

Procedure for submitting GCFP dues and updating membership information

Barbara Brand, GCFP Financial Secretary (2023-2025)

Every year on May 1st, all garden club treasurers are sent a bill from GCFP for payment of dues for the current fiscal year (5/1 through 4/31). Please follow these steps when returning payment. The DUE DATE for returning the invoice and your check is BEFORE JUNE 15th.

1. Prepare the form:

- The 2-part form indicates the number of club members in the previous year, according to the GCFP database.
- The invoice provides a line to verify the current number of active club members as of May 1st. Confirm or correct the number of members on both copies of the form. Be sure to check with the Club president or the club membership chair for the current number.
- Annual membership is due in the amount of \$10.00 per person, regardless of their membership category – Active, Honorary, etc.. Couples are counted as 2 members.
- When new members join, their GCFP dues are to be paid based on these dates:
 - Joining May 1-- July 31 \$10.00
 - Joining August 1 – October 31 \$7.50
 - Joining November 1 – January 31 \$5.00
 - Joining February 1 – April 30th \$2.50
- Affiliate member's dues are \$35.00 per year.

2. Returning the form:

- Checks are to be made payable to "Garden Club Federation of PA" or "GCFP."
- Return the lower part of the form and a check to the address on the form, keeping the other copy for your records.
- When you send your dues check, your club should also send by email a current copy of your club's roster of members as of May 1st to the Financial Secretary and the GCFP Database Manager (email addresses below). Include name, address (9-digit zip code), phone, cell phone, and email address. (Affiliates are exempt from this provision).

3. VERY IMPORTANT: -- Updating membership information

- Membership information in the GCFP database must be kept current OR the club's liability insurance coverage and 501-c-3 status will be jeopardized.
- Notify the GCFP Financial Secretary promptly when members join so they are entered in the database as soon as possible. Use the Add Members form, and include a check for the correct dues based on the pro-rated schedule on the form. Send to the mailing address on the form
- When members change their permanent address, email or phone, add a seasonal address, or resign, and when members are deceased, send the appropriate form to the GCFP Database Manager.
- Notify the GCFP Database Manager promptly when club officers change.
- These forms can be found on the GCFP website: www.pagardens.org , "More," "Forms Library," "Club Forms": Add Members, Remove Members, Members Address Change, and Club Officers Change. .

NOTE: District dues should be sent to the District Treasurer, not to GCFP.

If you have questions, please contact the Financial Secretary (babrand@embarqmail.com) or the Database Manager (GCFPdatabasemgr@gmail.com) .

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