

Wellington Garden Club Membership Procedures

Purpose:

The Membership Committee processes new member applications and keeps records on all members and guests who attend the general membership meetings.

Responsibilities:

- Welcome all members and guests to the general membership meetings.
- Creates & Maintains nametags for all members and guests.
- Records contact information for all guests.
- Labels and distributes all yearbooks to active members.
- Processes new member applications along with dues.
- Provides an attendant for unattended guests at general meetings.
- Coordinates the creation and distribution of new member welcome plants.
- Photographs new members for the nametags and yearbook.
- Provides for the collection of nametags at close of meeting.
- Provides a nametag raffle plant.
- Sends follow up and thank you notes to guests.
- Coordinates the planning of New Member Orientation reception with Mentor Chair.
- Logs all member contact information onto spreadsheet for distribution.
- Shares spreadsheet information and other gathered data with Board of Directors.
- Reports current membership information at the monthly members meetings.

Pre-season:

Prior to the start of the new season, the Chair will find volunteers to staff the Membership Committee.

Identify the jobs that need to be performed and determine which volunteers will perform that job best.

There are several jobs that are assigned to specific individuals who will provide the service all year. They are Chair, Member Data Manager, Attendance Data Manager, Guest Follow-up, New Member Plants and Yearbook Distribution.

Monthly Meetings:

The Chair calls, texts or emails committee members to confirm who will be able to help at the meeting. Jobs are assigned according to experience and ability. Jobs that can be rotated are Greeter, New Member and Guest Registration, Guest Attendant, Nametag collection, and Raffle Plant.

Attached are reference materials for Membership.

- Job Descriptions & Supplies
- Sample Membership Schedule
- Attendant Checklist
- Meeting Room Floor Plan: Sept to Dec
- Meeting Room Floor Plan: Jan to April
- Guest Registration form
- Report Template
- New member Application
- Member Renewal

MEMBERSHIP JOB DESCRIPTIONS & SUPPLIES

Chair: Oversee and direct all of the tasks of the Membership Committee. Recruits club members to fill in where needed. Provides monthly reports to the membership and introduces new members and guests. Allamanda News notifications.

Supplies: (2) 104' x 60" green tablecloths.

Permanent Position: _____

Greeter: Welcomes all members and guests. Directs members to Member Registration to pick up their nametags. Directs guests to the Guest Registration table to sign in. Assist with connecting guests with an Attendant.

#: One or none per meeting.

Attendance Data Manager: Assists members with finding nametags on meeting days, maintains attendance spreadsheet, re-alphabetizes and stores nametags, creates new member nametags.

Supplies: Nametags and nametag cases, Collection basket.

Permanent position: _____

New Member and Guest Registration: Processes new members and records guest information. Provides guest nametags.

Supplies: Assortment of pens, pencils, marker, highlighter, rubber bands, pencil sharpener, paper clips, tape, receipt book, attendant checklist, post-it notes, Guest registration forms, Membership Apps, Member renewal forms, Clipboards, "Guests" plexiglass table sign

#: One to two per meeting: _____

Photographer: Photographs new members (headshots) for the nametags and yearbook.

Flexible- a volunteer

Yearbook Distribution: Present yearbooks to members. Note: One yearbook per member or family. Keeps records of distribution.

Supplies: "Member Yearbooks" plexiglass table sign, yearbooks and distribution checklist.

Permanent position (Sept to Dec): _____

Attendant: Experienced club members will guide and inform guests of how members participate in breakfast, the plant raffle, sign-ups, various committees & projects. Membership information will be provided. Guests who attend with a current member may not need an attendant.

Supplies: Attendant checklist.

#: Two to four per meeting.

New Member Welcome Plant: Provide and prepare plants for distribution to new members.

Supplies: Plants & containers.

Permanent position: _____

Name tag collection and drawing: Collects all member and guest nametags at end of meeting. Identifies an individual to draw winning nametag. Provides winner with plant.

Supplies: Collection basket.

#: One per meeting- a volunteer

Name tag raffle plant: Provide potted plant for end of meeting nametag raffle.

#: member volunteers

Guest Follow up Notes: Post-meeting note to guests acknowledging their attendance.

Supplies: Stamps & Notecards.

Permanent position: _____

Member Data Management: Manages and updates all member contact information in excel.

Permanent position: _____

=====

New Member Orientation: Coordinate with Mentor a private gathering of new members and Board members for a meet and greet and information exchange on the structure and opportunities within the garden club.

#: One person to coordinate.

SAMPLE SCHEDULE

2016-2017 MEMBERSHIP SCHEDULE

Position	Sept	Oct	Nov	Jan	Feb	Mar	Apr
Arrive by 9:15AM	Cancelled						
GREETERS	Kevin Foster Caren Griffin Marcia Kendall Carolyn Lowe	Dan Moore	Caren Griffin	Not needed	Caren Griffin	Not Needed	Not Needed
MEMBER REGISTRATION & DATA MANAGEMENT	Jim Wenham	Jim Wenham	Jim Wenham	Jim Wenham	Jim Wenham until 10:15 then Joyce Smith or Dale Hesser	Jim Wenham	Jim Wenham
GUEST REGISTRATION		Carolyn Lowe Caren Griffin	Petra Russell Carolyn Lowe	Petra Russell	Petra Russell Carolyn Lowe	Petra Russell Carolyn Lowe	Carolyn Lowe
YEARBOOK DISTRIBUTION		Mary Anne Hesser Dale Hesser Bernice	Mary Anne Hesser Dale Hesser Bernice Correra				
MEMBERSHIP ATTENDANT		Nancy Cinieri Sandy Sklar Beverley Ginn Doreen Baxter	Jayne Kiesewetter Marilyn Walvoord Sandy Sklar Beverley Ginn Ann Cavaleri	Cheryl Karlo	Cheryl Karlo Marilyn Walvoord Mary Drexler Carol Lazzarino Kevin Foster	Not Needed	
MEMBER ATTENDANT		Jan Seagrave Joan Kaplan	Jan Seagrave Claire Falik Judy Schweitzer	Deanna Hicks Kathy Schneider	Kathy Siena Carolyn Lowe Helga Mesmer Caren Griffin	Carolyn Lowe Rehana Potter Jan Hoyt Jackie Anderson	Amy Schwed
NAME TAG COLLECTION	Mary Drexler	Joyce Smith	Cheryl Karlo	Caren Griffin	Joyce Smith	Joyce Smith	
SHELL PLANT DISTRIBUTION		Joyce Smith	Cheryl Karlo	Cheryl Karlo	Joyce Smith Cheryl Karlo	Cheryl Karlo	
NAME TAG RAFFLE PLANT		Jim Wenham	Jim Wenham	Jim Wenham	Jim Wenham	Jim Wenham	Jim Wenham
NEW MEMBER PLANT PREP		Kim Helms	Kim Helms	Kim Helms	Kim Helms	Kim Helms	Kim Helms
GUEST FOLLOWUP NOTES		Connie Kilgore	Connie Kilgore	Connie Kilgore	Connie Kilgore	Connie Kilgore	Connie Kilgore

Attendant checklist:

Introduce yourself and welcome Guest to the Club.

MEETINGS:

Meet monthly during season beginning Sept thru April. Speakers will share information on a variety of gardening topics.

PLANT RAFFLE & SALE:

Members bring plants in for raffle. Tickets are 2 tickets for \$1. Some plants may be provided for sale.

ACTIVITIES SIGN UP:

We schedule monthly field trips called “Around & Abouts” where members can visit other gardens and places of interest.

FEDERATED CLUB:

This club is one of approximately 5000 garden clubs nationwide that make up the National Garden Club.

MEMBERSHIP:

Yearly dues are \$35 for a single and \$50 for a couple. The club encourages participation in the many facets of the club identified on the Member Application Form.

BREAKFAST:

Continental breakfast is provided by members.
You may leave the guest here at the breakfast line.

Attendant checklist:

Introduce yourself and welcome Guest to the Club.

MEETINGS:

Meet monthly during season beginning Sept thru April. Speakers will share information on a variety of gardening topics.

PLANT RAFFLE & SALE:

Members bring plants in for raffle. Tickets are 2 tickets for \$1. Some plants may be provided for sale.

ACTIVITIES SIGN UP:

We schedule monthly field trips called “Around & Abouts” where members can visit other gardens and places of interest.

FEDERATED CLUB:

This club is one of approximately 5000 garden clubs nationwide that make up the National Garden Club.

MEMBERSHIP:

Yearly dues are \$35 for a single and \$50 for a couple. The club encourages participation in the many facets of the club identified on the Member Application Form.

BREAKFAST:

Continental breakfast is provided by members.
You may leave the guest here at the breakfast line.

Attendant checklist:

Introduce yourself and welcome Guest to the Club.

MEETINGS:

Meet monthly during season beginning Sept thru April. Speakers will share information on a variety of gardening topics.

PLANT RAFFLE & SALE:

Members bring plants in for raffle. Tickets are 2 tickets for \$1. Some plants may be provided for sale.

ACTIVITIES SIGN UP:

We schedule monthly field trips called “Around & Abouts” where members can visit other gardens and places of interest.

FEDERATED CLUB:

This club is one of approximately 5000 garden clubs nationwide that make up the National Garden Club.

MEMBERSHIP:

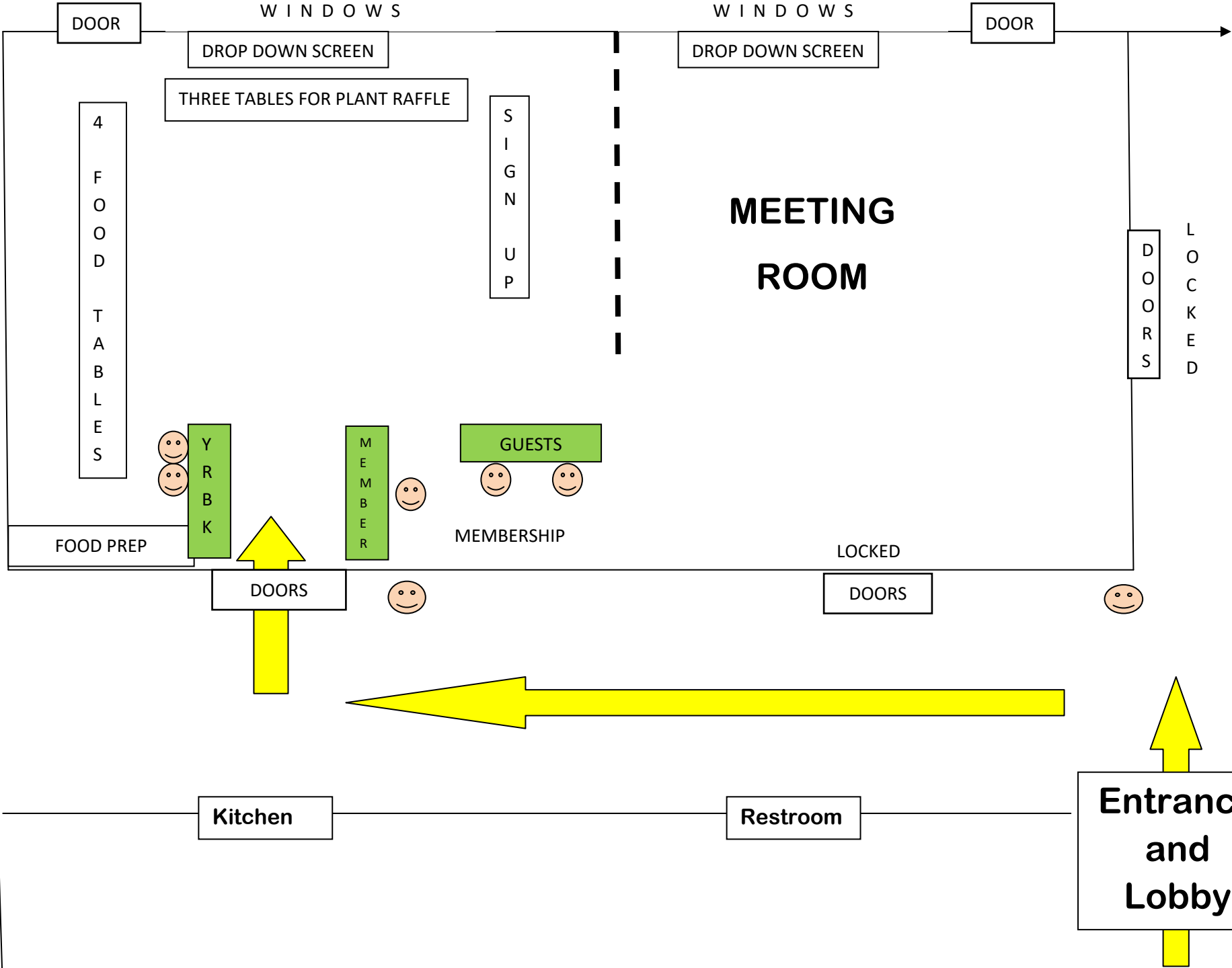
Yearly dues are \$35 for a single and \$50 for a couple. The club encourages participation in the many facets of the club identified on the Member Application Form.

BREAKFAST:

Continental breakfast is provided by members.
You may leave the guest here at the breakfast line.

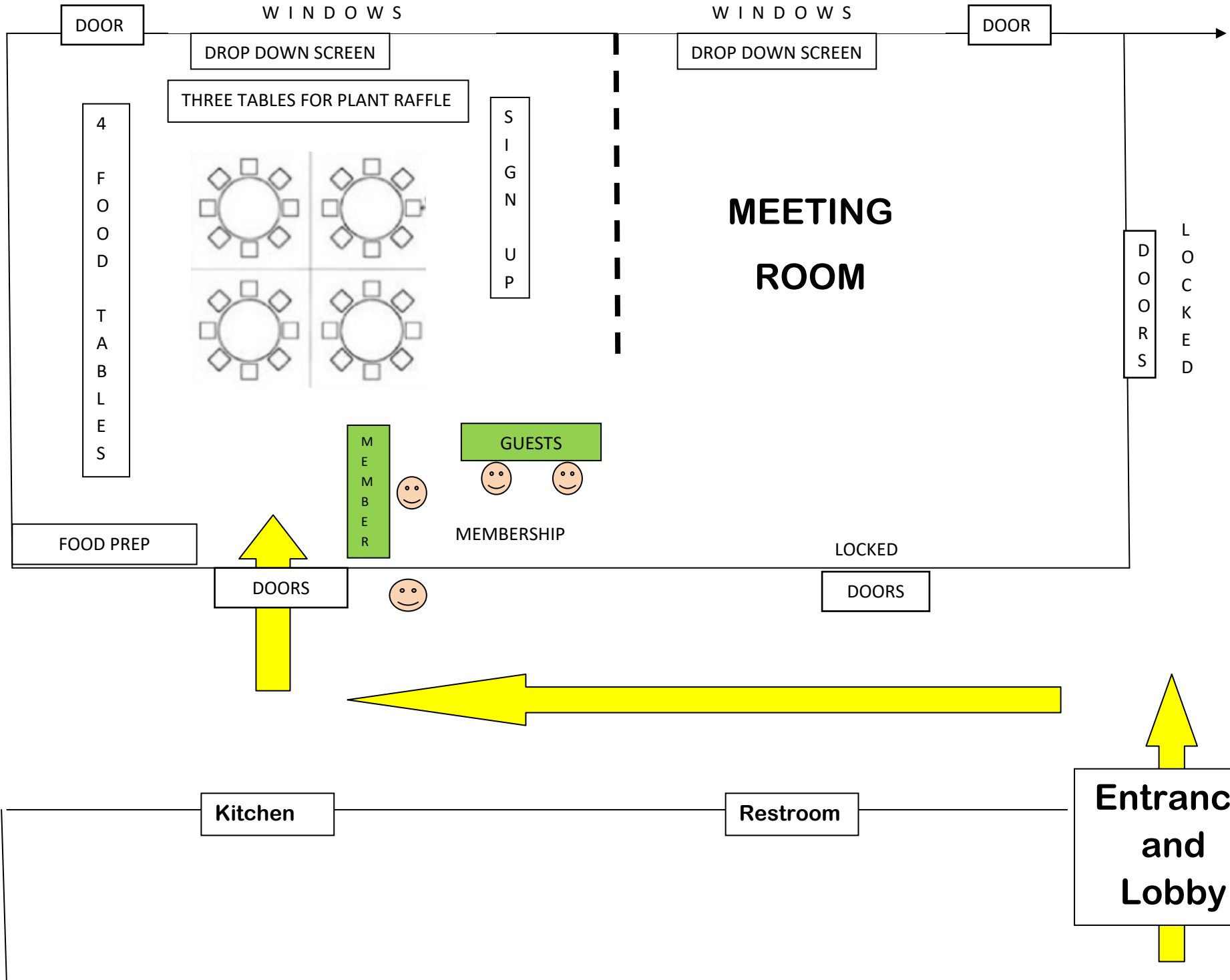
September to November

LAKESIDE



January to April

LAKESIDE





Wellington Garden Club Guest Registration

Please Print

Name _____

Address _____

Post Office _____

Zip Code _____ Phone ____ - ____ - ____

Email Address _____ @ _____ . _____

1st Meeting _____ 2nd Meeting _____



Wellington Garden Club Guest Registration

Please Print

Name _____

Address _____

Post Office _____

Zip Code _____ Phone ____ - ____ - ____

Email Address _____ @ _____ . _____

1st Meeting _____ 2nd Meeting _____



Wellington Garden Club Guest Registration

Please Print

Name _____

Address _____

Post Office _____

Zip Code _____ Phone ____ - ____ - ____

Email Address _____ @ _____ . _____

1st Meeting _____ 2nd Meeting _____



Wellington Garden Club Guest Registration

Please Print

Name _____

Address _____

Post Office _____

Zip Code _____ Phone ____ - ____ - ____

Email Address _____ @ _____ . _____

1st Meeting _____ 2nd Meeting _____

General Meeting Report TEMPLATE

(Date) Membership Report

Hello members and guests,

I want to thank my wonderful membership team volunteers today.

Today we have (#) members.

Provide any membership message here.

There are (#) new members present today.

Please stand when I call your name and tell us about yourself and why you joined our club.

List new members

In addition I would like to welcome (#) guests. Please stand or wave when I call your name:

List guests

Just a reminder that if you are bringing a guest, it would be greatly appreciated if you email me your guests name so we can have the guest name tag made up ahead of time.

Also, please note that there is a suggestion box at the membership table.

Note: prior to giving report, check with new member and guest registration for new members or guests to add to the list.

After meeting, update your report with all the names and email to Recording Secretary.

Be sure to keep track of the New Members who have not yet been introduced. New member plants need to be available at the next meeting they attend.

WELLINGTON GARDEN CLUB 2018-2019 MEMBERSHIP RENEWAL FORM

PLEASE PRINT ALL INFORMATION FOR CLARITY

Name _____ Street _____ City _____

Spouse _____ Zip Code _____ Date _____

Home Phone _____ Cell _____ Email _____

Membership Type: Single \$45.00 _____ Couple \$65.00 _____

Note: Payment shall be submitted for the upcoming fiscal year beginning April 1st & no later than the May luncheon.

Renewing Members: Please submit this form with a check payable to “Wellington Garden Club” at the Membership Registration Table at the monthly members meeting or mail it to: Carol Ralph, 16785 93rd Rd, N, Loxahatchee, FL 33470.

Please circle the number below that corresponds with two (2) or more activities you would like to help with. We request that each member contribute food to two monthly meetings. If you wish to chair a committee or serve as an officer, indicate so by writing “Chair or C” or circle the Officer’s position of interest.

Civic/Community Outreach:

1. Adopt-a-Street - Pick up litter four times a year on our adopted Greenbrier Blvd. roadway
2. Community Gardening Projects-Wellington Preserve - Boys & Girls Club
3. Earth Day –Habitat for Humanity-Annual Tree planting at the Preserve
4. Biennial Garden Tour-Fundraising-locate gardens-organize-Wellington Garden Week/Day

Communication

1. Membership- organizational spreadsheets-registration-email distribution list-greeter-mentor
2. Website-Media Support-Facebook-Technology equipment set up at meetings
3. Yearbook- Publish yearbook- Newsletter – edit and format layout of five newsletters per year
4. Publicity - Write short articles, send pictures to local newspapers-Historian-keep club history, news articles, photos
5. Photography/Video – club meetings and other events for website, newsletter, and award applications
6. Artwork - Create brochures, ads, and flyers for special events, yearbook, newsletter, website

Education-Adults

1. Around & About activities-select locations and coordinate with facility, organize members visits & payment
2. Awards (Adult and Youth): organize applications for FFGC & NGC awards/grants
3. Environmental/Conservation-beach clean-ups, educational articles
4. Workshops: Floral Design-Garden Art-Tropical Short Course (January)

Education-Youth

1. College Scholarships-select and notify students
2. Camperships: Wekiva Youth Pre K-6, SEEK for High School

3. NGC/FFGC Youth Contests K-12: coordinate with teachers, students, forest rangers

4. Youth Garden Clubs K-12: coordinate with teachers, students and volunteers

Gardening:

1. Birds, Bees & Butterflies-pollinators-educate and inform

2. Horticulture - Write articles for newsletter, give five-minute talks at monthly meetings

3. Meeting Plant Raffle-Plant Sales-donations, baskets, tickets

Social Events:

1. Hospitality for monthly garden club meetings

2. Holiday Luncheon (December)

3. Spring Luncheon (May)

4. Evening Socials

Executive Committee Officer

1. President, 1st VP, 2nd VP, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding Secretary, Parliamentarian

1. What is your professional background (past and/or present)? _____

2. Would you like to host an event at your home? (i.e., New Member Reception, Evening Social) _____

3. Do you have suggestions for monthly members meeting programs/speakers? _____

4. Do you have suggestions for places to visit on our Around &ABOUTS? _____

5. Do you have suggestions for fundraisers? _____

6. Is there anything else you would like to help with? _____

7. What do you really like about garden club? _____

8. What would you like to see as an improvement to garden club? _____

9. Would you like to share any other comments or suggestions? _____

Wellington Garden Club is a 501 (c) (3) nonprofit organization. Wellington Garden Club is open to all regardless of gender, age, race, ethnicity or religion

Thank you for volunteering!

- 2 -

Thank you for renewing

Wellington Garden Club New Member Application Form



Club Year: June 1 to May 31

PLEASE PRINT IN BLOCK FORMAT

Date _____

The applicant has attended two (2) meetings

Dates _____ and _____

Title of Applicant (Circle) Ms. Mrs. Mr. Dr.

First Name(s) _____

Last Name _____

Address _____

City _____

State _____ Zip _____ (+4) _____

Home Phone _____

Cell Phone _____

Email _____

Birthday Mo/Day _____ Joined Mo/Yr _____

Master Gardener in _____ State(s)

Please complete for our records:

Title of Spouse/Partner (Circle) Ms. Mrs. Mr. Dr.

Spouse/Partner Name _____

Additional Address (Other than above):

Start Date: _____ to _____
Month Month

Address _____

City _____

State _____ Zip _____ (+4) _____

Home Phone _____

Rev. July 2018

Indicate by a check mark below which groups you pledge to participate in and support through meaningful contributions. Hospitality food donations for meetings two times per year. Go to www.wellingtongardenclub.org for more information on the club.

- _____ **Civic/Community Outreach:** Adopt-A-Street, local Gardening Projects, Earth Day, Tree Planting, Garden Tour, Fundraising, Garden Week, Habitat for Humanity
- _____ **Communication:** Membership: registration, mentors, new member receptions, Website, Social Media, Yearbook, Publicity/Promotions, Photography, Artwork
- _____ **Education-Adult:** Around & Abouts, Awards, Environment/Conservation, Workshops-Floral Design, Garden Art
- _____ **Education-Youth:** College scholarships, Camperships, NGC/FFGC Youth Contests, Youth Garden Clubs
- _____ **Gardening:** Birds, Bees & Butterflies, Horticulture, Meeting Plant Raffle & Plant Sales: Donations, Tickets, Baskets, Youth Vegetable & Plant Gardens
- _____ **Social:** Hospitality for monthly meetings, Special Luncheons: December and May, Evening Events, Summer Outings

Applicant understands membership requirements, which include active participation through willingness to work on committees, support projects, and volunteer time for general garden club work.

Applicant's Signature _____

I, the undersigned sponsor/mentor, propose the above person for membership in the Wellington Garden Club.

Sponsor/Mentor's Signature _____

Professional Background (Past or Present)

- _____ Accountant/Financial
- _____ Botanist/Naturalist
- _____ Educator
- _____ Graphic Designer/Artist/Photographer
- _____ Landscape Architect/Designer
- _____ Marketing/Sales
- _____ Public Relations/Communications
- _____ Other _____

Membership Dues:

Full Year: June 1 through May 31

_____ Single \$45.00 _____ Couple \$65.00

Partial Year: January 1 through March 31

_____ Single \$12.50 _____ Couple \$15.00

[] Check # _____ [] Cash _____

Make check payable to:

"Wellington Garden Club"

Mail application and check to:

Carol Ralph
Member Data Manager
16785 93rd Rd N
Loxahatchee, FL 33470-2770

ANNUAL MEMBERSHIP BENEFITS MAY INCLUDE:

- Monthly Club Meetings & Luncheons** (Sept.-May)
- Guest speaker each month on interesting topics
- Newsletter, Allamanda News**
- Bi-Monthly from Sept thru May
- Membership Yearbook**
- Filled with valuable information, including calendar of events, meetings, programs, and field trips
- Around & Abouts**
- Regularly scheduled field trips and visits to area parks, botanical gardens, private gardens, nature preserves, (additional fees may apply)
- Education**
- Floral Design, NGC Classes, Horticulture, Garden Art
- Subscription to Florida Gardener Magazine**
- Official magazine of the Florida Federation of Garden Clubs (FFGC).
 - District X "Blooming Tales" and NGC "Keeping in Touch" Electronic Version Newsletters

Wellington Garden Club

is a 501(c)(3) nonprofit organization
and was established January 12, 1982

Meets the first Monday of each month at
9:30 AM September through May
at

Village of Wellington Community Center
12150 Forest Hill Boulevard, Wellington,
FL 33414

Member of:
National Garden Clubs
Deep South Region
Florida Federation of Garden Clubs
District X
Mounts Botanical Garden
Wellington Chamber of Commerce

MISSION STATEMENT

To further the education of the members and the public in the fields of gardening, horticulture, botany, floral design, landscape design, environmental awareness through the conservation of natural resources, civic beautification, nature studies, and to instill in our youth the love of gardening and the respect and protection of the environment.

Wellington Garden Club is a 501(c)(3) organization. A COPY OF THE OFFICIAL REGISTRATION CH21151 AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL FREE 1-800-435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

Wellington Garden Club is open to all regardless of gender, age, race, ethnicity or religion.

Rev July 2018

The Wellington Garden Club has been an active part of Wellington and surrounding communities since 1982. We are proud of our years of service to the Florida Federation of Garden Clubs (FFGC) and the local communities and look forward to serving them for many years to come.

The Club's list of projects are numerous and include: landscape design, planting and Maintenance projects at Wellington High School, PBC High School, Boys & Girls Clubs and at the Wellington Environmental Preserve, as well as donations to the Wellington Library of garden books and/or videos.

Ongoing projects are:

Habitat for Humanity Landscaping

Wellington Area Landscaping Projects

Academic Scholarships for Horticulture
and Environmental Students

Scholarships for FFGC Youth Camp and
SEEK Environmental Conference

Youth Garden Clubs/Youth Contests

Adopt-A-Street Program

Wellington Community Outreach Events

For More Information, Contact:

Carol Coleman, President – 561-792-2290

Club Email Address:

info@wellingtongardenclub.org

Wellington Garden Club

Wellington, Florida 33414

www.wellingtongardenclub.org

Motto: "Gardening Makes a
World of Difference"



Help Promote Sound Gardening
Practices in Your Own Community

Logo Flower
Allamanda *Allamanda cathartica*
(for F. Allamand, a Dutch Professor)