

GARDEN CLUB TREASURER'S DUTIES

So you are the garden club's Treasurer. Congratulations! There are just a few things to remember as items relate to the Montana Federation of Garden Clubs, Inc. (MFGC).

Pay MFGC state club membership dues - \$10.00 per member **by June 1**. Dues are delinquent if not paid by **September 1** and names will be removed from the garden club membership list and the Montana Gardens mailing list. Along with the dues payment, send a list of paid members, their address, telephone number, and indicate if they are a Life Member. List your garden clubs new officers with their email addresses; it helps to be able to contact these members for all official correspondence. MFGC membership cards are available from the MFGC Treasurer. New members should be added as soon as possible so they are on the Montana Gardens mailing list. Membership dues for new members joining **after January 1** are \$5.00.

Notify the MFGC Treasurer and Circulation Manager of any address updates when a club member moves and when a club member passes. These can be done by email.

If your club sponsors a Junior Garden Club, fill out the JGC annual registration form (copy on the website under forms) and send along with the state dues of \$1.00 per Junior Club. Dues must be paid each year in order to be eligible for junior gardener awards and grants.

Pay district dues to the District Director/District Secretary/Treasurer if your district has a written dues policy. Do not send to the MFGC Treasurer.

AWARDS – If your garden club sponsors an award, sponsorship deposits are due to the MFGC Treasurer by May in the odd numbered years for the 2-year term cycle so it can be included in the new MFGC Directory as a monetary award.

LIFE MEMBER – For new Life Members in your garden club, send their name, address and phone number along with \$25.00 to the MFGC Treasurer.

MEMORIALS – For any memorials, send the name and the name and address of family members to the MFGC Treasurer along with which MFGC program is to receive the contribution, i.e. Awards, Judges Council, Life Member, or Endowment. If no program is indicated the contribution will go to the Endowment Fund. There are memorial/donation envelopes available to the garden clubs from the MFGC Treasurer that helps to note all the necessary information.

DONATIONS – For all donations, please indicate which program is to receive the donation, and send it to the MFGC Treasurer. A tax receipt letter will be sent to the donor.

GRANTS – Each year there are grants available to the Montana garden clubs. Be sure to check with your club president and the MFGC Directory for information.

PENNY PINES – As collections are received from your membership for the Penny Pines Program, hold the funds until they total \$68. Send to the MFGC Treasurer along with the Penny Pines Form, in duplicate, indicating which National Forest your donation is to benefit. The form is available on the MFGC website.

CERTIFICATE OF LIABILITY INSURANCE – If your garden club is to hold an event that will require a Certificate of Insurance, please give ample time before your event for the MFGC Treasurer, then the insurance agency, to respond to your request. There is a \$100 charge for each Certificate that is required for an event of your garden club.

If you have questions, please contact the MFGC Treasurer. Her contact information is on the website under "Contact Us."