertise to create, monitor, improve, update, and secure the pages of The Friendly Garden Club's website.
- Attending all monthly board and membership meetings.
- Maintaining three accounts for forwarding emails automatically for the club.
Info@thefriendlygardenclub.org is used for monies from the bank, square, etc. and goes to treasurer. The email account, Members@thefriendlygardenclub.org, receives emails that goes to the membership chair inquiring about the club and how to become a member. The webmaster@thefriendlygardenclub.org goes to the webmaster for paying web-related charges and setups for our club, (e.g., web hosting fees, mail boxes, domain name, Google Drive, SSL Certificate, & president's Zoom account, etc.).
- Creating the online version of the yearbook (password protected on FOR MEMBERS section) so members can access the entire yearbook with their electronic devices (e.g., board of directors, internet & social media page, former presidents, active members, etc.) and anything else the president deems necessary with the assistance of the yearbook editor.
- Uploading the club's printed yearbook on the FOR MEMBERS section, (password protected). The webmaster receives from the following committees by **November 30**:
 - Program committee's monthly programs for the year including speaker bio, speaker's program and description, and which month they will be presenting and what form of presentation it will be: PowerPoint, demonstration, etc. This should be typed up as a Word document.
 - Updated membership information and the hostesses for each monthly meeting prepared by the Membership Committee as a Word document
 - Standing committees prepared by the president as a Word document
 - Yearbook editor with information regarding club projects, including fundraisers; MGC, Central Region, NGC projects/themes and leadership with names & addresses, and dates and locations for district/state/regional meetings & events
- Uploading all document forms (e.g., Policy & Procedures, geranium order form, bylaws, etc.) and editing text pages and making sure that the site does not exceed the space purchased.
- Creating and uploading information from other committees, such as the garden walk sponsors from the Garden Walk Committee, drone video of Logo Garden, etc.
- Paying for the website, domain name, mailboxes and any other technical or internet costs needed by the club, getting reimbursed by the club treasurer.



National Garden Clubs, Inc.
RELEASE FOR PUBLICATION AND WEBSITE

and

MICHIGAN GARDEN CLUB

(State Garden Club)

THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY

(Local Garden Club)

Before sharing a name, information and/or photograph in one of our publications or on our websites, the above-listed organizations require a signed release form from all adults and from the parent or legal guardian of any youth under 18. Please complete both sides of the release form below and return it to:

THE FRIENDLY GARDEN CLUB OF TRAVERSE CITY, MICHIGAN

P.O. BOX 1286

TRAVERSE CITY, MICHIGAN 49684

ADULT:

I, _____ (print name),

being over 18 years of age, hereby grant the above-listed organizations, the right to use the name, photograph, biography, city, state, country and article information, without compensation, on our websites and in any publication or written material. Please print below as you wish your name to appear.

DATE: _____

Print Name: _____

Signature: _____

Address and phone number: _____
(Email optional)

MINOR YOUTH SECTION: YOUTH UNDER 18 YEARS OF AGE

PLEASE INITIAL BESIDE INFORMATION YOU AS PARENT/LEGAL GUARDIAN RELEASE FOR USE BY NATIONAL GARDEN CLUBS, INC.

_____ my child's name. Please print below, as you wish the name to appear:

_____ my child's photograph

_____ my child's biography

_____ my child's work or contest entry submitted to the above organizations

_____ other: _____

_____ my child's city, state and country (specific addresses never used)

I UNDERSTAND THAT THE ABOVE-LISTED ORGANIZATIONS WILL USE MY OR MY CHILD'S INFORMATION, MY OR MY CHILD'S SUBMITTED TEXT, AND MY OR MY CHILD'S LIKENESS ONLY FOR EDUCATIONAL, INFORMATIONAL AND/OR PROMOTIONAL PURPOSES. I HEREBY AGREE TO HOLD THE ABOVE-LISTED ORGANIZATIONS, THEIR LICENSEES AND AFFILIATES HARMLESS FROM ANY LIABILITY RESULTING FROM MY OR MY CHILD'S STATEMENTS AND ACTION DEPICTED OR DESCRIBED IN THE INFORMATION, TEXT AND GRAPHIC REPRESENTATIONS.

DATE: _____

Printed Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Address and phone number: _____
(email optional)



YEARBOOK

The Yearbook Committee is comprised of two people--a yearbook **editor** and a yearbook **facilitator (webmaster)**. The editor is responsible for securing all information for the yearbook according to the MGC guidelines and needs to be proficient in Word to create the documents. The position of editor is to be filled on the club's regular standing committee sign-up day.

The yearbook facilitator creates the necessary web pages for the online version of the yearbook so members can access the yearbook with their electronic devices and also is responsible for uploading the printed (.pdf) version of the yearbook onto the club's website prepared by the yearbook editor so members can print it.

PROCEDURES FOR EDITOR:

1. Start gathering information early in the fall (September); some MGC, NGC, CR info is not available until later in the year. The editor works with the facilitator.
2. Use the previous year's printed yearbook to mark pages and info that needs to be changed and/or updated. This can be printed from the club's website.
3. Get monthly program worksheets from vice president or program chair by November 1.
4. Get monthly hostess & membership information from the Membership Committee by November 1.
5. When the editor has acquired all the necessary information for the yearbook, the information should be typed up in Word. The editor should proofread to make sure the information that is given to the yearbook facilitator is accurate and correct.
6. The yearbook editor needs to give all the yearbook documentation to the yearbook facilitator by *December 31 or sooner if possible.*
7. The yearbook needs to be available online so members can print the yearbook by the first club meeting in March is possible.
8. Complete the "Yearbook Award" application form.

SOURCES TO OBTAIN INFORMATION—Be sure to obtain information from various people in the club that are responsible for getting this information to the yearbook editor.

1. Membership chair: #members and status—special member list by November 1
2. President: theme; club projects
3. Club historian: books, etc., given "In Honor of ____"
4. Finance chair: donations/amounts/how monies will be used for projects
5. First Vice President: standing committee list, AD-HOC list, monthly program info
6. National, regional, and state garden officials: websites or newsletters
7. National and state government officials: newspaper or websites
8. Calendar of events: NGC/MGC/FGCTC newsletters or websites

PROCEDURES FOR FACILITATOR:

1. The yearbook facilitator needs to start creating the necessary pages for the online version of the yearbook as soon as the information becomes available, such as, the standing committee members' document.
2. Once the yearbook editor has completed the documents for the yearbook by December 31 or sooner, the documents are given to the yearbook facilitator who will start uploading the printed version of the yearbook onto the club's website.



YOUTH GARDENING: *Children's Sensory Garden, Our Giving Garden and Community Outreach Component*

This committee is responsible for engaging community children and youth in all aspects of gardening, flower arranging, and to encourage all young people to develop a life-long love of gardening and the environment utilizing the **Children's Sensory Garden** and **Our Giving Garden Committees** and our **Community Outreach** component. All members of the club will be asked to assist this committee.

THE CHILDREN'S SENSORY GARDEN (CSG) COMMITTEE

The Children's Sensory Garden (CSG) Committee is responsible for designing, planting, weeding, and watering of all gardens including all hardscape areas, fundraising, implementing, maintaining, and providing youth environmental education for the CSG in partnership with The Botanic Garden (BG).

RESPONSIBILITIES OF THE CHILDREN'S SENSORY GARDEN (CSG):

Contact the director of The Botanic Garden to inform him/her of each year's plan for the coordination of responsibilities of the CSG and the BG in designing, planting, ordering, weeding, scheduling of all start up responsibilities. (If there is an intern involved, he/she should be included at all volunteer levels.)

1. Harvesting and delivery of produce.
2. Clean-up of the gardens and getting them ready for a winter's rest.
3. Contact the director of The Botanic Garden Educational Programs to coordinate programs for the new year.
4. Communicate with the intern, captain, and committee members on planned activities and notify members of rain cancellations.
5. Communicate with the president if there needs to be a signup schedule made for TFGC members to help with the OGG members in the many activities that they participate in.
6. Attend planning meetings in February through May which will be held at The Botanic Garden or via Zoom.
7. Prepare the expense report for the treasurer, president, finance chair by September 1.
8. Prepare "Activity Cart" (AC) stocking of all materials, daily bringing the AC into the gardens and returning to a safe storage area that has been assigned (The intern.)

OUR GIVING GARDEN (OGG):

Our Giving Garden (OGG) Committee is responsible for designing and creating a garden that can be used for furthering educational gardening activities with children and youth of all ages and abilities. Also, the planting, weeding, and harvesting of the garden with produce will be donated to the community's local food banks or used for our youth gardening educational programs. Our Giving Garden is located in the Community Gardens near the Historic Park Barns at The Botanic Garden.

RESPONSIBILITIES OF OUR GIVING GARDEN COMMITTEE'S MEMBERS:

1. Help prepare soil and all beds for the gardens, have plants and seeds purchased and ready for planting day.
2. Purchase any required or needs to be replaced items such as: fertilizers, nettings, trellis, cages, vertical props, children's programs materials, tools, etc.
3. Attend all planning sessions in March through May.
4. Sign up for all necessary time slots for watering, weeding, harvesting, delivering vegetables to the community food banks.
5. Assist in putting all gardens to rest for winter.
6. Assist in helping with all children's programs going on at the CSG and OGG.
7. Provide your thoughts and support working together as a team to make a difference and help promote GREAT STEWARDSHIP!

COMMUNITY OUTREACH (CO) CHAIR OR CO-CHAIRS:

Community Outreach (COC) component: This component is responsible for reaching out to the community to help support educational and environmental programs. These programs could entail teaching a unit on trees to an elementary class(es) on Arbor/Earth Day and allowing the children to experience planting a tree. The Friendly Garden Club membership works with the National Garden Clubs, Inc, (NGC) Central Region, and Michigan Garden Clubs, Inc. sponsoring and teaching students at all grade levels about common gardening, landscaping, environmental and floral design. This committee, also, is going to look for and apply for external grants that will help support our youth activities.

RESPONSIBILITIES OF THE FGC MEMBERS ON THE BOTANIC GARDEN EDUCATIONAL FOCUS COMMITTEE

1. Contact the BG Educational Focus Committee to collaborate programs for visiting field trips and scheduled children's programs.
2. Have a planned calendar of events for a guide as well as publicity needed.
3. Notify the BG of TFGC programs that will be sponsored.
4. Attend workshops and all scheduled meetings with the BG Educational Focus Committee.
5. Maintain the backpacks, including seasonal changes, refreshing, accountability of materials.
6. Make sure all supplies are made available, volunteers required, forms filled out and signatures needed for each program.
7. Check to see all volunteers are fingerprinted when there is contact with children.