

TENNESSEE GARDEN CLUBS (TGC)



FORM F: Information about Forms (Donations, Dues, Expenses)

TGC forms are available on the www.TNgardenclubs.org website (under Resources, Forms) or from district directors, the treasurer, and others.

| Form Letters | Form Names | Purpose/Details |
|--------------|--|---|
| A1 | Donations Transmittal Sheet | List TGC donations. |
| A2 | Receipts Transmittal Sheet | List TGC Ways & Means sales and any other monetary receipts. |
| B | Expense Reimbursement Request | Request reimbursement for expenses with receipts or vouchers attached. |
| C | Membership Renewal/Dues | List memberships and dues paid. This form is filled in by the individual clubs who then send it to the district directors. Clubs send 3 copies and 1 check to the DD, who forwards the forms and checks to the treasurer and membership database chair. |
| D | New Member Notification | Add new members to Form D, unless they were included on Form C, and send 1 copy each to the DD, treasurer, and membership database chair. |
| E | Member Status Change | Make member changes (address changes or member dropped or deceased) to Form E unless those changes were included on Form C. Send 2 copies to the membership database chair. |
| F | Information about Forms | This form explains the purpose of each TGC form, with details about donations, dues, and expenses. |
| G | Affiliate Membership Application/Renewal | Fill out this form for Audubon, plant societies, ornithological societies, or other garden groups. Send 3 copies to the membership database chair. |
| H | Youth Garden Clubs Registration | Fill out this registration and dues form for garden clubs sponsoring youth garden clubs. Send 3 copies to the membership database chair. |
| I | A Guide for Garden Club Presidents | This is a guide of information for TGC presidents. |
| J | Penny Pines Donations | List donations to the NGC Penny Pines project. Send form to the TGC treasurer. |

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| Donation Funds | Recipients | Forms |
|--|--|---|
| Blue Star Memorial Markers | District director (DD) or district treasurer (DT). Note: Funds to remain in district. | A2 |
| Conservation Education | TGC treasurer | A1 |
| District Support | DD sends monies to the TGC treasurer. | A2 |
| Endowment Trust Fund (ETF) | Endowment Trust Fund chair | Endowment Trust Fund Contribution |
| Ivan Racheff House & Gardens | TGC treasurer | A1 |
| IRH&G Friends of Racheff | TGC treasurer | Friends of Racheff Enlistment |
| Land Trust/Cumberland Trail State Scenic Trail | TGC treasurer | A1 |
| National/Tennessee Natural Disasters | TGC treasurer. Clubs designate either National or the Tennessee Natural Disasters Fund. | A1 |
| NGC Permanent Home (NGC Headquarters) | DD sends new member donations to the TGC treasurer. | Add into C or use A1 with additional donations or D. |
| Penny Pines Project | TGC treasurer collects club donations for the NGC Penny Pines Project. Chair sends money to NGC. | J |
| Recognition & Remembrance Book | TGC treasurer | A1 |
| Scholarships | TGC treasurer | A1 |
| TN Executive Residence & Project | TGC treasurer | A1: Clubs can identify <i>design</i> or <i>landscape</i> for Governor's Mansion Garden Projects, if required. |

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| Expenses, Dues | Recipients | Forms |
|--|--|--|
| Calendars: NGC Vision of Beauty | District calendar chair collects orders. District treasurer sends one check for total orders to the TGC calendar chair who sends to the TGC treasurer to place order for TGC. | A2 |
| Hospitality (TGC Board Meetings) Expenses | TGC treasurer | B |
| Judges Club/Council Dues | Flower Show judges, Council treasurer | Supply list of judge names and send \$6 per judge. |
| Life Memberships (LMs) | District TGC LM chair sends forms and monies to the TGC LM chair. DSR and NGC LMs are sent directly by this chair. New LMs are reported to the DD and membership database chair. | TGC Life Membership TGC LM chair uses A2 to send monies to the TGC treasurer. |
| Membership Dues for Garden Clubs | DD sends monies to the TGC treasurer. | C |
| Membership Dues for Youth Garden Clubs (YGC) | DD from sponsoring GC sends monies to the TGC treasurer. YGC chair registers youth clubs before December 1 to qualify for youth awards and registers YGCs with TGC Awards chair. | H |
| National Affiliates/Plant Society Dues | DD sends monies to the TGC treasurer. | G |
| <i>The Volunteer Gardener (TVG)</i> Expenses | TGC treasurer | B |
| Ways & Means (District) | District Ways & Means chair sends to the DT. | W&M chair uses A2 for receipts and B for expenses. |
| Ways & Means (TGC)—Expenses | TGC treasurer | B |
| Ways & Means (TGC)—Receipts | TGC treasurer | A2 |

FORM F: Information about Forms (Donations, Dues, Expenses)

| Event Monies | Recipients | Forms |
|--|--|---|
| Conservation Camp Registration Fees | Conservation Camp treasurer | A2 |
| Conservation Camp Expense Reimbursement Request | Conservation Camp treasurer | B |
| Convention Registration Fees | Convention treasurer | A2 |
| Convention Expense Reimbursement Request | Convention treasurer | B |
| Flower Show Schools and Symposiums | Registrar for school or symposium | Refer to the TGC FS chair or the TGC website for forms. |
| Trillium Consultants Council of TGC | Registrar for Environmental, Gardening and Landscape Design schools | Refer to the TGC website for forms. |

TGC Membership Status Information

Active Member—Club pays \$7 to TGC. Receives *The Volunteer Gardener* and elects to receive a paper copy or view online.

Inactive Member—Does not pay. Does not receive *TVG* unless the garden club pays dues for the inactive member.

Life Member—Pays \$75 to TGC for a garden club member’s life membership. Receives *TVG* for life as an Active Life Member or Inactive Life Member.

New Member—Pays \$7 to TGC, plus \$1, which goes to NGC Permanent Home. New Member becomes an Active Member and receives *TVG*.

Youth Garden Clubs—Sponsoring adult garden club pays the \$7 application fee. Dues are \$10 for one year before December 1 (in order to apply for awards). Send application and dues to DDs to forward to the TGC treasurer. The YGC chair registers YGCs with the Awards chair. Youth Garden Clubs do not receive *TVG*.

Note: A *TVG* subscription is available to all others interested in TGC. Refer to any *TVG* issue.