

INSTRUCTIONS FOR CLUB TREASURERS, 2018-2019

SUBMISSION OF CLUB DUES AND DONATIONS TO GCM PROJECTS

DUES Payable by **JUNE 1**, delinquent by **JULY 1**

Make all checks payable to The Garden Clubs of Mississippi, Inc. Dues are \$10 per member, and \$5.00 for Council. Please **DATE** all correspondence. Checks and rosters must be submitted together for dues to be processed. New members may be added throughout the year. Send new name, mailing address and dues to Treasurer by March 1. (\$5.00 per member after Jan. 1 and before annual convention, 1 copy only)

To facilitate counting, please use the code at bottom of membership form. Please complete the tally information at the bottom of the first page of roster list.

Please **NUMBER** your list, **ALPHABETIZE** names showing complete name. Be sure the names and addresses are in the same format each year to avoid paying for name and or address changes. Please make sure **EACH ADDRESS** is correct.

In the event of a name or address change, please give complete former name and address and complete new name and address. Denote this change with the number **3**. Charge is \$1 for each address or name change. There is **NO** charge for deleting members or adding new members.

If you need more than one page, be sure club name appears on each page. Number pages. If you do this on the computer, please send three copies and check to me.

MAKE FOUR (4) COPIES OF YOUR ROSTER. Retain one copy for your records, and **MAIL 3 COPIES** to Ann Godwin, 2730 Northplace Dr. Tupelo, MS 38804. Be sure all copies are legible.

Dues are payable **JUNE 1** and delinquent July 1.

If you should receive a refund check, please deposit it promptly.

If you take in a new member after January 1, the dues will be \$5 for one-half year. Send one (1) copy of new member's names and addresses with check to the GCM treasurer.

NEVER MAIL ANYTHING WITHOUT A RETURN ADDRESS ON ENVELOPE

DONATIONS TO GCM PROJECTS: Donations to GCM State Headquarters Endowment Fund should be mailed directly to the state treasurer.

Donations to all other GCM projects should be mailed to the appropriate project chairman by March 1. All checks should be made payable to **THE GARDEN CLUBS OF MISSISSIPPI, INC.** In the lower left hand corner of the check in memo blank, name the project that you wish the money to be used for. You can find the chairman's name in the fall directory issue of **MISS GARDENER**. Mail donations to the chairman no later than March 1.

Questions: Call Ann Godwin, Treasurer at 662-842-3505.