

CIRCULATION

MEMBERSHIP LISTS: (It is vitally important the Florida Gardener be given this information)

1. Name of club or circle (If applicable).
2. The identifying FLORIDA GARDENER code number. Each club/circle is assigned one.
3. The organization's location - city or town.
4. Full mailing address, including ZIP CODE, of each eligible member.

When preparing the list it would help if: The members are listed alphabetically, double spaced between subscriptions, print or type the list, note FFGC Life Members and their assigned numbers, include 25¢ for each change.

Last years form

Incidentally, the first three items should appear on all membership lists, changes of address, correspondence in general or any point in question, requiring Gardener action.

In preparing the club's membership list for GARDENER mailing, please use the SAME name as previously entered on the FLORIDA GARDENER mailing files. Example: If the subscription label reads "Mrs. J. A. Doe", your listing should read "Mrs. J.A. Doe" -- not Mrs. John A. Doe, etc. -- Gardener files cannot be certain these names are one and the same person. Name listings as such often promote duplications.

THE GARDENER NEEDS ONE LIST - ONE LIST ONLY! Any more is a waste of your chairman's time, club's postage and more times than not the Federation's postage as well.

DATE DUE: On or before June 15th.

ADDRESS CHANGES:

For the Gardener to complete a change of address request, the OLD ADDRESS AND ZIP CODE must be included as well as the new. Be sure to enclose 25¢ for each change whether it is name, address or a combination of both. Example: Jane Jones weds Sam Smith and moves across town. She gets the works for 25¢. Martha Morris moves next door - her change is only 25¢, also.

DISBANDING CLUBS OR CIRCLES

When a club or circle disbands, the full membership list, which includes mailing address and zip codes, should be mailed to the Gardener immediately. If the club or circle is unable to do this, possibly the District Director should forward the information.

LIFE MEMBERSHIPS

The Florida Gardener is interested in FFGC's Life Memberships and these individuals should be listed as such along with their assigned numbers. Example:

Mrs. Robert F. Hall L/M #123
46 Garden Place
Flowertown, Fl. 32100

Please send original copy of list on forms provided for your convenience. This will insure that all members receive their Florida Gardener promptly.

TREASURERS

The Treasurer is the fiscal officer of the club or circle. She is responsible for handling all club funds and keeping accurate records of receipts and disbursements. Organizations are sometimes required to file certain forms with state and federal agencies and it is usually the Treasurer's responsibility to handle the filing of these forms.

All club or circle books should be audited at the end of your fiscal year. In small clubs or circles this is usually done by a committee of three. Larger clubs sometimes use a professional.

Read the By-Laws of your club or circle and follow them exactly. This will insure that you are operating as prescribed in your By-Laws.

The following information will answer questions most often asked by Presidents and Treasurers regarding fiscal responsibilities -- where to send funds -- deadlines and where and how to file the various forms required by our state and federal government.

1. DUES TO FFGC

When are dues payable? On June 1st of each year.

What period does this cover? From June 1st of the current year through May 31st of the following year. EXAMPLE: June 1, 1979 through May 31, 1980.

On whom are dues paid? On each member on your roster except LIFE MEMBER OF FFGC. A life member in another state still must pay FFGC dues. If a Life member of FFGC retains membership in more than one club, which club takes the exemption? The life member selects the one club to claim this exemption. FFGC or National Life Membership does not exempt a member from local club or circle dues.

Delinquent dues? Dues are delinquent on November 1st.

How much are FFGC dues? Annual dues are \$2.50 for each member or \$3.00 for a husband and wife membership. After January 1st one-half year dues are \$1.25 for each member or \$1.50 for husband and wife. (The above dues effective June 1980.)

When do circles pay dues on new members? As soon as they join the club or circle. Pay their dues to your Club Treasurer so that she can send them to Mrs. O. Fenton Wells (Polly), FFGC Assistant Treasurer.

PROCEDURE FOR PAYING DUES: Make two lists of your entire paid-up membership with their correct mailing address, including ZIP and FLORIDA GARDENER code (please put an "*" before the names of new members and "C" before those with changes from last year). 2. Figure how much the dues are. 3. Make the check for dues payable to "Florida Federation of Garden Clubs, Inc." and mark your District number on the check. 4. Make another check payable to the "Florida Gardener" for 25¢ for each change of address - (please DO NOT send this check to the Assistant Treasurer). 5. Send your ORIGINAL list along with check for changes to: The FLORIDA GARDENER, Mrs. Rick Simmons, 561 North Lake Sybelia, Maitland, Fl. 32751. Send a carbon copy of the membership list with your check for dues to: Mrs. O. Fenton Wells, 533 Louise Dr., Lakeland, Fl. 33803

\$242.50

2
Member
ship
lists

2.50
1500
2250
240.00
1 Life member

1.25

FLORIDA FEDERATION OF GARDEN CLUBS

THE FLORIDA GARDENER

Members of each FFGC club or circle are entitled to a copy of THE FLORIDA GARDENER. To achieve this, members' names are submitted to the Circulation Department at Headquarters by your club so that they may be processed accordingly on our computer list.

To aid the Circulation Department perform expeditiously, be sure to submit the names ALPHABETICALLY together with their MAILING ADDRESSES.

ALL changes whether they are addresses, names, deletions, etc., must be reported by the club to the FLORIDA GARDENER Circulation Department with a nominal fee of 25¢ each. Members must report any changes to their club. We mail THE FLORIDA GARDENER by second class mail which the Post Office does not forward. Issues not delivered are returned to FFGC at a cost of 25¢ per copy. FFGC pays the Post Office hundreds of dollars annually for this avoidable situation.

Members who have two addresses either in Florida or up North, must be sure to let their chairmen know when they will be moving so that the clubs can advise the Circulation Department in plenty of time so that they won't miss any of the issues. These changes also require a 25¢ fee.

Since we converted to a computer, NEW code numbers were assigned to your club/circle. These will appear in the new BOI's. If you already know your new code number, please be sure to use it on all correspondence, forms, etc. Otherwise, continue to use the old one. Following is a sample of what the new numbering system looks like:

DISTRICT	CLUB	CIRCLE	MEMBER
04	245	745	1426

THE FLORIDA GARDENER
Circulation Department

FLORIDA FEDERATION OF GARDEN CLUBS, INC.THE FLORIDA GARDENERCIRCULATION INSTRUCTIONS

- A. Enclosed are: 1) Two (2) computer print-out membership lists for your club.
2) Membership Forms C-2 and D-3
- B. Correct both copies of the membership lists in the following manner:
- 1) Use Form C-2 (one for each circle if on circle plan) to ALPHABETICALLY TYPE OR BLOCK PRINT any changes, corrections, new members and FFGC Life Members. Be sure ADDRESSES ARE COMPLETE and include CLUB CODE. See Current Book of Information.
 - 2) Mark deletions with a "D".
 - 3) Mark change/correction in name or address with "C".
 - 4) Mark new members with "N".
 - 5) Mark Life Members with "LM". Please report all deletions with reason for deletion and include LM number. An LM may be dropped from the club, but cannot be dropped from the FFGC Life Membership file unless the member is deceased.
- C. Sometimes members belong to more than one club, therefore are entitled to an issue for each club in which they are listed. Please check with these members with regards their receiving more than one copy of THE FLORIDA GARDENER.
- D. Make one check, payable to THE FLORIDA GARDENER to cover changes. 25¢ for each change/correction. No charge for deletions or new members.
- E. Form D-3 is used for remitting dues for members joining after initial dues payment.
- F. Before June 20, return:
- 1) One copy of the computer print-out membership list.
(Keep the other for your use during the year).
 - 2) Form C-2
 - 3) A check to cover changes.

Mail to: THE FLORIDA GARDENER
Circulation Dept.
P. O. Box 1604
Winter Park, FL 32790-1604

REMINDER

DO NOT SEND DUES (Dues are sent to the Assistant Treasurer with Form D-3)
DO NOT SEND any additional lists or forms.

Members having a seasonal change in address must advise Circulation at least six weeks in advance if member is to continue to receive THE FLORIDA GARDENER. (Requires 25¢ change of address fee each time).

"Change of Address: form is in THE FLORIDA GARDENER.

12
~~24~~ - 490 - 010 - 1380

1981

FLORIDA FEDERATION OF GARDEN CLUBS, INC.

HEADQUARTERS

P. O. Box 1604
Winter Park, FL 32790

Tel. (305) 647-7016

DISTRICT DIRECTORS

- | | | |
|------|---|----------------|
| I | Mrs. Robert Wilson (Beth)
266 Mississippi Ave.
Valparaiso, FL 32580 | (904) 678-2989 |
| II | Mrs. Charles H. Fischer (Vi)
951 Huntington Circle
Panama City, FL 32405 | (904) 769-0879 |
| III | Mrs. Page S. Jackson (Jeanie)
1317 Leewood Dr.
Tallahassee, FL 32303 | (904) 385-6408 |
| IV | Mrs. Alex Hilliard (Marion)
2902 Greenridge Rd.
Orange Park, FL 32073 | (904) 264-6619 |
| V | Mrs. Robert A. Short (Emma)
1105 NW 40th Dr.
Gainesville, FL 32605 | (904) 376-0060 |
| VI | Mrs. Durward White, Jr. (Faye)
217 Ivanhoe Dr.
Titusville, FL 32780 | (305) 267-0858 |
| VII | Mrs. Fred Evans (Maria)
Rt. 8, Box 498
Leesburg, FL 32748 | (904) 753-2696 |
| VIII | Mrs. Francis C. Millican (Stel)
1733 South Dr.
Sarasota, FL 33579 | (813) 955-4371 |
| IX | Mrs. James R. Freyermuth (Esther)
3100 Gin Lane
Naples, FL 33940 | (813) 262-7485 |
| X | Mrs. George Truchelut (Betty)
6545 Hillside Lane
Lake Worth, FL 33461 | (305) 582-5552 |
| XI | Mrs. O. Edgar Williams (Jo)
260 Imperial Lane
Lauderdale-by-the-Sea, FL 33308 | (305) 771-7102 |
| XII | Mrs. Joseph M. Langr (Chris)
1523 Washington St.
Key West, FL 33040 | (305) 294-0315 |

ADDRESS CHANGE AFTER OCTOBER 1981

98 Bay Drive - Bay Point

Key West, FL. 33040 (305) 745-3317

Box 202
Tavernier, Fla
33070
2/23/81

Pauley Record Sales
1237 South Fifth Street
Wausaw, Wisconsin 54401

Dear Sir:

I am enclosing \$12.00 for name pins for the following members
of our club.

Cindy Childers

Ms.
HAZEL MacSHANE

Edna Schenk

RUTH WARREN

Lou Sheldon
Membership Chairman

FLORIDA FEDERATION OF GARDEN CLUBS, INC.

NEW MEMBERS

THE FLORIDA GARDENER - CIRCULATION

THIS FORM IS TO BE USED DURING THE YEAR

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Members who have two addresses, either in Florida or elsewhere, must also advise about any changes in plenty of time so that they will continue to receive THE FLORIDA GARDENER while in transit. These changes also require a 25¢ fee.

It is important that this form be filled out accurately and clearly. DEADLINE dates for Circulation are published in THE FLORIDA GARDENER.

Checks for Circulation and for Dues should be made out SEPARATELY and mailed accordingly either to Headquarters or to the Assistant Treasurer.

(TYPE OR PRINT)

DATE OCT. 23, 1982

CLUB NAME UPPER KEYS DISTRICT XII

CIRCLE NAME (If applicable) CODE(S) 12 490 010
(Listed in B01)

CITY OR TOWN TAVERNIER, FL. CHECK ENCLOSED: \$ 20.00

(LIST ALPHABETICALLY)

<u>NAMES</u>	<u>ADDRESS</u>	<u>APT.#</u>	<u>CITY/TOWN</u>	<u>ZIP</u>
MRS. JOHN A. BRINDLE,	219 S. BAY HARBOR DR.,		KEY LARGO, FL.	33037
MRS. ALLEN DE GRAAFF,	261 MOHAWK ST.,		TAVERNIER, FL.	33070
MRS. ROBERT EPSTEIN,	124 GARDENIA ST.,		TAVERNIER, FL.	33070
ALMA HEDRICK,	177 N. COCONUT PALM BLVD.,		TAVERNIER, FL.	33070
ROSE MALAFRONTÉ,	183 INDIAN MOUND TRAIL,		TAVERNIER, FL.	33070
MARION MOON,	P.O. BOX 1213,		TAVERNIER, FL.	33070
ROSMARIE PRICE,	P.O. BOX 565,		TAVERNIER, FL.	33070
JOAN PURCELL,	P.O. BOX 864,		TAVERNIER, FL.	33070

Return to:
Circulation Dept. FFGC
P. O. Box 1604
Winter Park, FL 32790-1604

Submitted by MRS. W.W. WOOD,
Address 137 GALLEON RD.,
ISLAMORADA, FL.

NEW MEMBERS

33036

1 Copy To
Mrs. Menton Wells
920.

UPPER KEYS GARDEN CLUB
Application for membership

Name

Address

Phone

Hobbies, special interests;

Sponsor's signature:

Member's signature:

Date of application:

Accepted:

Check the activities in which you might
participate:

- | | |
|-------------------|-------------------------|
| 1: Conservation | 2: Civic Improvement |
| 3: Horticulture | 4: Garden Therapy |
| 5: Flower arrang. | 6: Staging |
| 7: Programs | 8: Publicity |
| 9: Hostesses | 10: Hospitality |
| 11: Membership | 12: Ways & Means |
| 13: Typing | 14: Workshops |
| 15: Yearbook | 16: Juniors |
| 17: Legislation | 18: Federation Meetings |

FLORIDA FEDERATION OF GARDEN CLUBS, INC.

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(TYPE OR PRINT)

DATE APR. 13, 1982

CLUB NAME UPPER KEYS GARDEN CLUB

DISTRICT XII

CIRCLE NAME

CODE(S) 12-490-010

(If applicable)

(Listed in BOI)

CITY OR TOWN

TAVERNIER, FL.

CHECK ENCLOSED: \$

(LIST ALPHABETICALLY)

NAMES

ADDRESS

APT.#

CITY/TOWN

ZIP

MS. MERCEDES MORAGON, PLANTATION VILLAS, F-101, TAVERNIER, FL. 33070

MRS. HENRY MORAN, 31 N. MARLIN AVE., KEY LARGO, FL. 33037

MRS. JAMES P. OLIVER, 219 PLANTATION BLVD., ISLAMORADA, FL. 33036

MRS. LESLIE D. PRIME, P.O. BOX 304, ISLAMORADA, FL. 33036

MRS. ARTHUR RIESER, BOX 711, TAVERNIER, FL. ##)&) 33070

MRS. WALKER W. STECKBECK, BOX 908, ISLAMORADA, FL. 33036

MRS. RUTH M. THOMAS, OCEAN COVE TRAILOR PORT, TAVERNIER, FL. 33070

MRS. TAYLOR VAN ALLEN, BOX 689, KEY LARGO, FL. 33037

~~MRS. FRANK WERTALIK, 265 BURGUNDY DR., TAVERNIER, FL. 33070~~

MS. EUNICE YOURG, BOX 1081, TAVERNIER, FL. 33070

Return to:

Circulation Dept. FFGC

P. O. Box 1604

Winter Park, FL 32790-1604

Submitted by Mrs. William W. Wood

Address

137 Galleon Rd.,

Islamorada. Fl.

33036

FLORIDA FEDERATION OF GARDEN CLUBS

THE FLORIDA GARDENER

CIRCULATION

CHANGES - ADDITIONS - DELETIONS TO MAILING LIST

(Type or Print)

DISTRICT XII DATE APR. 13, 1982
 CLUB NAME UPPER KEYS GARDEN CLUB CODE(S) 12-490-010
 (Listed in BOI)
 CIRCLE NAME _____
 (If applicable)
 CITY OR TOWN TAVERNIER, FL.

(List alphabetically)

<u>NAMES</u>	<u>MAILING ADDRESS</u>	<u>CITY/TOWN</u>	<u>ZIP</u>
MRS. EVERETT ANDERSON	RTE. 1 BOX 4A	TAVERNIER, FL.	33070
MRS. FRED BARITELL,	87465 OLD HWY., APT. 110,	TAVERNIER, FL.	33070
MRS. FRANK V. BIRCH,	BOX 71,	ISLAMORADA, FL.	33036 (DECEASED)
MRS. RICHARD BOULTON,	BOX 539	TAVERNIER, FL.	33070
MRS. TERRY BURGESS,	118 HARBOR DR.,	TAVERNIER, FL.	33070
MRS. BOYD BURKHARDT,	129 PIPPIN DR.,	TAVERNIER, FL.	33070
MRS. ALLAN DEGRAAFF,	261 MOHAWK ST.,	TAVERNIER, FL.	33070
MRS. ROBERT EPSTEIN,	124 GARDENIA ST.,	TAVERNIER, FL.	33070
MRS. A. H. GROSS,	139 AIRSTREAM,	TAVERNIER, FL.	33070
MRS. DEAN HOFF,	171 CORT LANE, SEVEN ACRES,	TAVERNIER, FL.	33070
MRS. L.M. MATTHEWS,	134 TEQUESTA ST.,	TAVERNIER, FL.	33070

Submitted by Mrs. William W. Wood,

Address 137 Galloon Rd.,

Islamorada, Fl. 33036

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Alford
Armstrong
Bean J
~~Cook~~
Eaton
Hayward
Liber
Lindstrom
~~Poland~~
Penn
Roth
Smith (Philly)
TODD - (add address)
P

New
members

add
to
Computer
List