



California Garden Clubs, Inc.

Membership Renewal Procedures – Clubs/APS

2017-2018

Contact Information for Clubs and Associate Plant Societies:

- Following election of officers for the **2017-2018** year:
 - Go to www.californiagardenclubs.com: click on the **Forms (Menu)**
 - In the By Category tab under “**Membership & Dues**” select “**Membership: Contact Information Annual Form (Club/APS)**”
 - Click to open – follow the instructions to complete and submit electronically (**DO NOT mail** this form)
 - NOTE: it is not necessary to wait until officers are installed or the new fiscal year begins.
 - If the president does not use a computer, anyone in the club can complete and submit the form...perhaps the secretary. **Please coordinate submission to avoid duplicate forms.**

Dues payment:

- Initial payment **is due July 1** –Complete the Dues Form:
 - Go to www.californiagardenclubs.com: click on the **Forms (Menu)**
 - In the By Category tab under “**Membership & Dues**” select **DUES: Annual Form (Club/APS Initial payment)**
 - Click to open – follow the instructions to complete, print and submit electronically
 - Be sure to print **TWO copies** (one to mail and one for your records) prior to clicking the “submit” button
 - Click “submit”
 - Mail the printed copy with an initial dues payment covering the **number of members paid to that point** for the upcoming year (you do not need to wait until every renewing member is paid)
 - make check payable to "CGCI" and **mail to the chairman listed on the form**
 - **CHECK THE MATH** and make sure that the \$\$ amount on the form matches the \$\$ amount on the check

Additional members:

- *Clubs or associate plant societies shall forward dues periodically for additional members (joining after July 1) to the membership chairman.*
 - NOTE: Dues for additional members may be paid at any time (upon receipt, monthly or quarterly)
 - Go to www.californiagardenclubs.com: click on the **Forms (Menu)**
 - In the By Category tab under “**Membership & Dues**” select **DUES: Additional Member Form (Clubs/APS)**
 - Click to open – follow the instructions to complete and submit (same as original dues payment above)

Youth Groups:

- Go to www.californiagardenclubs.com: click on the **Forms (Menu)**
- In the By Category tab under “**Membership & Dues**” select **Youth: New/Renewal Registration Form**

Frequently Asked Questions (FAQs):

- Why an electronic form?
 - The online CONTACT INFORMATION webforms will automatically be forwarded to the membership chairman
 - A spreadsheet will be generated from the webform responses that can be uploaded to the CGCI membership database.
 - The resulting spreadsheets will be forwarded to all appropriate parties including the *CGCI Yearbook, Manual & Roster* Editor and District Directors.
 - Eliminates retyping of information
 - The information comes directly from the member organization and should be correct
- Why submit payment forms electronically AND mail a copy?
 - It is a double check. If the check and form do not arrive in a timely fashion, a reminder notice can be sent.
- How do we submit mid-term updates or changes to organization information?
 - Go to www.californiagardenclubs.com click on **Forms (Menu)**
 - In the By Category tab under “Membership & Dues” select **Membership: Contact Information Update Form (Club/APS/Affiliate)**