

Job Description- Donations Chair- June, 2020

The funds Committee Chair reviews all requests for donations and acts as a liaison between the requesting organizations and the club. In some instances, the Chair may contact an organization to obtain a clearer understanding of their request or for additional information. All requests must be writing.

Requests are sent to Guilford Garden Club, Box 608, Guilford, CT 06437. Requests include the Name of Organization, what the project is, when it will be done and by whom, amount of money needed and when the project will be finished. Save all requests.

April

1. Design a list or chart listing the name of the requesting organization, the amount, address of the organization, and any other pertinent information. (see attached sample) Print the number of copies needed for each board attendee or email each a copy for the May board meeting.
2. Contact any organization or individual that requested a donation in the past year to determine if the organization desires to again submit a written request for a needed donation. (See email addresses on previous year's donation list).
3. Cut small papers to have available to board members when voting on donations higher than \$299.00. Have pencils available for the May meeting.
4. Prior to the board meeting ask the treasurer for a targeted amount of money budgeted for club donations.

May

1. Distribute copies of the donation list at the May Monthly Guilford Garden Club board meeting to each attendee. Donations Chair will read each request and the members will discuss the request and its requested amount.
2. Members agree on each request and the requested amount.
3. Members of the board will vote on donations more than \$299. The board may recommend a "no" or "yes" decision for each specific donation request. The Chair is responsible for providing paper and pencils for voting. Chair and Treasurer will monitor the process to ensure we stay within budgeted amount of money.
4. After the board has agreed on the yearly donations, update the list and email it to the Club president(s), Club treasurer, Club secretary, Club Yearbook chair and to any other member requesting it.
5. Give the GGC treasurer all completed donation request envelopes in order that she may write and mail a check to each recipient.

Sample:

The following organizations requested monetary donations from the Guilford Garden Club in May, 2020. The Board reviewed each request and voted at the May Board meeting.

1. Guilford Conservation Land Trust

The Guilford Conservation Land Trust, since 1965, has worked to preserve the remarkable natural features of Guilford by conserving open space. The trust is an independent organization managed and staffed entirely by volunteers. (\$150)

2. The Guilford Foundation

The Guilford Foundation provides support to over 100 non-profit agencies and organization within the Guilford community. Funds can be directed to a particular fund or to the General Fund. This year the money was directed to the Shoreline Outdoor Education Center- (\$75)

3. Audubon CT (Audubon Guilford Salt Meadows Sanctuary)

The Audubon CT is requesting donations to continue preserving the more than 600 acres of open space surrounding the Guilford Meadows Sanctuary. This is in memory of Nancy Conover. (\$175)

4. The Guilford Garden Club Scholarship (\$4,000)

The Guilford Garden Club enables a graduating Guilford senior the opportunity to apply for one of two \$2,000 scholarships. The senior shows involvement and interest in a gardening-related areas and is planning on pursuing such a program of study in college. Areas included: agronomy, botany, city planning, environmental concerns, horticulture, floriculture, landscape design and landscape management.

5. Plantings around town- Town Hall, Historic homes, post office, horse trough... (\$500)

6. Henry Whitfield Museum

The Henry Whitfield Museum is requesting an appropriation to continue its work at the museum. Michael McBride has been instrumental in helping with the development and maintenance of Rollwood Park, a Guilford Garden Club initiative. (\$300)

7. Donation to Boy Scout Troup 471

The Boy Scout Troup helps the Guilford Garden Club with moving and removing items for sale for the Guilford Boutique. (\$150)

8. Guilford Community Garden Hub @ the Medad Tavern

The Guilford Community Garden Hub provides organic gardening for Guilford residents as well as a venue for teaching students at Cox School. (\$150)

9. Dudley Farm

The Dudley Farm is a historic home, barn and garden to maintain Guilford history. (\$150)

10. Donation to St. George's Church Beautification

St. George's Church has provided us with a meeting space for monthly meetings as well as the church parish for our boutique in December. (\$250)

11. Menunkatuck Audubon Society

The Menunkatuck Audubon Society serves the towns of Madison, Guilford, Branford, East Haven, New Haven and West Haven. The Society is an advocate for local wildlife. This is in memory of Barbara Nugent, a club member. (\$250)

To support local agencies, this year the club donated to 3 groups:

12. Meals on Wheels \$500

13. Guilford Food Bank \$500

14. Women & Family Life Center \$500

Monies were not donated to the following to provide for the local agencies but have been consistently on the donation list in past years:

1. Guilford Tree Fund

The Guilford Garden Club supports the efforts of the Tree Committee to add trees in town to beautify Guilford. (\$0) No money was allocated this year but this has been in the budget since 2010.

2. Guilford Library

The Guilford Garden Club purchases books for the library pertaining to gardening and horticulture. (\$0)

3. Children's Garden

The Guilford Garden Club supports a children's garden that assists preschoolers at the Guilford Day Care to plant vegetables and maintain them during the summer. (\$0)

4. The Federated Garden Clubs of Connecticut, Inc. (This was not donated this year due to the Pandemic but monies have been allocated from 2010- this year)

The Federated Garden Club of CT is requesting donations for 3 separate projects:

- a. The annual appeal for *Garden Therapy*- provides funds for member clubs for their work in hospitals, convalescent homes, nursing homes, pediatric wards and senior citizen centers. (\$0)
- b. The annual appeal for *World Gardening* and their Scholarship program- fund to further international goodwill and understanding through various channels such as *CARE* and the *Peace Corps*. (\$0)
- c. The annual appeal for *Scholarships* provides support for students whose majors are in the *Science, Agriculture, and/or Horticulture* related fields at the *CT College or University*. Students must maintain a *3.5 GPA* and demonstrate need. (\$0)

See attached donation data sheet.