

LEADERSHIP WORKSHOP – HANDOUT LIST

LEFT SIDE POCKET

1. Agenda
2. Participate Reaction Form
3. PowerPoint Presentation
 - Leadership Challenge
 - Connected Organization
 - Connected Benefits
 - Connected Projects
4. Web Site Overview
 - Menus
 - Three Clicks Away to Get Started – register to use MGC web site
5. PowerPoint Presentation
 - Leadership – Are you a leader
 - Tool Kit
 - Effective and Efficient Meetings
 - Role of President (s)
 - Role of Vice-President (s)
 - Recording Secretary
 - Corresponding Secretary
 - PowerPoint Presentation
 - Tips and Tools for Treasurer

RIGHT SIDE POCKET

6. MGC Board – Roster
7. NGC Life Membership Form
8. CR Life Membership Form
9. MGC Life Membership Form
10. Scholarship Form
11. MGC Sign Order Form
12. MGC – Efficient and Effective Meeting
13. So you are a Member of the Garden Club Board
14. Yearbook Judging Form
15. Suggested Activities for Garden Club Treasurer
16. Blue Moon Garden Club Treasurer's Report
17. Blue Moon Garden Club Budget
18. Garden Club Deposit Form
19. Garden Club Reimbursement Form
20. Garden Club Identification Numbers
21. SS-4 Application for Employer Identification Number
22. Handout – Do I need an EIN
23. New Member Information Form MGC Inc.