

MONTANA FEDERATION OF GARDEN CLUBS, INC.

GUIDELINES

FOR

CONVENTIONS

Revised 2014

## FORWARD

CONGRATULATIONS for hosting the MFGC State Convention!

***The goals of a Montana Federation of Garden Clubs Convention are:***

- To call all members together to conduct an annual business meeting;
- To give sponsored groups and MFGC committees time to gather to further their mission;
- To offer education to MFGC members;
- To recognize members and clubs, and to present MFGC and NGC Awards; and
- To give members time to establish friendships and network together.

BE DIFFERENT if you wish. Each host is unique and each location has different things to offer in the way of speakers, workshops and tours. This manual will describe each step to consider. For a quick outline, review the following steps for hosting a MFGC convention.

- Request permission to host a State Convention at least two years ahead of time.
- Find facilities for sleeping, eating, meeting, displays and ways & means
- Ask for bids from prospective hotels for rooms, food and meeting rooms. Negotiate!
- Establish costs for the above and create a budget.
- Host Committee Chair(s) meet with hotel sales personnel for booking facilities, however, the MFGC President signs all contracts.
- Invite the state membership through printed information in Montana Gardens and on the MFGC website. The MFGC President also distributes information during the District meetings.
- State President invites NGC President or RMR Director. Their schedule most often determines the date convention will take place.
- State President will develop the business meeting agenda. The Convention Committee works closely with the President regarding the rest of the schedule.

***Please note these are guidelines. Be creative when planning. Use your imagination. Above all else, have fun planning your convention.***

This is a time for making new friends, providing the membership with educational opportunities, and making memories that will last.

Good Luck, Have Fun and **Thank You** for hosting the next MFGC Convention!

## TABLE OF CONTENTS

Forward	P. 2
Table of Contents	P. 3
Convention Committee and Chairs	P. 4
Procedure	P. 4
Convention Location	P. 5
Budget	P. 6, 7
Registration Chair	P. 7
Program Schedule Planning	P. 8
Program Chair	P. 8
Ways and Means	P. 8
Judges Council, Life Members	P. 9
Hospitality	P. 9
Table Hosts	P. 9
Pages	P. 9
Workroom	P.10
Workshops	P.10
Tours	P.10
Tote Bags	P.10
Door Prizes	P.11
Protocol and Seating	P.11
Reports	P.11
State Treasurer	P.11, 12
Post Meeting Board of Directors or Executive Committee Meeting	P.12
General Hints	P.12
Forms	P.12
Appendix A	P.13
Appendix B	P.13
Registration Report	P.14
Credentials Report	P.15
Vendor Information	P.16
Vendor Contract	p.17
Financial Report	P.18, 19
Financial Reports of Past Conventions	

## **CONVENTION COMMITTEE AND CHAIRPERSONS**

- Planning Committee – State President, Convention Chairman and Co-Chair
- Host District/Club selects Convention Chairman and Co-Chair, if any
- Convention Chairman is responsible for filing the Convention Financial Report within 25 days after conclusion of the event.
- Convention Chairman appoints the following committee chairs:  
Registration, Meals, Program, Hosts, Ways and Means, Hospitality, Publicity, Workroom, Workshops, Tours. *(These may be combined)*

## **PROCEDURE**

- State President coordinates with Convention Chairman.
- A Convention theme should be decided at once and in consultation with the State President.
- The MFGC President will invite the incoming National President to the convention held in odd numbered years. The State President, or 1<sup>st</sup> Vice President, invites the incoming National President at least two years in advance. The NGC President's availability determines the convention date that year.
- The MFGC President will invite the Rocky Mountain Regional Director to the convention held in even numbered years. The invitation is extended at least two years in advance.
- Minutes of all meetings should be given to each member of the committee so that everyone is aware of all the plans.
- The State President invites everyone involved in the program (speakers, those presiding at meals, giving invocations, welcome, time keepers, those introducing speakers, etc), OR the President may delegate this to the Convention Chairman.
- In the absence of, or if the State President delegates the responsibility, the MFCG 1<sup>st</sup> Vice-President will provide planning leadership.
- The National President or Rocky Mountain Regional Director should be notified by written invitation of the date and place of the meeting, and that the convention will pay for his/her registration, meals, and lodging expenses for a single room. If he/she is expected to speak – when and how much time will be allotted for the speech. Two months before Convention, the State President or 1<sup>st</sup> Vice President will ask for the arrival time of the National President/RMR Director and will appoint a committee or Page to meet him/her and to extend courtesies. (This is flexible)

## **CONVENTION LOCATION, NEGOTIATION, COMMUNICATION**

The Convention Chairman researches potential venues to determine availability, according to the visiting dignitary's schedule. These dates have been arranged by the State President or 1<sup>st</sup> Vice President two years ahead.

As soon as possible after dates are approved, a negotiated contract should be confirmed in writing and signed by the motel/hotel management and the MFGC President. Hotels open a business account for the event; *do not* use a personal charge account. You may apply for a business account by using former hotel venues as referrals.

The contract should include: guaranteed room prices for an open block of rooms held until a reservation cut off date (usually three weeks before the Convention); definite rooms assigned for every function; and complimentary rooms for the MFGC President and visiting dignitary. It is important to negotiate the number of complimentary rooms before the contract is signed. At times, a complimentary room for the Convention Chairman can be negotiated, too (if this is an out-of-town event for that Chairman).

Because MFGC conventions usually fill 35 hotel rooms and generate a large food and drink profit for the hotel, the Convention Chairman may be able to negotiate a reduced price for other MFGC Officers (1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Parliamentarian, Recording Secretary). When negotiating the contract, ask that rooms for these five officers be available at a discount (30 to 50% off). The hotel may not be able to justify that discount, but be aware that the actual cost to a hotel for a lodging room is about 25% of the published room price. *Room prices are negotiable, but **do not guarantee** the hotel any minimum amount of rooms to be rented by our members.*

Definite prices for food (breakfasts, luncheons, banquets, receptions), technical equipment, and room and bar set up charges should be established at the same time, if possible, to allow for negotiation. Make all requests for menu items now, i.e. desserts, fresh vegetables/fruit, and beverages. All items should be confirmed in writing.

Cut off dates for room reservations should be established and published in the Montana Gardens and MFGC website and on the registration form.

Motel/Hotel management expects the Convention Chairman to provide instructions for every function, with details of time, room size request, placement of tables, color of tablecloths and napkins; expected attendance and property requirements like electrical outlets, screens, podiums, microphones, etc.

Prior to each meal the Committee must furnish the number to be served, at the appropriate date requested by the hotel. Make sure that the registration form states a non-refundable meal policy about 10-14 days before Convention.

## **ESTABLISH A BUDGET**

1. Advance. The State Treasurer will advance \$300.00 to the Convention Chairman, if requested. This money is to be used to open a checking account and pay deposits, if necessary. The money is to be returned to MFGC State Treasurer at the final accounting of the convention.
2. Convention Funds. This is the money received from Registration fees, meal fees, and tour/transportation fees (if charged).

### **Convention Funds will pay for:**

- Cost of meals and gratuities charged by the hotel.
- Meeting room set up and technical equipment.
- A single room, registration and meals (except the Life Members and Judges Council events) for the State President. Most hotels/motels will furnish complimentary room or rooms, based on the number of guests attending and the meals served. See “Convention Location” above. Complimentary rooms are to be negotiated with the hotel.
- Room, registration and all meals for the NGC President or RMR Director.
- Registration expenses, including office supplies, postage, badges, etc.
- Program printing.
- Hostess gifts – fruit/snack baskets or flowers should be in the rooms of the State President and visiting dignitary when they arrive.
- A reasonable amount for a reception honoring visiting dignitaries (and incoming officers in the odd numbered years).
- Arrangers’ and speakers’ fees. The number of speakers and their fees must be approved by the Convention Chairman to be sure the amounts are included in the budget (see “Appendix A and B”).
- It is highly recommended that the Convention Chairman have a secure room set aside for Convention Headquarters/Workroom and storage. This may be provided free of charge by the hotel, if requested.

### **Convention funds will not pay for:**

- Table decorations, favors, and entertainment. These items are the responsibility of the Club/District hosting the event.
- Courtesy gifts or accessories in excess of those stated above.
- Tote bags or items to go into them other than the program.
- The clubs in the hosting district should be asked to supply at least one door prize, if the Chairman wishes to give them. Donations from businesses or other individuals should be accepted and encouraged.

- The State President's (current, incoming or out going) gift of music or entertainment IF it is a special request of that individual. The State President will pay for this and any items for the installation.

3. Registration Fee. Determined by the Convention Chairman in consultation with the State President. See Appendix A for sample of computing the registration fee. Set a cut off date for members cancelling less than two weeks prior to the beginning of the Convention and publish the non-refund policy on the Registration form. Every MFGC member (except the MFGC President) who attends any convention function must pay a registration fee. Non-member guests or spouses attending a meal function may be admitted without paying a Registration fee.

A deadline for pre-registration is printed in Montana Gardens and on the Registration Form. A late registration fee (determined by the committee) will be imposed for those not meeting the deadline.

4. Cost of Meals. Determined by menus plus gratuities as arranged with the hotel/caterer. Special dietary restrictions can be handled ahead of time with the hotel. See Appendix B for method of computing meal charges.

## **REGISTRATION CHAIRMAN**

### **The Registration Chair has the following duties:**

- Responsible for all monies of the Convention. He/she will open a checking account for the Convention.
- Be responsible for name tags, ribbons for officers attending or other means of identification, meal tickets or paid meal identifications, distribution of programs and tote bags. Have adequate helpers (2 recommended) on duty at all times at the Registration tables.
- Assures the name tags clearly indicate those persons who are voting delegates.
- Refund registration fees for those who are unable to attend after sending in registration if they have notified the Registration Chairperson at least two weeks prior to the beginning of the convention.
- With the Convention Chairman, create and send a detailed financial report (blank form attached here) to the State Treasurer and remit the balance of funds left in the convention account within 25 days after the conclusion of convention. A copy of the financial report will also be sent to the State President. The financial report, including the cost of meals, attendance, and any other usable information should be attached to these Guidelines by the State Treasurer or Recording Secretary.
- Will calculate and present the registration report to the general assembly at the beginning and conclusion of the Convention. The State Corresponding Secretary is responsible for the credentials report. See the Forms attached.

## PROGRAM / SCHEDULE PLANNING

- The State President and Convention Chairman work together in planning the program. A suggested list of speakers and entertainment, including their topic and fee should be given to the President.
- A written contract should be created regarding speaking time, fees, transportation, accommodations and what properties and/or supplies are needed. Consider requesting a MFGC Endowment Fund grant, if available, to cover any costs.
- Introductions of speakers should be brief. A short bio of the speaker should be developed for the committee and President in advance, and published in the spring issue of Montana Gardens with other Convention information.

## PROGRAM CHAIRPERSON

- Will design a cover, arrange for printing and assemble the program. It will include: Rules Governing the Convention, Convention Chairman; Host District and/or Clubs, dates, schedule and location of the business meeting and events, place/time of Registration, speakers' names, workshops, tours, themes for meals and locations, thank you's and acknowledgment of donations. Ask the State President for the Guidelines outlined in the NGC Leadership Manual.
- Consider requesting advertising from appropriate local or state businesses to cover the cost of printing. Review previous programs for advertising partners.
- Will develop with the President a time line listing events and allotted times for each event, speaker, and comfort breaks, etc. Copies of the time line will be given to chairpersons, president and time keepers.

## WAYS AND MEANS

- Each club is asked (in the Montana Gardens Spring Convention issue) to donate one or more items for the sale table. Unless needed to fund unforeseen Convention expenses which result in an overall loss to MFGC, 100% of the Ways and Means profits will be retained by the host club(s). If Ways and Means items are not sold, clubs who donated the items may pick them up at the end of the convention. Remaining items may be retained for the host club's use.
- Vendors are allowed at the convention at the discretion of the Committee and State President. The vendor fee is 15% of their gross sales. The Ways and Means Chairman will make sure the fee is given to the State Treasurer before the vendor leaves the Convention venue. This fee will appear on the financial statement under Convention Income. The vendor form is attached. **This is a legal document; make sure the Vendor signs it before set up.**

## **JUDGES COUNCIL AND LIFE MEMBERS**

- Chairmen of Judges Council and Life Members should contact the Convention Chairs during the early planning stage of convention (two years prior to the date) as to any requirements necessary for an event for their group. The Judges Council Chairman and/or the Life Member Chairman have the freedom to determine what the event will include (meal, education, tour, fund raiser, etc.) The JC Chair and/or LM Chair will include preferred time, space requirements, meal menu, entertainment, setup, sound equipment, piano, extra tables, etc. well before the convention to facilitate arrangements with the hotel. These events may take place off hotel premises but the Convention Chairman has to be notified of the details during the hotel contract negotiation phase of planning (**two years prior to the event**). Chairs should also make special requests for their banquet or event.
- Any special equipment, meals, gratuities, speakers, entertainment, set-up etc. is paid for by the group and does not come out of Convention expenses. The State President should be invited as a guest to these events. The profit, if any, from these events is credited to the appropriate group after the Financial Report has been submitted to the State Treasurer. (See the sample Financial Report attached.)

## **HOSPITALITY**

- The Hospitality Chairperson is in charge of the United States Flag which should be present at all functions and be placed to the speaker's right (left side as you are looking at the podium).
- He/she is also responsible for the Montana State Flag, lectern, microphones, projector, screen and equipment; coffee breaks, water pitchers and glasses.

## **TABLE HOSTS (Optional)**

- If possible a member of the host group should be seated at each table for luncheons and banquets. Each host/hostess should introduce herself/himself to the others at the table, make them feel welcome and assist others needing help finding tables or available seating.

## **PAGES**

- It is customary for members of the Host District/Club(s) to serve as pages because they know the area and can be of help to visiting dignitaries. The State President may wish to choose his/her own page.
- Pages should be provided for the National President and/or Regional Director when in attendance. Pages should be available at all times and should sit with

her/him during meetings and be available when he/she is on the podium. The page should know the room number of the NP or RD and they should also provide the dignitary with their room # and phone#.

- The State President's page should sit in front of the podium to be available to run errands, pass out papers, etc.

### **WORKROOM**

- A secure workroom should be provided for those preparing table decorations, programs and storage. Table space, water, etc. are necessary.

### **WORKSHOPS**

- Workshops may be scheduled during free time. They may be repeated so that people may attend more than one.
- Ample space and set up prior to the workshop is a must.
- Allow time for Q & A and "travel time" between workshops.
- You may set up events for those not attending meetings (spouses, guests, etc.)

### **TOURS**

- Chairman should be familiar with the tour area.
- Pre-registration is a must to insure adequate transportation.
- Be sure to check with Tour Company regarding any excess charges (travel time from bus barn to hotel and back, etc.) Include all expenses when setting the cost of the tour.
- All tours and fees should be included in the Montana Gardens convention registration issue.
- Sometimes vans may be more economical than busses.

### **TOTE BAGS (OPTIONAL)**

- Should be handed out at registration.
- Should include pen or pencil and pad.
- Collect "free" items from local businesses to include in bag. Request of donated items of a "gardening" nature is encouraged. Please be mindful of the actual need for the included items. Instead of giving every member maps or other items, they may be placed on the Registration table for pick up to reduce waste.
- Local merchant or chamber of commerce, etc. may furnish bag.

### **DOOR PRIZES (OPTIONAL)**

- Furnished by host district, merchants or individuals.

### **PROTOCOL AND SEATING**

- State Protocol Chair is the Parliamentarian or his/her designee.
- State President designates which groups and members will be honored at meals. Reserved tables will be set aside for these members.
- Protocol Chair notifies honorees, supervises seating and provides for place cards at all events except events hosted by Judges Council and Life Members (either makes them or requests the committee to make them). Protocol Chair furnishes Convention Committee and person presiding at each event with list of seating arrangements for each meeting and meal. The person presiding will use the list for introductions.
- Protocol Chair also plans receiving lines at receptions.
- Chair may request host group make place cards.

### **REPORTS**

- State Officers, District Directors, Club Presidents and State Chairmen shall give reports.
- Each report is limited to 3 minutes (or as designated by the State President in consultation with the State Parliamentarian).
- Copies of reports should be given to Recording Secretary, District Director and State President. The President may request that copies of reports be pre-filed electronically.
- Club President reports should include major club projects, outstanding speakers, participation in MFGC, RMR and NGC projects, and info that would be useful to other clubs (fund raising, tours).

### **STATE TREASURER**

- Will advance \$ 300.00 to Convention Chair, if requested.
- Will purchase gift for National President / Regional Director when attending and gift for State President at the end of his/her term. (Money will come from the General Fund).
- Registration and meals for State President and visiting dignitary are to be budgeted within the convention funds, not taken from the General Fund.

- Reimburse registration and meal fees (excluding Life members and Judges Council meals/events) for State Officers and District Directors.
- The National Garden Club Scholarship Winner should be invited to one of the meal events at Convention. If the Winner does attend, the cost should be absorbed into the cost of that meal. Winner's parents may attend and charged the price of the meal (no registration fee).
- The Life Members Scholarship Winner should be invited to the Life Members event at Convention. The cost of any meal provided to the Winner should be deducted from proceeds of the Life Members event/fund raiser.

### **POST BOARD OF DIRECTORS or EXECUTIVE COMMITTEE MEETING**

- Always convened in an installation year. The incoming State President will preside, and (1) call for an Open Warrant to pay the balance of Convention expenses, when necessary, and (2) conduct other business as necessary to begin the new administration.

### **GENERAL HINTS**

- Start planning as soon as possible. After the date is determined, start getting bids, reserve the facilities for a specific date, and negotiate the contract.
- Appoint all chairpersons as soon as possible. Keep in touch frequently and encourage them. E-mail works well, keeps everyone in the loop.
- Be prepared for the unexpected – e.g. speakers who cancel at the last minute. Be flexible and have backup plans.
- Draw floor plans ahead of time, copies to hotel and chairpersons.
- The MFGC President and Executive Committee may conduct a fundraiser for the credit to the MFGC General Fund. Previous fundraisers have been raffles, auctions, basket sales, NGC calendar and state pin sales. Consult for space requirements.
- All arrangements, complaints or changes should be handled through the Convention Chairs. The Convention Chairman should be the only contact with the hotel to avoid confusion and extra costs.
- Have deadlines for committee chairs and make sure they are met.

### **FORMS**

- Useful planning forms are attached.
- A statistical report and detailed financial report should be attached to these Guidelines following the convention. This will be passed on to the next convention committee for reference.

**APPENDIX A Computing Registration Fee (a minimum of \$20 should be charged)**

**Estimated Expenses divided by Estimated No. of Attendees = Registration Fee**

Example: Expected expenses include items such as:

Registration materials, badges, postage, etc.	\$100
Programs – printing	300
Convention Workroom (may be provided free of charge)	200
Ways and Means Room (may be provided free of charge)	200
Guest Rooms (NGC President, RMR Director etc.)	<u>1000*</u>
(*Note: Complimentary rooms should be negotiated in the contract and be free of charge)	
	Total \$1800
1800 divide by # of attendees (80) = \$22.50	\$ 23 fee

**APPENDIX B Computing Meal Prices**

**Cost of Meal plus gratuity = *cost to the convention***  
**Number of complimentary meals @ *cost to the convention***  
**(*dignitaries and NGC Scholarship winner*)**  
**Expenses such as a speaker or entertainment, etc.**

**Add these together for total then divide by number of people expected to get the extra assessment.**

**Add the extra assessment to the *cost to the convention* to get individual cost for each meal. Round up to the nearest dollar for easier bookkeeping.**

Example:

Meal + gratuity = \$18 x 18% gratuity = \$21.24 (round up to \$22 x 80)	=	\$1760
Complimentary meals 2 x \$22 (add one more meal for scholarship winner)	=	44
This includes the MFGC president, NGC president or RMR director.		
Expenses, entertainment, speaker	=	<u>275</u>
Total of all above expenses		\$2079

Divided by 80 (estimated attendees) = \$25.98, round to \$26.00 cost/person for the meal

Note: Chairmen of Life Members and Judges Council will compute the fee charged for their meal function, if any.

**REGISTRATION REPORT  
MONTANA FEDERATION OF GARDEN CLUBS, INC.**

	(location and date)
Montana State President	_____
Past State Presidents	_____
State Officers	_____
District Directors	_____
Club Presidents	_____
State Chairmen	_____
Delegates	_____
National Garden Club President	_____
Regional Director	_____
National Board Members	_____
Regional Board Members	_____
State Life Members	_____
National Life Members	_____
Club Members	_____
Alternate Delegates	_____
Flower Show Judges	_____
Student Flower Show Judges	_____
Landscape Design Consultants	_____
Student Landscape Design Cons.	_____
Guests	_____
 <b>Minus Duplication</b>	 _____
 <b>Total MFGC Members Attending</b>	 _____
 <b>Total Guests and non MFGC Members</b>	 _____

\*A registration report is a combination of those who are eligible to vote and non-voting members, spouses, and guests.

**CREDENTIALS REPORT**

**MONTANA FEDERATION OF GARDEN CLUBS, INC.**

\_\_\_\_\_ (location and date)

<b>Elected Officers</b>	_____
<b>Appointed Officers</b>	_____
<b>District Directors</b>	_____
<b>Past State Presidents</b>	_____
<b>State Chairmen</b>	_____
<b>Club Presidents (or Proxy)</b>	_____
<b>Delegates</b>	_____
<b>Total</b>	_____

**Duplications (subtract from total)** \_\_\_\_\_

**Voting Strength** \_\_\_\_\_

**\* A credentials report is adopted by a majority vote of the assembly and reflects those who are eligible to vote at this convention.**

**MONTANA FEDERATION OF GARDEN CLUBS**

**\_\_\_ STATE CONVENTION**

**VENDOR'S INFORMATION FORM for CONVENTION CHAIRMAN**

**Vendor's Name**

**Contact Person**

**Address**

**Phone Number**

**Cell Phone**

**Dates**

**Location**

**Set up Display Time**

**Set Up Display Location**

**Display Removal Time**

**Manned Display**

**Un-manned Display**

**MONTANA FEDERATION OF GARDEN CLUBS, INC.**

**VENDOR AGREEMENT**

**This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Between Montana Federation of Garden Clubs, Inc. (MFGC) and  
\_\_\_\_\_ Vendor.**

**For and in consideration of MFGC providing Vendor space for sale of Vendor's  
wares at \_\_\_\_\_(event name & date),  
Vendor agrees to pay MFGC 15% of Vendor's gross receipts at this venue,  
Payable to MFGC's treasurer prior to Vendor's departure from the venue.**

**Vendor agrees to bear at its own expense, any costs charged by the convention  
venue for tables, security, electricity, etc.**

**Vendor acknowledges, agrees and hereby releases and discharges MFGC and the  
convention venue for any lost, stolen or damaged items, such loss or damage  
being the sole responsibility of the Vendor. Further, Vendor assumes and agrees  
to hold MFGC and convention venue harmless from any liability, injury or damage  
to person or property arising out of vendor's activities pursuant to this  
Agreement.**

**In witness whereof, the parties have signed this Agreement effective on the  
date above written.**

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**MFGC Chairman**

CONVENTION FINANCIAL REPORT— MONTANA FED. OF GARDEN CLUBS, INC.

\_\_\_\_\_ (location and date)

Statistics

Total MFGC members registered \_\_\_\_\_  
Total number of guests \_\_\_\_\_  
Total number attending \_\_\_\_\_

Event Attendance

Breakfast \_\_\_\_\_ people \_\_\_\_\_ meal charge  
Life Members Function \_\_\_\_\_ people \_\_\_\_\_ meal charge  
Lunch Friday \_\_\_\_\_ people \_\_\_\_\_ meal charge  
Lunch Saturday \_\_\_\_\_ people \_\_\_\_\_ meal charge  
Tour \_\_\_\_\_ people \_\_\_\_\_ tour charge  
Saturday Evening Function \_\_\_\_\_ people \_\_\_\_\_ meal charge  
Other (Judges Council Function, etc.) \_\_\_\_\_

In Kind Donations—please list items and company that donated items. This information helps future committees plan.

Income:

MFGC advance (if received) \$ \_\_\_\_\_  
Registration \$ \_\_\_\_\_/person \$ \_\_\_\_\_  
Meal Fees \$ \_\_\_\_\_  
Fundraising  
    Auction \$ \_\_\_\_\_  
    Raffle \$ \_\_\_\_\_  
    Vendors \$ \_\_\_\_\_  
    Advertising \$ \_\_\_\_\_  
    Cash Donations \$ \_\_\_\_\_  
Miscellaneous \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL INCOME: \$ \_\_\_\_\_

**Disbursements**

Refunds \$ \_\_\_\_\_  
 Hotel Meal and Beverage Charges \$ \_\_\_\_\_  
 Technical Equipment and Meeting Room Charge \$ \_\_\_\_\_  
 Tour \$ \_\_\_\_\_  
 Entertainment \$ \_\_\_\_\_  
 Other (list) \$ \_\_\_\_\_

**Convention Event Expenses**

Program Printing \$ \_\_\_\_\_  
 Workshop Expenses \$ \_\_\_\_\_  
 Speaker Honorariums \$ \_\_\_\_\_  
 Registration Committee Costs \$ \_\_\_\_\_  
 Dignitary Room Baskets \$ \_\_\_\_\_  
 Flowers (honor designs) \$ \_\_\_\_\_  
 Reception \$ \_\_\_\_\_  
 Refund MFGC Advance \$ \_\_\_\_\_  
 Other (list) \$ \_\_\_\_\_

**Total Disbursements** \$ \_\_\_\_\_

**TOTAL PROFIT or LOSS** \$ \_\_\_\_\_

PLEASE SEND THE ORIGINAL OF THIS FORM WITH A CHECK FOR THE PROFIT TO THE MFGC TREASURER WITHIN 25 DAYS OF CONVENTION. PLEASE SEND OR EMAIL A COPY OF THE REPORT TO THE MFGC PRESIDENT AND ONE TO THE RECORDING SECRETARY TO BE FILED WITH THE CONVENTION GUIDELINES.

**FOR INFORMATION ONLY**

LIFE MEMBER FUNCTION / FUNDRAISING REPORT: (IF JUDGES COUNCIL HELD A FUNCTION, PLEASE ATTACH THE SAME INFO)

Dinner Income \$ \_\_\_\_\_  
 Fundraising Income \$ \_\_\_\_\_  
 Donations \$ \_\_\_\_\_  
 Dinner Cost \$ \_\_\_\_\_  
 Entertainment or other \$ \_\_\_\_\_  
 Decorations \$ \_\_\_\_\_

Total Income: \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Net Income \$ \_\_\_\_\_

**HOST CLUB WAYS AND MEANS: \***

Income \$ \_\_\_\_\_  
 Expenses \$ \_\_\_\_\_

Net Income \$ \_\_\_\_\_

\* MFGC policies (2010) state: "Each club is requested to donate one or more items (new or used) to be sold at the Ways and Means table during Conventions, Fall Board and District meetings. The host club may request donation of specific kinds of items. Any profit from Ways and Means items sold at Convention or Fall Board will remain with the host club(s) as long as all the costs of the function are paid.

FINAL REPORT OF 76<sup>th</sup> MFGC CONVENTION

Helena, Montana - June 28-29, 2013

Montana's Treasures

Hosted by Townsend Garden Club

**Statistics**

Total MFGC members registered	<u>99</u>
Total number of guests	<u>12</u>
Total number of people	<u>111</u>

**Event attendance**

Morning coffee		\$ 45.00
Friday Lunch	<u>84 people</u>	<u>9.25</u>
Life Members Dinner	<u>70 people</u>	<u>17.95</u>
Saturday Luncheon	<u>87 people</u>	<u>10.00</u>
Saturday Banquet	<u>85 people</u>	<u>16.95</u>
cake		<u>35.98</u>

+15% gratuity

5105.45

**Income**

Registration, Fees	\$8152.88	
MFGC Advance	\$ <u>0.00</u>	
Fundraising:		
Silent Auction	\$ <u>360.00</u>	
Raffles	\$ <u>1251.60</u>	<i>(conducted @ District mtgs.)</i>
Vendors	\$ <u>0</u>	
Advertising	\$ <u>110.00</u>	<i>(+ unknown amount for Tizer's Program Ad)</i>
Donations	\$ <u>50.00</u>	Total \$ <u>0.00</u>

Miscellaneous \$ 0.00

**Total Income** \$ 9824.48

**Disbursements**

Refunds	\$ <u>121.00</u>
Hotel meals,	\$ <u>5,105.45</u>
meeting rooms equipment, etc.	\$ <u>0</u>
Entertainment	\$ <u>0</u>
Convention Expenses:	
Printing of Program	\$ <u>201.96</u>
Speakers	\$ <u>200.00</u>
Gift baskets	\$ <u>41.70</u>
Flowers	\$ <u>46.00</u>
Name tags	\$ <u>117.47</u>

**Total Disbursements** \$ 5833.58

**TOTAL PROFIT/LOSS FROM STATE CONVENTION** \$ 3990.90

{continued} 76<sup>th</sup> convention 2013

FOR INFORMATION ONLY

Life members:

<u>Dinner income</u>	<u>\$1725.00</u>		
<u>Fundraiser income</u>	<u>\$ 0</u>		
<u>Donations</u>	<u>\$ 0</u>	Total Income	<u>\$ 1725.00</u>
<u>Dinner Cost + Gratuity</u>	<u>\$1466.15</u>		
<u>Entertainment</u>	<u>\$ 150.00</u>		
<u>Decorations</u>	<u>\$ 82.69</u>	Total Expenses	<u>\$1698.84</u>
		Net Income	<u>\$ 26.16</u>

Host Club's

Ways and Means:

<u>Income</u>	<u>\$ 442.00</u>		
<u>Expenses</u>	<u>\$ 0</u>		
		Net Income	<u>\$ 442.00</u>

FINAL REPORT OF 75<sup>TH</sup> MFGC CONVENTION  
Bozeman, Montana  
June 21-23, 2012

Statistics

Total MFGC members registered	106
Total number of guests	9
Total number of people attending	115

Event Attendance

Breakfast	<u>59</u> people	<u>9.00/meal</u> <i>coffee</i>
Life Members Dinner	<u>65</u> people	16.00/meal
Lunch and Tour	<u>92</u> people	8.00/meal
Awards Luncheon	<u>82</u> people	10.00/meal
Installation Banquet	<u>71</u> people	31.00/meal

In Kind Donations

The Lazy B	GEGC Barbeque	Centerpieces for tables:
Target · gift card	GEGC Baked Goods	Helena Garden Club
1000 Gardens · seeds	GEGC Flowers	Big Timber Hoe & Hope Garden Club
Cashman Nursery		Great Falls Garden Club
Vendor Donation to silent auction		Dearborn Garden Club
National President Honor Design · Vicky Barbieri		
National President Welcome Basket · Cindy Carlton		
First Security Bank · note pad paper		
Security Title · pens		

Income

Registration, Fees and \$300 MFGC Advance    \$ 9480.50

Fundraising:

Silent Auction	\$ <u>708.00</u>	
Raffles	\$ _____	
Vendors	\$ <u>171.00</u>	
Advertising	\$ <u>480.00</u>	
Donations*	\$ <u>110.50</u>	Total    \$ <u>1469.50</u>

Miscellaneous    \* Margaret Yaw Ikebana design items    \$ 50.00

Total Income    \$ 11,000.00

Disbursements

Refunds		\$ 152.50	
Hotel meals, meeting rooms, equipment, etc.		\$ 6830.64	
Tour (bus cost)		\$ 376.12	
Entertainment		\$ 275.00	< banquet 200.- life members 75.-

Convention Expenses:

Printing	\$ 291.95	
Workshop Expenses	\$ 52.00	Ikabana
Gifts	\$ 425.00	25.- to each of 5 speakers + \$100 to each of these nonprofits:
Flowers	\$ 38.40	MFGC President Honor design
Registration & Publicity	\$ 41.55	Gallatin Rest Home
Refund MFGC Advance	\$ 300.00	Tinsley Homestead
Other	\$ 8.91	"Bob" the Bus
<b>Total</b>	<b>\$ 1157.81</b>	

Total Disbursements \$ 8792.07

**TOTAL PROFIT/LOSS FROM STATE CONVENTION** \$ 2207.93

PLEASE SEND THE ORIGINAL OF THIS FORM WITH A CHECK FOR THE PROFIT TO THE MFGC TREASURER WITHIN 25 DAYS OF CONVENTION. PLEASE SEND A COPY OF THE REPORT TO THE PRESIDENT AND ONE TO THE RECORDING SECRETARY TO BE FILED WITH THE CONVENTION GUIDELINES.

FOR INFORMATION ONLY

Life Members:

Dinner Income	\$ 1300.00	
Raffle Income	\$ 306.00	
Donations	\$ 80.00	Total Income \$ 1686.00
Dinner Cost	\$ 1040.00	
Entertainment	\$ 75.00	
Decorations	\$	Total Expenses \$ 1115.00
		Net Income \$ 571.00

Ways and Means:

Income	\$ 962.60	
Expenses	\$ 176.99	
		Net Income \$ 785.61

**FINAL REPORT OF 2011 MFGC CONVENTION**

**Havre, MT  
June 9-11, 2011**

*Hosted by Chester G.C.*

**Statistics**

Total MFGC members registered—	90
Total Number of Guests—	9
Total Number of people attending	99

**Event Attendance**

Life Members Dinner	75
Tour & Box Lunch	66
Awards Luncheon	88
Installation Banquet	88
Silent Auction	

**Income**

Registration Fees	\$7,696.00	
MFG Advance	\$ 300.00	
Ways & Means	\$ 104.00	
Silent Auction	\$ 769.00	
Vendor	\$ 58.00	
Service Reversal Fee	\$ 8.00	
<b>Total Income from Convention</b>		<b><u>\$8,935.00</u></b>

**Disbursements**

Refunds		<u>\$ 434.00</u>
Meals and Tour:		<u>\$4,753.09</u>
Box Lunch (Fort Assiniboine Tour)	\$ 540.60	
Life Members Dinner (18%)	\$ 899.25 + \$162.00 gratuity	
Awards Luncheon (15%)	\$ 879.12 + \$132.00 gratuity	
Banquet (18%)	\$1,583.12 + \$285.00 gratuity	
Fort Assiniboine Tour	\$ 272.00	
Motel Room:		<u>\$528.84</u>
Western Regional Director (Terry Kroke)	\$265.86	
Montana Federation President (Norm DeNeal)	\$262.98	
Ways & Means: to Chester Garden Club		<u>\$104.00</u>
Convention Expenses (envelopes, postage, name badges, and program booklet)		<u>\$133.65</u>
Bank Charges (Service Fees an Checks)		<u>\$ 64.95</u>
Refund to MFGC for Advance (if received)		<u>\$ 300.00</u>
<b>Total Disbursements from Convention</b>		<b><u>\$6,318.53</u></b>

**TOTAL PROFIT /LOSS FROM STATE CONVENION**

(checking account shows \$2,916.47- check for \$300.00 advance  
not wrote to MFGC--Given in rest of check.)

**\$2,616.47**

77TH STATE CONVENTION MONTANA FEDERATION OF GARDEN CLUBS

*Billings MT 2014*

Statistics	
Total MFGC members registered	84
Total number of guests	3
Total Number of People Attending	87

Event Attendance	
Friday Lunch	73
Friday Life Member Dinner	64
Saturday Lunch	77
Saturday Awards Dinner	78

Monetary and In Kind Donations

Diana Halvorson  
 Arthur Fink  
 Club Spa Baskets  
 Betty Furgason  
 Ruth Towe  
 Chickadee Tweets  
 Joyce Hendricks  
 Denise Fink

Income	
Registration Fees	\$ 7,901.00
Fundraising:	
Club Spa Baskets	\$ 292.00
Vendor Percentage	\$ 192.77
Grant for speakers	Funds kept at state level
<b>TOTAL INCOME</b>	<b>\$ 8,385.67</b>

Disbursements	
Refunds	\$ 446.00 <i>-2 WAO</i>
Hotel Meals	\$ 6,016.17
Rooms	\$ 502.20
	\$ 947.54 Friday Lunch
	\$ 1,544.38 Friday Life Member Dinner
	\$ 1,131.21 Saturday Lunch
	\$ 2,393.04 Saturday Awards Dinner
	\$ 6,016.17 Total Meals

Convention Expenses:	
Printing	\$ 134.10
Workshop Expenses	\$ 200.00 <i>(which speakers for what)</i>
Gifts	\$ -
Flowers	\$ -
Registration & Publicity	\$ 36.58
Other	\$ 118.00 (returned check)
<b>TOTAL EXPENSES</b>	<b>\$ 7,453.05</b>

**TOTAL PROFIT/LOSS FROM STATE CONVENTION** **\$ 932.62**

INFORMATION ONLY

Life Members	
Dinner Income	\$ 1,650.00
Dinner Raffel	\$ -
Dontations	\$ -
	Total Income \$ 1,650.00

Dinner Cost	\$ 1,544.38
Entertainment	\$ -
Decorations	\$ -
	Total Expenses \$ 1,544.38
	Net Income \$ 105.62

Ways & Means	
Donation <i>(KNIVES COMPANY)</i>	\$200.00
Income	\$661.72
Expenses	-\$254.99
	Net Income \$606.73

77TH STATE CONVENTION MONTANA FEDERATION OF GARDEN CLUBS

*Billings MT 2014*

Statistics	
Total MFGC members registered	84
Total number of guests	3
Total Number of People Attending	87

Event Attendance	
Friday Lunch	73
Friday Life Member Dinner	64
Saturday Lunch	77
Saturday Awards Dinner	78

Monetary and In Kind Donations

Diana Halvorson  
 Arthur Fink  
 Club Spa Baskets  
 Betty Furgason  
 Ruth Towe  
 Chickadee Tweets  
 Joyce Hendricks  
 Denise Fink

Income	
Registration Fees	\$ 7,901.00
Fundraising:	
Club Spa Baskets	\$ 292.00
Vendor Percentage	\$ 192.67
Grant for speakers	Funds kept at state level
<b>TOTAL INCOME</b>	<b>\$ 8,385.67</b>

Disbursements	
Refunds	\$ 446.00 <i>-2 WAD</i>
Hotel Meals	\$ 6,016.17
Rooms	\$ 502.20
	\$ 947.54 Friday Lunch
	\$ 1,544.38 Friday Life Member Dinner
	\$ 1,131.21 Saturday Lunch
	\$ 2,393.04 Saturday Awards Dinner
	\$ 6,016.17 Total Meals

Convention Expenses:	
Printing	\$ 134.10
Workshop Expenses	\$ 200.00 <i>(which speaker for what)</i>
Gifts	\$ -
Flowers	\$ -
Registration & Publicity	\$ 36.58
Other	\$ 118.00 (returned check)
<b>TOTAL EXPENSES</b>	<b>\$ 7,453.05</b>

**TOTAL PROFIT/LOSS FROM STATE CONVENTION \$ 932.62**

INFORMATION ONLY

Life Members	
Dinner Income	\$ 1,650.00
Dinner Raffel	\$ -
Donations	\$ - Total Income \$ 1,650.00

Dinner Cost	\$ 1,544.38
Entertainment	\$ -
Decorations	\$ - Total Expenses \$ 1,544.38
	Net Income \$ 105.62

Ways & Means	
Donation <i>(KWIFES COMPANY)</i>	\$200.00
Income	\$661.72
Expenses	-\$254.99
<b>Net Income</b>	<b>\$606.73</b>

# FINAL REPORT OF 78<sup>TH</sup> MONTANA FEDERATION OF GARDEN CLUBS

Great Falls, MT

June 12, 13, 2015

**Statistics:**

Total MFGC members registered	<u>116</u>
Total number of Guests	<u>3</u>
Total number of people attending	<u>119</u>

**Event Attendance:**

Friday Lunch	92 sandwich @	\$14.95	\$1375.40	
	6 coffee @	\$45.00	\$ 270.00	
	11 doz. Bars		\$ 120.45	
	Gratuity		\$ 264.88	
	Total			\$2030.73
Awards Luncheon	88 Croissant Club	\$14.95	\$1315.95	
	11 doz. Bars		\$ 120.45	
Installation Banquet	94 Chicken @	\$22.95	\$2157.30	
	10 coffee@	\$45.00	\$ 450.00	
	Gratuity		\$ 606.50	
	Total			\$4650.20
Meeting Rooms	\$350.00, \$600.00, \$600.00			\$1550.00
Total				\$8230.58
Rooms	\$336.84, \$224.56			\$ 561.40
Total Hotel Bill				\$8792.33
Life Members Dinner	94		\$1224.00	
Porta Potties			\$ 130.00	
Entertainment			\$ 100.00	
Misc.			\$ 186.17	
	Total			\$1640.17
Event Meal Total				<u>\$10432.50</u>

**In Kind Donations:**

Centerpieces for tables and door prizes – Rainbow, Dearborn and Great Falls Flower Clubs  
 Wells Fargo Bank Account – Free  
 "Rocky Mountain Gardening" Magazine  
 National and State President Welcome Basket – items donated by "The Shops" at Benefis and another individual  
 Banquet Arrangement – Great Falls Flower Growers  
 Memorial Arrangement – Jim Sadler  
 National President Honor Design – Patty Howse  
 State President Design – Luana Maxwell  
 Linda Sadler's Design – Carol Works  
 Joyce Hendrichs Design – Denise Fink  
 Items for bags were donated by State Farm, Edward Jones, Spirit of Women at Benefis, Douglas Wilson & Co., Embark Credit Union, Avon, and other city agencies  
 Registrar & Chairman costs were donated  
 Items for Ways & Means by all members  
 Time, Efforts, and Money from members of the three clubs – Rainbow, Dearborn, and GFFG WOW!

**Income:**

Registration Fees	\$ 12169.00
MFGC Advance	\$ 300.00
MFGC Linda Wilson Grant	\$ 200.00
Steel Etc. Donation	\$ \$250.00
Benson, James D.A. Davidson	\$ 100.00
D.A. Davidson	\$ 100.00

2015 continued

Vendors	\$	314.00	
GFFG (Banquet Arrangement)	\$	65.00	
T-Shirts	\$	780.00	
Raffle	\$	790.00	
Purses	\$	346.25	
Ways & Means	\$	544.45	
Total			\$15958.70

**Disbursements:**

Hilton Garden Inn	\$	8792.33	
Life Members	\$	1640.17	
Raffle Expense	\$	150.00	
Refunds/overpayment	\$	377.00	
Education	\$	200.00	
Entertainment	\$	280.00	(\$100.00 additional included in Life Members event)
Presidents cake	\$	38.98	
Banquet Arrangement	\$	65.00	
Decals for Tote Bags	\$	114.54	
Convention Programs	\$	101.70	
T-Shirts	\$	293.52	
Ways & Means	\$	544.45	
Misc.	\$	75.64	
Check (includes \$300.00 advance)	\$	3285.37	

**Profit of \$2985.37**

CONVENTION FINANCIAL REPORT— MONTANA FED. OF GARDEN CLUBS, INC.

Missoula MT 6-23-25 2016 (location and date)

Statistics

Holiday Inn Downtown

Total MFGC members registered	<u>84</u>
Total number of guests	<u>2</u>
Total number attending	<u>86</u>

Event Attendance

Breakfast	_____ people	_____ meal charge	
Life Members Function	<u>52</u> people	<u>1622.40</u> meal charge	<i>Charge</i> 39.X52=2028
Lunch Friday	<u>78</u> people	<u>1590.20</u> meal charge	<u>1422</u>
Lunch Saturday	<u>73</u> people	<u>1489.20</u> meal charge	
Tour	_____ people	_____ tour charge	<u>406</u>
Saturday Evening Function	<u>60</u> people	<u>2304</u> meal charge	
Other (Judges Council Function, etc.)	_____	_____	

In Kind Donations—please list items and company that donated items. This information helps future committees plan.

*Kathi Olsen, Realtor*  
*Presenting of signs, brochures,*  
*tour signs, club books. \$ 340.00*

Income:

MFGC advance (if received)	\$ _____
Registration \$ <u>35</u> /person	\$ <u>2940</u>
Meal Fees	\$ <u>7654</u>
Fundraising	
Auction	\$ _____
Raffle	\$ _____
Vendors	\$ _____
Advertising	\$ _____
Cash Donations	\$ _____
Miscellaneous <u>Late fees</u>	\$ <u>100</u>

*Rev 7/27/16*  
*Dep 7/27/16*  
*\$566.82*

TOTAL INCOME: \$ 10594.

**Disbursements**

Refunds \$ 70.00  
 Hotel Meal and Beverage Charges \$ 7005.89  
 Technical Equipment and Meeting Room Charge \$ 1082.16  
 Tour \$ 252.00  
 Entertainment \$ 200.00  
 Other (list) \$ \_\_\_\_\_

Convention Event Expenses  
 Program Printing \$ 157.70  
 Workshop Expenses \$ 64.00  
 Speaker Honorariums \$ 355.89  
 Registration Committee Costs \$ 95.98  
 Dignitary Room Baskets \$ \_\_\_\_\_  
 Flowers (honor designs) \$ \_\_\_\_\_  
 Reception \$ 165.00  
 Refund MFGC Advance \$ \_\_\_\_\_  
 Other (list) \$ 578.56

x 105.07 Ribbons flowershow  
 117.60 miscellaneou  
 355.89 Linda's Motel  
 PRINTING

Total Disbursements \$ 10,027.18  
 TOTAL PROFIT or LOSS \$ 566.82

*General Fund 386.02*  
*Life Membr 180.80*  
*566.82*

PLEASE SEND THE ORIGINAL OF THIS FORM WITH A CHECK FOR THE PROFIT TO THE MFGC TREASURER WITHIN 25 DAYS OF CONVENTION. PLEASE SEND OR EMAIL A COPY OF THE REPORT TO THE MFGC PRESIDENT AND ONE TO THE RECORDING SECRETARY TO BE FILED WITH THE CONVENTION GUIDELINES.

**FOR INFORMATION ONLY**

LIFE MEMBER FUNCTION / FUNDRAISING REPORT: (IF JUDGES COUNCIL HELD A FUNCTION, PLEASE ATTACH THE SAME INFO)

Dinner Income	\$ <u>2028</u>	Total Income:	\$ <u>2028</u>
Fundraising Income	\$ _____		
Donations	\$ _____		
Dinner Cost	\$ <u>1707.20</u>	Total Expenses	\$ <u>1847.20</u>
Entertainment or other*	\$ <u>140.00</u>		
Decorations	\$ _____	Net Income	\$ <u>180.80</u>
Cost of Rm	\$ _____		

HOST CLUB WAYS AND MEANS: \*

Income	\$ <u>645</u>	Net Income	\$ <u>645.00</u>
Expenses	\$ _____		

\* MFGC policies (2010) state: "Each club is requested to donate one or more items (new or used) to be sold at the Ways and Means table during Conventions, Fall Board and District meetings. The host club may request donation of specific kinds of items. Any profit from Ways and Means items sold at Convention or Fall Board will remain with the host club(s) as long as all the costs of the function are paid.

REGISTRATION FORM

**"THUMBS UP FOR GARDENING:  
EDUCATE, ENGAGE, ENJOY"**

**79<sup>TH</sup> ANNUAL STATE MEMBERSHIP CONVENTION**

**June 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 2016**

**MONTANA FEDERATION OF GARDEN CLUBS, INC.**

Holiday Inn Missoula Downtown, 200 South Pattee Street, Missoula, Mt 59802

Phone 406-721-8550 | www.himissouladowntown.com

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Club \_\_\_\_\_ District: \_\_\_\_\_

**Please check all applicable titles \*indicates Voting Member**

- Club President\*  Garden Club Member  National President  Club Delegate\*  State Life Member
- Regional Director  Alternate Delegate\*  Flower Show Judge  Regional Board Member
- District Director\*  Student FS Judge  National Board Member  State President\*
- Landscape Consultant  Nat'l Life Member  Elected State Officer\*  Student LS Consultant
- Guest  Appointed State Officer\*  First Time Attendee  State Chairman\*
- Advisory Council Member\*

*\*name must appear on Delegate Registration Form*

**REGISTRATION AND MEALS:**

Registration deadline is May 24. Hotel registration deadline is May 24 to get the convention rates. No refunds after May 24. All MFGC Members must register to attend any function.

Full time Registration June 23, 24, 25	\$35.00 _____
Full time Registration postmarked after May 24	\$45.00 _____
One Day Registration Thursday ___ Friday ___ Saturday ___	\$20.00 _____
One Day Registration postmarked after May 24	\$25.00 _____
Fee charged if you do not register at Holiday Inn and live outside of 50 mile radius of Missoula	\$30.00 _____

**Meals: Check all that apply (tips included in price)**

Friday lunch	\$22.00 _____
Friday Life Members' Banquet (Open to all Life Members & Potential Members)	\$39.00 _____
Saturday Awards Luncheon	\$22.00 _____
Saturday Banquet, NGC Awards Presentations	\$39.00 _____

**TOTAL ENCLOSED \$ \_\_\_\_\_**

**Make checks payable to James Sadler, 1220 Clements Rd, Missoula, MT 59804-2908**

**CONVENTION FINANCIAL REPORT**  
**MONTANA FEDERATION OF GARDEN CLUBS, INC.**  
**BUTTE, MONTANA - JUNE 22-24, 2017**  
**"EVERYTHING'S COMING UP ROSES"**

**Statistics**

Total MFGC members registered	92
Total number of guests	<u>13</u>
Total number attending	<u>105</u>

**Event Attendance**

Life Membership Luncheon	84
Judges Council Dinner	<u>84</u>
Awards Luncheon	<u>92</u>
Saturday Banquet	<u>87</u>
Trolley tour	<u>26</u>
Walking tour	<u>30</u>

**In-Kind Donations** - please list items and company that donated items. This information helps future committees plan.

Quality Inn - Conference meeting rooms valued at \$200.  
Quality Inn - Complimentary rooms valued at \$475.80.

**Income:**

Registration fees:		
at \$30	\$	2,550.00
at \$20	\$	100.00
at \$40	\$	120.00
MFGC advance	\$	-
Meal fees:		
Life Members luncheon	\$	1,316.00
Judges Council dinner	\$	1,376.00
Awards luncheon	\$	1,320.00
Saturday banquet	\$	1,848.00
Trolley tour	\$	430.00
Walking tour	\$	300.00
Fundraising:		
Life Members auction	\$	85.00
MFGC auction	\$	192.00
Judges Council centerpieces	\$	30.00
Judges Council centerpieces	*	\$ 180.00
Judges Council 50/50	*	\$ 188.00
Judges Council Design auction	*	\$ 385.00
Vendor	*	\$ 117.00
Advertising	\$	-
Cash donations	\$	-
Miscellaneous (overpayments)	\$	<u>21.00</u>
<b>Total Income</b>		<u><u>\$ 10,558.00</u></u>

**Disbursements:**

Refunds	\$ 489.00
Meals and beverage charge	\$ 4,967.02
Technical equipment/meeting room charges	\$ -
Trolley tour	\$ 250.00
Walking tour	\$ 250.00
Entertainment	\$ -
Other (list):	\$ -
Convention event expenses:	
Program printing	\$ 455.00
Workshop expenses	\$ -
Speaker honorariums	\$ -
Registration committee costs	\$ 161.13
Dignitary room basket	\$ 22.51
Flowers (honor designs)	\$ -
Reception	\$ 290.70
Refund MFGC advance	\$ -
Other (list):	
Hospitality and supplies	\$ 220.96
Outgoing President gift	\$ 36.00
Centerpiece flowers:	
Life Members	\$ -
Judges Council	\$ 132.98
Whitehall Garden Club	\$ -
Missoula Garden Club	\$ -
Challenge Design supplies	\$ 73.98
National President's hotel room	\$ 285.48
Miscellaneous: Corsages and boutonnieres	\$ 61.82
<b>Total disbursements</b>	<b>\$ 7,696.58</b>
<b>TOTAL PROFIT OR LOSS</b>	<b>\$ 2,861.42</b>
* This amount was sent directly to MFGC Treasurer	\$ 870.00
Amount sent to MFGC Treasurer	\$ 1,991.42

Please send the original of this form with a check for the profit to the MFGC Treasurer within 25 days of the convention. Please send or email a copy of the report to the MFGC President and one to the Recording Secretary to be filed with the convention guidelines.

**FOR INFORMATION ONLY**

Life Member function/fundraising report: (If Judges Council held a function, please attach the same information.)

Dinner income	\$ 1,316.00
Fundraising income	\$ 85.00
Donations	\$ -
Total income	<u>\$ 1,401.00</u>
Dinner cost	\$ 882.00
Entertainment or other	\$ -
Decorations	\$ -
Total disbursements	<u>\$ 882.00</u>
Net income	<u>\$ 519.00</u>

Judges Council function/fundraising report:

Dinner income	\$ 1,367.00
Fundraising income:	
50/50	\$ 188.00
Centerpiece sales	\$ 180.00
Challenge Design auction	\$ 385.00
Donations	\$ 10.00
Total income	<u>\$ 2,130.00</u>
Dinner cost	\$ 1,071.00
Entertainment or other	\$ -
Decorations	\$ 132.98
Total disbursements	<u>\$ 1,203.98</u>
Net income	<u>\$ 926.02</u>

There was no host club Ways and Means.

MFGC 81ts Convention Financial Report

**FINANCIAL REPORT**  
**MONTANA FEDERATION OF GARDEN CLUBS, INC.**

Colonial Radisson Hotel, Helena MT

June 14-16, 2018

Location

Date

STATISTICS

Total MFGC members registered	87
Total number of guests	12
Total number cancelled	3
<b>Total Number Attending</b>	<b>96</b>

EVENT ATTENDANCE

	People		
Life Members Lunch	76	\$17.00	Meal Charge
Judges Council Dinner	81	\$28.00	Meal Charge
Awards Banquet Lunch	83	\$20.00	Meal Charge

IN KIND DONATIONS

Organization	Item(s)	Value
Radisson	Projector, Rooms (meadowlark, natatorium)	\$1,600.00
Chadwick Nursery	6 Ruby Strawberry Plants	\$48.00
Tizer Gardens	Venue	\$300.00
Montana Valley Farms	Geraniums	
Blackfoot River Bewing Company	Drink Tokens, Door Prizes	\$276.25
Birds and Beasleys	Gift Certificates, Framed Print	\$455.00
Creative Stitches	Gift Certificates	
Aizada Imports	Owl Citrinello Candle	\$30.00
The Herb and Garden	Succulent Container	\$70.00
Cruza Squires MFGC HeadTable	Quilted Tablerunner	
Sherry Cornileason	RoadRunner Wine	
Joyce Zacher	Stain Glass Butterfly Light	
Emily Carrier Sarasota Sewing Guild LA	Bee Quilt Table Runners (2)	
Glorious Day Quilts, Gifts & Coffee Sho	Coupons	
Westmont Flower Shop	succulent container, discounted flowers	\$75.00
Imagine Designs	2 pair of earrings and sticky note pads	\$70.00
Sawdust and Thread	4 License Plate Dust Pans	\$32.00
Prickly Pear Quilts	Coupons	
Real Foods Store	4 jars of Honey	\$20.00
Botanical Interests	Hat, Bag, Seeds, Pin	\$20.00
Made in Montana	Native Ideal Seed packs	
Opportunity Bank	90 Pens	
Denise Fink	Flowers for Jackie Watt Honor Design	\$12.00
Patty Schlaeger	Table Cloths for Life Members Lunch	\$5.00
Threadless	American Apple T-Shirt	\$20.00

MFGC 81ts Convention Financial Report

INCOME

		# People	Rate
MFGC advance	\$500.00		
Friday Registration	\$75.00	\$3.00	\$25.00
Saturday Registration	\$20.00	\$1.00	\$20.00
Both Day Registration	\$2,905.00	\$83.00	\$2,905.00
Late Fee Registration	\$70.00	\$7.00	\$10.00
Registration Fees	\$3,070.00		
Friday Life Members Lunch	\$1,292.00	\$76.00	\$17.00
Judge's Council Banquet	\$2,268.00	\$81.00	\$28.00
Saturday Awards Lunch	\$1,660.00	\$83.00	\$20.00
<b>Fundraising</b>			
Head Table Runner Auction	\$350.00		
Silent Auction	\$520.00		
Member Quilt Entry Fee	\$40.00		
Vendor Booth Commission	\$73.00		
50/50 Raffle	\$174.50		
Miscellaneous	\$0.00		
<b>TOTAL INCOME:</b>			<b>\$9,947.50</b>

EXPENSES

MFGC Advance Refund	\$500.00		
Convention Refunds	\$188.00		
Dignitary Lodging (2 rm per 40)	\$0.00		
Dignitaries' Registration	\$70.00		
Dignitaries' Saturday Awards Lunch	\$40.00		
Dignitaries' Gifts	\$10.95		
Hotel Meal and Beverage+Gratuity	\$5,013.90		
Meeting Rooms and Equipment	\$1,120.00		
Friday Tour Expenses	\$59.45		
<b>Convention Event Expenses</b>			
Registration / Invites	\$133.24		
Program Printing	\$167.60		
Logo for Convention	\$49.00		
Name Tags	\$65.05		
Quilt Challenge Expenses	\$45.25		
Speaker Honorariums	\$140.00		
Flowers (Honor Designs)	\$44.76		
Insurance	\$100.00		
4-H Ambassadors Color Guard	\$50.00		
<b>TOTAL EXPENSES:</b>			<b>\$7,797.20</b>
<b>TOTAL PROFIT/LOSS:</b>			<b>\$2,150.30</b>

MFGC 81ts Convention Financial Report

FOR INFORMATION ONLY

LIFE MEMBERS LUNCH FUNDRAISING EVENT REPORT FOR INFORMATION ONLY

INCOME

Friday Life Member Lunch	<u>\$1,292.00</u>
"Dollars for Scholars" Jam Contest	<u>\$138.00</u>
Centerpieces Sold	<u>\$75.00</u>
Rose Pins	<u>\$50.00</u>
Table Topper Silent Auction	<u>\$30.00</u>

TOTAL INCOME: \$1,585.00

EXPENSES

Decorations	<u>\$106.71</u>
Jam Contest Expenses	<u>\$66.11</u>
Gifts/Favors	<u>\$27.82</u>
Dignitary Meals	<u>\$34.00</u>
Hotel Meal and Beverage Charges	<u>\$1,243.20</u>

TOTAL EXPENSES: \$1,477.84

TOTAL PROFIT/LOSS: \$107.16

JUDGES COUNCIL FUNDRAISING EVENT REPORT FOR INFORMATION ONLY

INCOME

Friday Judges Council Dinner	<u>\$2,268.00</u>
Fundraiser Activity	<u>\$27.00</u>
Cash Donations	<u>\$0.00</u>

TOTAL INCOME: \$2,295.00

EXPENSES

Decorations	<u>\$0.00</u>
Flowers	<u>\$0.00</u>
Gifts/Favors	<u>\$22.98</u>
Open Bar Fee \$0 if \$250 min spent	<u>\$18.30</u>
Dignitary Meals	<u>\$56.00</u>
Hotel Meal and Beverage Charges	<u>\$1,646.40</u>

TOTAL EXPENSES: \$1,743.68

TOTAL PROFIT/LOSS: \$551.32

MFGC 81ts Convention Financial Report

HOST CLUB WAYS AND MEANS:

INCOME

Quilt Centerpieces, Jams and Jellies	<u>\$284.00</u>
Ways and Means	<u>\$531.33</u>
Tizer Picnic	<u>\$265.00</u>

**TOTAL INCOME:** \$1,080.33

EXPENSES

Misc. Expenses	<u>\$22.97</u>
Ways and Means Expenses	<u>\$137.46</u>
Quilt Challenge Prize	<u>\$100.00</u>
Door Prizes	<u>\$0.00</u>
Gifts	<u>\$101.79</u>
Table Decorations/Favors	<u>\$49.42</u>
Tote Bags	<u>\$86.22</u>
Tizer Picnic	<u>\$165.16</u>

**TOTAL EXPENSES:** \$663.02

**TOTAL PROFIT/LOSS:** \$417.31