



FLORIDA FEDERATION OF GARDEN CLUBS, INC.

P.O. BOX 1604
WINTER PARK, FLORIDA 32790-1604

ADDRESS CORRECTION - RETURN REQUESTED

NON-PROFIT ORGANIZATION
U. S. POSTAGE
PAID
WINTER PARK, FLA.
Permit No. 3-317

12 490
Upper Keys GC
Mr. Philip Bourgeois
122 Westminster
Tavernier, FL 33070

874
348

FFGC CHANGE OF MAILING ADDRESS

Effective immediately FFGC Headquarters will eliminate the Post Office #1604 and will begin using the street address for mailing purposes. Please note the NEW mailing address:

Florida Federation of Garden Clubs Inc.
1400 S. Denning Dr.
Winter Park, FL 32789-5662

CALENDAR OF EVENTS

Meetings of Board of Directors

September	15 - 16, 1993	FFGC Headquarters, Winter Park
January	12 - 13, 1994	FFGC Headquarters, Winter Park
April	26, 1994	Pre-Convention San Destin Convention Center
September	14 - 15, 1994	FFGC Headquarters, Winter Park
January	18 - 19, 1995	FFGC Headquarters, Winter Park

CONVENTIONS

March	14 - 16, 1994	Deep South, Knoxville, TN
April	27 - 28, 1994	FFGC, District I, Destin
May	19 - 21, 1994	NCSGC, Stamford, CT
March	22 - 23, 1995	Deep South, Augusta, GA
Spring	1995	FFGC, District VII, Orlando
May	25 - 27, 1995	NCSGC, Dallas, TX

DISTRICT MEETINGS

FALL 1993

October 12	District I	Pensacola Federation
13	II	Sea Oats & Dunes Garden Club
14	III	Perry Garden Club
15	IV	Garden Club of Jacksonville
18	VI	Melbourne Garden Club
19	VII	Winter Park Garden Club
20	VIII	Top of the Bay Garden Club
21	V	Homosassa River Garden Club
22	IX	Garden Club of Lakeland
25	XII	
26	XI	Garden Club of Lighthouse Point
27	X	Garden Club of Indian River County

OTHER COMING EVENTS

1993

June 1	Dues payable to FFGC Assistant Treasurer DEADLINE: Forms for BOI and The Florida Gardener Circulation to Headquarters, Winter Park
June 1 - 3	University of Florida Short Course, Gainesville
June 6 - 12	NATIONAL GARDEN WEEK
June 13 - July 24	Wekiva Youth Camp
July 11 - 13	SEEK '93, University of Florida, Gainesville
July 30	DEADLINE: Information for Presidents' Kits due to FFGC President
Sept. 27 - 29	Landscape Design School, Course II, Ft. Myers
October 6 - 9	NCSGC Fall Board Meeting, St. Louis, MO
October 13 - 20	Bartram Tour
October 25 - 27	Flower Show School, Course IV, Orlando
November 1	DEADLINE: Environmental Incentive Program

November 2 - 4 Flower Show Schools' Symposium, Jacksonville
 November 3 - 22 TOUR: New Zealand - Australia
 November 17 - 18 Horticulture Study Course
 December 1 DEADLINE: All NCSGC/DS award entries to Mrs. Alex H. Hilliard
 December 1 DEADLINE: All speech/essay contest entries to Mrs. Carl R. Cooney
 December 3 Judging NCSGC/DS Awards, FFGC Headquarters, Winter Park
 December 7 - 8 Gardening Study Course III, Gulf Breeze Garden Club

1994

January 1 DEADLINE: National Land Trust Award entries to Mrs. Milton W. Bryan, Jr.
 January 21 Florida Arbor Day
 January 25 - 26 Tropical Short Course, West Palm Beach
 January 31 DEADLINE: Books of Evidence for FFGC Awards to appropriate chairmen
 February 21 DEADLINE: Youth Award entries to appropriate chairmen
 February 25 DEADLINE: Smokey Bear/Woodsy Owl poster contest entries to Mrs. Eben J. Rieger
 March Flower Show Symposium, Orlando
 March 28 - 30 Landscape Design School, Course III, Ft. Myers
 March 28 - 30 Flower Show School, Course V, Orlando
 May 30 - June 1 University of Florida Short Course, Gainesville
 June 1 Dues payable to FFGC Assistant Treasurer
 June 1 DEADLINE: Forms for BOI and the Florida Gardener Circulation FFGC Headquarters, Winter Park
 June 12 - July 23 Wekiva Youth Camp
 July SEEK '94
 Sept. 26 - 28 Landscape Design School, Course IV, Ft. Myers
 October 19 - 22 NCSGC Fall Board Meeting, White Sulphur Springs, Greenbrier, WV
 November 14 - 16 Flower Show Schools Symposium, Melbourne
 December 2 Judging NCSGC/DS Awards, FFGC Headquarters, Winter Park

YEARBOOK INFORMATION

NCSGC PRESIDENT Mrs. Graem Yates (Eleanor)
 9516 Glenbrook Dr.
 Charlotte, NC 28215-9030 (704) 537-0046

Theme: "We Love to Garden, and it Shows"

DEEP SOUTH DIRECTOR Mrs. K. O. Tubb (Jerry)
 1575 Old Mill Road
 Germantown, TN 38138-2121 (901) 754-7412

Theme: "Garden Pathways!"

FFGC PRESIDENT Mrs. Robert D. Wilson (Beth)
 266 Mississippi Ave.
 Valparaiso, FL 32580-1527 (904) 678-2989

Theme: "Share the Spirit of Gardening
 Thru Love, Labor and Laughter"

FLORIDA FEDERATION OF GARDEN CLUBS, INC.

IMPORTANT INFORMATION FOR CLUB/CIRCLE TREASURERS - 1993 - 1995

WHEN REMITTING FUNDS FOR THE FOLLOWING -- make checks payable to FLORIDA FEDERATION OF GARDEN CLUBS, INC., -- and mail to the appropriate person listed below:

BOOKS/PAMPHLETS

SLIDES/LIBRARY FEES FFGC Headquarters, 1400 S. Denning Dr., Winter Park, FL 32789-5662

DUES

Mrs. Edward R. Fleming, Jr., Assistant Treasurer, 608 Main St., The Oaks #18, Clermont, FL 34711

GARDEN THERAPY
PENAL

Mrs. Dan Rogers, 503 New York Ave., Lynn Haven, FL 32444
Indicate on check if donation is for a specific institution

HALL OF FAME

Mrs. Edward R. Jordan, 430 Village Place, #200, Longwood, FL 32779

HEADQUARTERS DONATIONS

Mrs. W. Reese Harris, 500 SE 21st Ave., Villa #9, Deerfield Beach, FL 33441

HIGH SCHOOL GARDENERS

Mrs. Carl R. Cooney, 757 Avenue "B" SW, Winter Haven, FL 33880-2833

LIFE MEMBERSHIPS
FFGC

Mrs. Edward R. Jordan, 430 Village Place, #200, Longwood 32779

SCHOLARSHIP DONATIONS

Mrs. Leo C. Rich, 137 Greenbrier Dr., Palm Springs, FL 33461

"SEEK" YOUTH
CONFERENCE

Hazel Simmons Hodges, 1012 NW 42nd Dr., Gainesville, FL 32605-4761

WAYS & MEANS

Ways & Means Chairman, FFGC Headquarters 1400 S. Denning Dr., Winter Park, FL 32789-5662

WHEN REMITTING FUNDS FOR

FLORIDA FLOWER
ARRANGEMENT CALENDAR

Check payable to FLORIDA FLOWER ARRANGEMENT CALENDAR and mail to Mrs. Robert E. Mills, 9735 SW 138th St., Miami, FL 33176

FLORIDA GARDENER, THE

Check payable to THE FLORIDA GARDENER, Circulation, and mail to FFGC Headquarters, 1400 S. Denning Dr., Winter Park, FL 32789-5662

LAND TRUST

Check payable to THE NATURE CONSERVANCY and mail to Mrs. Milton W. Bryan, Jr., 995 Avenida de la Bosque, Bartow, FL 33830

LIFE MEMBERSHIP
NATIONAL

Check payable to NATIONAL COUNCIL OF STATE GARDEN CLUBS, INC. and mail to Mrs. Harry Winslow, P. O. Box 147, Crystal River, 32629

(Please turn over)

**WEKIVA YOUTH CAMP
BUILDING**

Check payable to FFGC WEKIVA YOUTH CAMP BUILDING FUND and mail to Mrs. Dewey R. Villareal, Jr., 4413 Brookwood Dr., Tampa, FL 33629 -- Mark "building" on check.

**WEKIVA YOUTH CAMP
DONATIONS (other than
building fund)**

Check payable to FFGC WEKIVA YOUTH CAMP and mail to Mrs. Morris Middleton, 3021 Bay Tree Dr., Orlando, FL 32806
(DO NOT send camper registrations to this chairman).

**WEKIVA YOUTH CAMP
CAMPER REGISTRATION**

Make checks payable to FFGC WEKIVA YOUTH CAMP and mail with completed registration form to Mrs. Willis Kirkpatrick, 481 Wild Oak Circle, Longwood, FL 32779

INDICATE CLUB CODE NUMBER ON ALL CHECKS FOR IDENTIFICATION

(Club Code listed in current Book of Information)

(Please turn over)

DUTIES OF CLUB/CIRCLE TREASURERS

The Treasurer is the authorized custodian of the funds of the club/circle. He/she receives and disburses all monies as prescribed in the club/circle bylaws or as authorized by action of the organization. The Treasurer should issue a receipt for all monies received. Occasionally, it may be necessary for other members to handle money, as, for example, dues from a membership enrollment or returns from a money raising project such as a flower show. Money thus collected should be turned over to the Treasurer without delay. Detailed records should be kept. If large sums of money are handled by the Treasurer, it may be advisable to apply for supplemental Fidelity Bond Coverage as a protection both to himself and to the organization.

The bylaws should provide that an annual report be made and that the Treasurer make a financial statement regularly to the club/circle. This financial statement should be referred to the auditor or auditing committee, who should report to the organization at such times as the bylaws may require. If the bylaws do not state how the audit is to be made, the club may determine the method for appointing an auditor or auditing committee.

THE TREASURER

1. Studies carefully all references to dues and finance in the club/circle and state bylaws, and in the **FFGC GARDEN CLUB MANUAL** and **BOOK OF INFORMATION**.
2. Keeps an accurate and detailed account, in the Treasurer's permanent book, of all monies received and paid out.
3. Submits a statement at regular meetings of the association, including total balance on hand at the beginning of the period covered by the report, and the separate amounts credited to the general fund, the state fund, the special funds (if the club/circle carries any special funds -- i.e. building fund); receipts, disbursements; balance on hand in each fund; and the total balance on hand at the date of the report.
4. Receives all monies for all accounts -- local and state; per capita dues; Wekiva donations, and so on.
5. Deposits all monies in a bank approved by the club/circle in the name of the organization. Association funds should not be deposited in the personal account of the Treasurer. One or more signatures should be on the account.
6. Pays by check all bills authorized by the president, executive committee, or members, according to the bylaws.
7. Keeps the record of the state portion of dues separate from the record of the general funds of the club, and forwards them to the state assistant treasurer in accordance with **FFGC Bylaws**. Each remittance should be accompanied by a statement showing the name, code number and location of the club and the number of members.
NOTE: This only applies to clubs.
8. Cooperates with the membership chairman and the secretary in keeping an accurate list of club members.
9. Preserves all vouchers, receipts, bank statements and cancelled checks, and submits all of these to the auditor.
10. Delivers to his/her successor, unless the organization has otherwise ordered, all books, papers, and correspondence pertaining to the office of Treasurer, including the audited books, approved and paid bills, cancelled checks, outstanding bills, and procedures.

(Refer to current Book of Information)
"Important Information for Treasurers"

FLORIDA FEDERATION OF GARDEN CLUBS, INC.

COMMITTEE CHAIRMEN 1993 - 1995

CLUB _____ DISTRICT _____

CITY _____ CLUB CODE _____

Awards _____ Name _____ Telephone _____

Address _____

Birds _____

Butterfly Conservation _____

Civic Development _____

Conservation _____

Environmental Education _____

Florida Gardener, The _____

Flower Shows _____

Garden Center _____

Garden Therapy _____

High School Gardeners _____

Historic Preservation _____

Horticulture _____

Improved Cultivars _____

Indoor Gardening _____

Intermediate Gardeners _____

Junior Gardeners _____

Landscape Design _____

Land Trust _____

Legislation _____

Litter Control _____

Membership _____

Native Plants & Wildflowers _____

Plant Propagation and
Distribution _____

Program

Roadside Development

Scholarships: State

National

School Grounds

Short Courses

Trees

Water Conservation

Ways & Means

World Gardening

Other