



The Garden Clubs of Illinois, Inc.

Member, National Garden Clubs, Inc.

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DUES NOTICE:

PRESIDENTS: MOST OF THIS PACKET SHOULD BE HANDED TO TREASURERS NOW (see notes)

GCI DUES ARE PAYABLE ON APRIL 1, 2021

CLUBS THAT HAVE NOT PAID THEIR DUES BY JUNE 1, 2021
ARE INELIGIBLE FOR ANY STATE, REGIONAL OR NATIONAL AWARDS IN 2021

Please **discard all old GCI forms** from previous years. **Only the enclosed forms should be used.** They have been updated and are dated to eliminate errors. These forms are also available on our web site www.gardenclubsofillinois.org under "Club Information – Forms". Included in this mailing, please find:

- MEMBERSHIP DUES FORM (**for Treasurer**)
- Current MEMBERSHIP ROSTER for your garden club (**for Treasurer**)
- NEW MEMBERSHIP FORM (**for Treasurer**)
- REPORT OF CURRENT CLUB OFFICERS (**for Treasurer**)
- YOUTH GARDEN CLUBS FORM (**for Treasurer**)
- DONATIONS FORM AND EXPLANATION (**President/board decides and form and check sent by Treasurer**)

1. On the **MEMBERSHIP DUES FORM**, please enter the number of **individual** members and multiply by **\$6.00**. Enter the number of **couples** residing at the same address and multiply by **\$7.00**. **ALL YOUR CLUB MEMBERS MUST PAY GCI DUES**, that includes: Life, Honorary, Emeritus and out-of-state members, as well as members who belong to more than one club. Remember to include \$2 per youth garden club.
2. Make corrections to your **MEMBERSHIP ROSTER** directly on the printout in **RED**. Place an **X** through names **to be deleted**. Draw a **line** through **incorrect addresses** and clearly **print new addresses**. Add the last 4 digits to zip codes, if they are missing. The U.S. Post Office requires 9 digit zip codes (00000-0000) for our mailings. Verify and correct e-mail address. Please return this roster, **not your own printed roster**, as this is the format that is in the member database.
3. Copy and use the **NEW MEMBERS FORM** to add club members not listed on the roster. Be sure to include the full address, zip code and email address. During the year, print copies of this form to add members and make address corrections and deletions. Blank copies of this form are available on the GCI website. New members cannot begin receiving Garden Glories without this completed form and dues payment.
4. Complete the **REPORT OF CURRENT CLUB OFFICERS** (including e-mail addresses) **even if there are no changes**. Always remember to notify the GCI Office of any change in status during the year. Club Officers are vital communication links between GCI and your club.
5. Complete the **YOUTH GARDEN CLUBS FORM**, if applicable. Identify the number of youth garden clubs on the MEMBERSHIP DUES FORM.
6. Fill in the **DONATIONS FORM** with the amount you wish to donate to the projects listed. Include the total donation amount in your check. You may also save the form and make donations anytime during the year.

Make your total check payable to: THE GARDEN CLUBS OF ILLINOIS, INC., and **mail it with the completed forms and the corrected club roster** to the GCI Office by **April 1, 2021**. **Please use your club code when corresponding** with the GCI Office. The club code is listed on the membership roster in front of your club's name.

Thank you for your prompt attention!

Carol Yee, GCI Treasurer: mscyee@hotmail.com