



# California Garden Clubs, Inc.

## Membership Renewal Procedures – Clubs/APS

### Contact Information for Clubs and Associate Plant Societies:

- Following election of officers for the **next club** year:
  - Go to [www.californiagardenclubs.com](http://www.californiagardenclubs.com): click on the **Forms (Menu)**
  - In the By Category tab under “**Dues & Membership**” select “**Membership: Annual Contact Information Form (Club or 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.
    - Submit by June 1 to ensure that the updated information is included in the *Yearbook, Manual & Roster*
  - 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](http://www.californiagardenclubs.com): click on the **Forms (Menu)**
  - In the By Category tab under “**Dues & Membership**” 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](http://www.californiagardenclubs.com): click on the **Forms (Menu)**
  - In the By Category tab under “**Dues & Membership**” 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](http://www.californiagardenclubs.com): click on the **Forms (Menu)**
- In the By Category tab under “**Dues & Membership**” 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 can 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?
  - Submit a Contact CGCI form ([www.californiagardenclubs.com/contact-cgci](http://www.californiagardenclubs.com/contact-cgci)). Be sure to include all contact information (mailing address, telephone number, email address).