

## TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

### FORM F: INFORMATION ABOUT FORMS (DONATIONS, DUES, EXPENSES)

TFGC forms are available on the [www.TNgardenclubs.org](http://www.TNgardenclubs.org) website (under Resources, Forms) or from district directors, the treasurer, and others.

Form Letters	Form Names	Purpose of Form/Details
A1	Donations Transmittal Sheet	With A1, list TFGC donations.
A2	Funds Collected Transmittal Sheet	With A2, list TFGC Ways & Means sales & any other monetary receipts.
B	Expense Reimbursement Request	With B, request reimbursement for expenses with receipts or vouchers attached.
C	Membership Renewal/Dues	With C, list memberships and dues paid. Individual clubs fill in this form and send on 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	With D, add new members, unless they were included on Form C. Chair sends 1 copy each to the DD, treasurer, and membership database chair.
E	Member Status Change	With E, make member changes (address changes or member dropped or deceased) unless those changes were included on Form C. Send 2 copies to the membership database chair.
F	Information about Forms	Form F explains the purpose of each TFGC form, with details about donations, dues, and expenses.
G	Affiliate Membership Application/Renewal	With G, 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	With H, fill out this registration/dues form for garden clubs sponsoring youth garden clubs. Send 3 copies to the membership database chair.
I	A Guide for Garden Club Presidents	Form I contains information for TFGC presidents.
J	Plant a Tree Donations	With J, list donations to the NGC Plant a Tree project. Send form to the TFGC treasurer.

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Donations	Recipients	Forms
Blue Star Memorial Markers	District director (DD) or district treasurer (DT). <b>NOTE:</b> Funds to remain in district.	A2
Conservation Education	TFGC treasurer	A1
District Support	DD sends monies to the TFGC treasurer.	A2
Endowment Trust Fund (ETF)	Endowment Trust Fund chair	Endowment Trust Fund Contribution
Ivan Racheff House & Gardens	TFGC treasurer	A1
IRH&G Friends of Racheff	TFGC treasurer	Friends of Racheff Enlistment
Land Trust/Cumberland Trail State Scenic Trail	TFGC treasurer	A1
National/Tennessee Natural Disasters	TFGC treasurer. Clubs designate either National or the Tennessee Natural Disasters Fund.	A1
NGC Permanent Home (NGC Headquarters)	DD sends new member donations to the TFGC treasurer.	Add into C or use A1 with additional donations or D.
Plant a Tree Project	TFGC treasurer collects club donations for the NGC Plant a Tree Project. Chair sends money to NGC.	J
Recognition & Remembrance Book	TFGC treasurer	A1
Scholarships	TFGC treasurer	A1
TN Executive Residence & Project	TFGC 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 TFGC calendar chair who sends to the TFGC treasurer to place order for TFGC.	A2
Hospitality (TFGC Board Meetings) Expenses	TFGC 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 TFGC LM chair sends forms and monies to the TFGC LM chair. DSR and NGC LMs are sent directly by this chair. New LMs are reported to the DD and membership database chair.	TFGC Life Membership  TFGC LM chair uses A2 to send monies to the TFGC treasurer.
Membership Dues for Garden Clubs	DD sends monies to the TFGC treasurer.	C
Membership Dues for Youth Garden Clubs (YGC)	DD from sponsoring GC sends monies to the TFGC treasurer. YGC chair registers youth clubs before December 1 to qualify for youth awards and registers YGCs with TFGC Awards chair.	H
National Affiliates/Plant Society Dues	DD sends monies to the TFGC treasurer.	G
<i>The Volunteer Gardener (TVG)</i> Expenses	TFGC treasurer	B
Ways & Means (District)	District Ways & Means chair sends to the District treasurer.	W&M chair uses A2 for receipts and B for expenses.
Ways & Means (TFGC)—Expenses	TFGC treasurer	B
Ways & Means (TFGC)—Receipts	TFGC 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 TFGC FS chair or the TFGC website for forms.
Trillium Consultants Council of TFGC	Registrar for Environmental, Gardening and Landscape Design schools	Refer to the TFGC website for forms.

## TFGC Membership Status Information

**Active Member**—Club pays \$10 to TFGC.

**Inactive Member**—Does not pay.

**Life Member**—Pays \$75 to TFGC for a garden club member's life membership.

**New Member**—Pays \$10 to TFGC, plus \$1, which goes to NGC Permanent Home. New Member becomes an Active Member.

**Youth Garden Clubs**—Sponsoring adult garden club pays the \$10s 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 TFGC treasurer. The YGC chair registers YGCs with the Awards chair.