

DUES NOTICE
THE GARDEN CLUB OF INDIANA, INC.
2020-2021

PLEASE READ CAREFULLY

Dues for the fiscal year 2020-2021 are now payable. Please return the enclosed information form with all blanks properly filled in together with your membership roster by March 1, 2020 to the State Treasurer:

The Garden Club of Indiana, Inc.
c/o Cynthia Wright
5868 E 71st St, Suite E #136
Indianapolis, IN 46220

Include your check for dues of \$8.00 per member, made payable to THE GARDEN CLUB OF INDIANA, INC. You do not need to pay for State Life Members, but must pay for Scholarship Patrons, Gold Star Members and National Life Members.

After sending in ONE paper copy of your roster, information form and check to the treasurer, you need to send an additional copy to the Assistant Treasurer. This copy may be sent by e-mail as a PDF file (preferred) or a paper copy. The Assistant Treasurer will distribute the remaining copies to all necessary persons.

To save a document as a PDF file:

- 1. Go to the save screen for the program you are using. (In Word click on File, and then Save As or click on the disk icon with the pencil)**
- 2. Underneath the box where you would typically enter the name of the document you will see another box that will describe the type of document (for example Word)**
- 3. At the end of the box is a button to show the drop down screen. Click on it.**
- 4. Scroll down until you see PDF – click on it.**
- 5. Click on Save**

Assistant Treasurer: Julie Wells
410 W Edgewood Ave
Indianapolis, IN 46217-3739

cultivatinggardenclub@comcast.net

PLEASE FOLLOW THESE INSTRUCTIONS AS IT IS NECESSARY TO MAKE SURE THAT ALL MEMBERSHIP INFORMATION IS UP TO DATE.

The membership roster should be computer generated, typewritten or hand-printed on 8 ½ x 11” paper only. Roster may also be completed on website and printed (www.gardenclubofindiana.org)*. **When sending in additional members after this**

initial roster, always, send in a new roster with just the new member's information and always on 8 ½ x 11" paper. Also remember to have new members count towards any current awards, you also need to send the electronic copy to the Assistant Treasurer. The information page does not need to be sent in on additional rosters, but you should put your Garden Club name and district at the top of each page.

Membership Rosters should include the following information:

1. List all members' names ALPHABETICALLY by last name, NUMBERING EACH
2. Give each member's complete mailing address, including box numbers if applicable
3. Telephone number, including the area code
4. E-mail address

Make sure to verify all information with members prior to sending in especially the e-mail addresses.

5. In the left-hand margin, STAR(*) NAMES OF NEW MEMBERS.
6. In the left-hand margin, MARK "X" in column for STATE LIFE MEMBERS or Place "SLM" if using own roster
7. If husband and wife are both garden club members, LIST BOTH NAMES SEPARATELY.

Dues are due by March 1st. Clubs that have not paid by March 31st shall be considered delinquent and shall forfeit their right to have delegates at the Annual Convention. Clubs whose dues remain unpaid on June 1st shall forfeit their membership in The Garden Club of Indiana, Inc. and must apply for reinstatement.

*If accessing the forms on the website:

1. Once you have reached TGCI's website, on the left side towards the bottom will be a section called Member Info – click on it once.
2. Four new subsections will now be under Member Info. Click on Forms.
3. In the middle of the screen should now say FORMS FOR DUES and have a few forms listed underneath.
4. Dues Notice is first (which is this letter)
5. Cover letter is second – this tells us how many members and officers.
6. Roster page is next
7. Additional Roster page if more than one page is needed.