

California Garden Clubs, Inc.

Board Meeting Procedures

BOARD MEETING CHAIRMAN'S RESPONSIBILITIES and TIMELINE

Board Meeting Chairman oversees all aspects of the Board Meeting. For these procedures "President" refers to the president in office at the time of the board meeting. All plans and decisions must be made collaboratively with the President in office at time of the board meeting. A co-chairman may be chosen, but one person must be the hotel contact and have the "last word." Adhere to current CGCI Bylaws, Standing Rules, Policy & Procedures.

- Ascertain the level of involvement by the President.
- Consult with the President to select dates and discuss the vision and theme for the meeting.
- Obtain voted approval from your group (club or district) to hold a CGCI Board Meeting.
- Send a formal invitation to host the meeting to the President. Include name of Board Meeting Chairman for approval at the next CGCI meeting.
- Invite the President to attend planning meetings. Final plans must be approved by the President.
- Review information on chairmen available from (or required by) CGCI: Event Coordinator, Hotel Contracts, Registrar, and Amenities & Protocol.
- Meet with all involved to present overall scope of Board Meeting.
 - Appoint local committee chairmen such as:
Treasurer, Activity Room, Fundraising, Programs, and Design.
 - Plan responsibilities of each chairman.
 - Provide chairmen links/copies of pertinent pages in this document.
 - Encourage local members to attend the Board Meeting and host at meals.
 - Goody bags are optional and may require a chairman.
- Contact CGCI Hotel Contracts Chairman for historical data that includes meals, meeting and sleeping rooms, A-V, and parking, to assist in negotiating hotel contract.
- Search and select hotels comparing prices and amenities. **See *Hotel Comparison*** for guidelines.
 - Confirm with chosen hotel soon after selection is made.
 - **The President currently in office signs ALL CONTRACTS with the hotel.**
 - Board Meeting Chairman is hotel contact and approves and signs hotel bills. The hotel must clearly understand no one else is empowered to sign bills or order services.
 - CGCI provides a loan for hotel deposit.
- Establish budget.
 - **See *Sample Budget*** for guidelines.
 - Determine registration and late fees.
 - Send proposed registration and late fees to President for approval by Board of Directors.
 - File raffle registration form. **See *Treasurer***
- Present invitation to the Board of Directors at prior CGCI Board Meeting or Convention.
- Prepare Registration Form. **See *Registration Form Template***
Coordinate information needed with President and Registrar.
- Confirm Tentative Schedule created by President.
Tentative is not defined as changeable but means not yet adopted.
 - General order of events:
 - Special Committee Meetings
 - Executive Committee Meeting
 - Committee Meetings
 - District Directors and Chairmen Meetings
 - Board of Directors Business Meetings
 - Select programs, communicate with speakers.

- Prepare program booklet to be distributed in registration packets. Obtain template from Event Coordinator.
 - Obtain final Tentative Schedule from the President.
 - Include in program booklet: Tentative Schedule, meeting times with room assignments, meals, workshops and programs with brief descriptions, acknowledgments, Board Meeting Rules provided by Parliamentarian, and hotel floor plan.
- Three months prior to Board Meeting
 - Send Registration Form and FYI to President for inclusion in The Call. *See The Call*
 - Check with hotel reservations to assure rooms are blocked.
- One month prior to Board Meeting
 - Prepare program booklet for printing.
 - Confirm speakers and details (meal, parking, presentation requirements).
 - Schedule volunteers for Activity Room, Registration table and others as needed – schedule walk-through of hotel with chairmen.
 - Obtain President’s approval for complimentary meals. *See Treasurer*
- Two weeks prior to Board Meeting confirm special seating requirements and honor table specifics with the President.
- Seven to ten days prior to Board Meeting – calculate the meal guarantee numbers.
 - Obtain each meal count numbers from Registrar.
 - The guarantee number is the meal count minus the overset percentage plus a couple more for no-shows.
 - Example: If the meal count for dinner is 100 and the overset is 2% then the guarantee number is 98 minus another 2-4 for no-shows.
- Thirty days after Board Meeting
 - Provide financial report to be reviewed by a member of CGCI Budget and Finance Committee.
 - Complete form summarizing data. *See Board Meeting Data Form*
 - Send thank-you notes to those who helped make the Board Meeting a success.
- Ninety days after Board Meeting
 - Send copies of reviewed financial report to CGCI President, Financial Secretary, Treasurer, and Event Coordinator.
- Meeting following Board Meeting. Present oral and written reports:
 - Oral: Summarize *Board Meeting Data Form*, summarize activities/workshops, thank participants, share tips, problems, and suggestions.
 - Written: Maximum 500 words with oral report information. Send to the President and Event Coordinator and provide a 250-word report to the Recording Secretary adhering to specified deadline.

BOARD MEETING CHAIRMAN TIMELINE

During Board Meeting – Keep hotel contract with you and sign hotel meal counts.
Record suggestions for changes in procedures for this document.

1. Select potential dates
2. Establish Board Meeting Committee
3. Select hotel/venue
4. Establish budget
5. Announce Board Meeting place and date at next CGCI Board Meeting or Convention
6. Three months before Board Meeting
 - Confirm Tentative Schedule, speakers/workshops
 - Prepare Registration Form
 - Begin development of program booklet and FYI
7. Two months before Board Meeting
 - Send information to President for The Call
8. Two weeks before Board Meeting
 - Print program booklet
9. Ten days before Board Meeting
 - Calculate the meal guarantee numbers
10. Chair the Board Meeting
11. One month after Board Meeting
 - Provide financial report to be reviewed by host organization
12. Two months after Board Meeting
 - Send reviewed financial report to CGCI President, Financial Secretary,
Event Coordinator and Hotel Contracts Chairmen
13. CGCI Meeting following Board Meeting
 - Present Board Meeting reports (oral and written)

PRESIDENT'S BOARD MEETING RESPONSIBILITIES and TIMELINE

1. Choose dates and work closely with Board Meeting Chairman.
2. Prior to the CGCI Meeting before the Board Meeting, add to Executive Committee agenda for recommendation to Board of Directors, the proposed Registration and Late Fees and name of Board Meeting Chairman.
3. Ascertain what committees will meet for scheduling meeting rooms.
4. Plan schedule, speakers, and workshops with Board Meeting Chairman.
5. Have invitations sent for special seating at head and honor tables and to those presiding at meals, giving inspirations, and leading the Pledge of Allegiance and Conservation Pledge.
6. Designate/approve complimentary meals.
7. **Three months prior** to Board Meeting, solicit information for The Call.
 - Registration Form, FYI information, and room assignments for the Tentative Schedule from Board Meeting Chairman
 - For a Winter Board Meeting, proposed bylaw amendments from Bylaws Committee Chairman
8. **Forty-five days prior** to Board Meeting is the deadline to distribute The Call.
9. **Two weeks prior** to Board Meeting confirm with the Board Meeting Chairman and Amenities and Protocol Chairman, special seating requirements, honor table specifics, meal presiding officer assignments, and inspirations.
10. Alert Amenities and Protocol Chairman of special guests to be greeted.
11. Determine who will introduce speakers: Share with Board Meeting/Program Chairman.
12. Preside at Board Meeting business meetings.
13. Send CGCI thank-you notes.

COMMITTEE CHAIRMEN PROCEDURES

Suggested local chairmen

1. DESIGN - Coordinate meal and lobby designs.

Meal Host furnishes table centerpieces for meals and optional table favors
Confirm number of tables, plus two table centerpieces for head table
Check with Board Meeting Chairman regarding napkin color for coordination

Lobby Determine if hotel will allow designs and placement of them
Contact local judges' council or arranger's guild about furnishing lobby designs

- Confirm a workroom will be available to assemble and store designs
- Have emergency supplies available (clippers, wire, scissors, clay, etc.)
- Inform presiding officer of designers for recognition and method of distribution of centerpieces

2. FUNDRAISING – Options offered are at the discretion of the host.

CGCI committees retain all their own funds: President's Project, State Pins & Misc. Sales, etc.

- Provide a secure space
- Consider out-of-town attendees (shipping/size of items)
- Adhere to IRS rules, California 90/10 rules (only 10% of revenue may be used to purchase raffle prizes, e.g. 50/50 raffle is prohibited)
- Alcohol is prohibited in raffle baskets or auctions
- Adhere to current CGCI Bylaws and Standing Rules

Tours – Consult with the President and suggest a list of venues.

Encourage attendance

Can be combined with a presentation ceremony i.e., Blue Star Marker dedication

Can be overnight

- Obtain approval by the President
- Secure transportation and plan schedule
- Plan meals, if appropriate
- Ensure ticket prices cover all expenses and provide additional funds

Auctions

- Silent – requires space for display
- Progressive – interesting variation
- Live – engage enthusiastic auctioneer and start after meal
 - Select limited number of highest-priced items
 - Look for one-of-a-kind items or experiences
 - Display in advance to generate interest

Raffles – Suggested minimum value \$50. Types of raffles include selective (ticket in cup), chance (no selection choice) or first-drawn selects first-choice.

- Confirm Treasurer has registered raffle with California Attorney General's office
- Follow California 90/10 rules (see Fundraising above)
- Provide for pre-purchasing tickets when on Registration Form

Vendors – Select unusual items, floral design, horticulture, jewelry

See Vendor Sales Agreement

Boutiques – Handmade, new, or recycled items, jewelry, snacks, candy

Workshops – Presentations e.g., horticulture, floral design, crafts, educational topics

3. ACTIVITY ROOM for exhibits, boutiques, vendors, etc.

- Coordinate with Board Meeting Chairman how the room(s) will be used
- Adhere to Tentative Schedule
- See **Request for Activity Room Space** and **Vendor Sales Agreement**
 - Set a deadline for receipt
 - Determine fees based on vendor requirements
 - Update Vendor Sales Agreement with specific information and fees
- Confirm all reserved space with requestors
- Schedule room monitors for all open hours and do not leave unattended
- Assign exhibitor spaces with name taped in place
- Save room for chairmen that expect to exhibit but have not reserved a space

4. PROGRAMS Coordinate with President and offer suggestions. Entertainment may replace one program.

- Confirm speakers
 - Time and place of venue
 - Honorarium fee
 - Speaking time limits (suggest: 30 minutes at lunch/45 minutes at dinner)
 - Determine AV needs such as projector/computer
- Complete Registration Form for all speakers; include meal choice for complimentary meals
- Two weeks prior send email reminder to each speaker
- Obtain a short, one-minute biography; have one copy for the introducer and one backup

5. TREASURER

- Review and adhere to current CGCI Bylaws, Standing Rules, Policy & Procedures
- Maintain financial records of Board Meeting under the direction of Board Meeting Chairman
- Establish budget with Board Meeting Chairman and President. **See Sample Budget**
 - CGCI budget provides an allowance for programs/speakers
 - President's registration, meals, and room are covered by the President's travel budget
- File the raffle registration form at least 60 days before the scheduled date of raffle with California Attorney General's office at <https://oag.ca.gov/charities/raffles>
- Determine who deposits checks – Treasurer or Registrar
- Reconcile each deposit with the spreadsheet provided by the Registrar
- Require receipts with a warrant for all bills approved by Board Meeting Chairman. **See Warrant**
- Secure Board Meeting Chairman's approval for complimentary meals
- Generate refund checks approved by Registrar or Board Meeting Chairman
Confirm spreadsheet is updated with refunds
- Review hotel charges carefully with Board Meeting Chairman before paying bill
Never use personal finances!
- Within 20 days of the close of Board Meeting, prepare financial report and submit to the Board Meeting Chairman

CHAIRMEN PROVIDED BY CGCI

Chairmen listed below will work closely with Board Meeting Chairman and committee members. These chairmen have detailed procedures and experience from previous meetings.

EVENT COORDINATOR

- Provides Board Meeting Chairman with guidance and support
- Provides program booklet template
- Reviews financial report

HOTEL CONTRACTS

- Reviews hotel requirements with Board Meeting Chairman
- Provides two previous contracts, if requested
- Provides historical data including meal counts, room numbers, etc.

REGISTRAR

- Receives all registration forms and checks
- Shares spreadsheet with Board Meeting Chairman for room and meal count
- Provides spreadsheet with each deposit to Board Meeting Chairman, Treasurer, and President
- Receives special table seating reminders from President
- Provides packets which include:
 - Program booklet
 - Name badges
 - Meal tickets
 - Pre-purchased raffle tickets
 - Special seating reminders
- Trains volunteers for registration table

AMENITIES AND PROTOCOL

- Obtains special seating chart from President
- Provides special seating reminders to Registrar for packets
- Ensures U.S. Flag is available
- Before each function: checks microphones, lights, A/C, and have an extra extension cord
- Positions place cards for guests on tables
- Provides presiding officer script for each meal
- Adjusts microphone if speaker is not speaking into it

HOTEL

Negotiating the contract is one of the most important jobs as Board Meeting Chairman. You will be negotiating with a “salesman” from the hotel. Do **not** accept verbal agreements. You only get items as specified in the contract. The signed contract is your protection. You are the buyer, and the hotel wants your business. Drive a hard bargain! Know what will be delivered and get as much as possible FREE IN THE CONTRACT. The contract must be studied carefully by the **CGCI Hotel Contracts Chairman before it is signed by the President (currently in office)**.

1. The President (currently in office) is responsible for signing ALL contracts with the hotel.
2. Shop and compare more than one hotel. Let salesman know you are shopping for best deal.
 - Prefer complimentary breakfast and free parking
 - Must have elevator
 - Flipping room from meeting to banquet is not ideal
3. Recommend only two people attend the first bargaining meeting
4. Sleeping Room Rates: Room rates will drive attendance. Hotels use the total number of sleeping rooms rented to determine number of complimentary rooms and charges for the meeting rooms (in some contracts).
 - Some room rates are better on weekends, others offer better rates for weekdays
 - Make sure rates are lower than AAA, AARP, rewards/loyalty programs, online, etc.
 - Secure hotel early to lock in best room rates. Include the day before and after event
 - Ask for maximum number of handicapped rooms to be included in block
 - Negotiate complimentary room for Board Meeting Chairman
 - Negotiate one complimentary room night for approximately every 40 nights booked
 - If the number of sleeping rooms guaranteed in the contract is not met, the hotel may have a sliding scale for determining charges for meeting rooms
 - Negotiate for 80%, i.e., if 80% of the number of rooms contracted are rented, there is no charge for meeting rooms
 - Verify housekeeping, amenities, and services
5. Meeting Rooms: Obtain hotel map showing meeting and banquet rooms with capacity numbers.
 - **Every detail must be in writing with costs involved**
 - Negotiate free meeting rooms. May be based on sleeping rooms booked and/or meals served
 - Confirm availability and negotiate cost of the following:
 - Wi-Fi reception
 - Equipment (tables, chairs)
 - Properties (screens, whiteboards, microphones, lecterns, etc.)
 - Ensure U.S. Flag is available in business meeting rooms
 - Provide water in meeting rooms

6. Menus and Meal Prices

- Add service charge and tax if not included in original contract (approximately 35%)
Service charge and tax are often referred to as plus, plus (++)
- Establish hotel’s overset (% of meals available over number of meals ordered), usually 2-4%
- Select meal type (buffet/plated) and include a vegetarian selection
- Establish how meals will be paid, exact cost of each meal, and who will sign the bill, Banquet Event Order (BEO), following each meal. This is usually the Board Meeting Chairman
- Negotiate
 - Either “inclusive of tax and service fees” (++) OR use current banquet prices for the future event (which would not include ++ fees) in the contract
 - Date to submit meal number guarantees – ideal is 72 hours in advance
 - Daily bar and bartender minimums in the contract. Determine location of bar
 - Luncheon-sized servings for dinners to lower price and avoid food waste

7. Head Table

- Arrange for a raised head table with railed steps, skirted, set for 12, for meetings and meals
- Provide lectern with microphone in center of head table

8. Equipment/AV often provided by outside vendor – negotiate cost

- Ensure Wi-Fi is available
- Secure a second microphone with floor podium for business meetings
- A mixer is required if more than one microphone is used—check additional cost
- Determine if we can use our own computers/projectors

9. Determine hotel restrictions on candles, glitter, confetti, affixing to walls, demonstration clean-up, outside food and beverage.

10. Posters and Signs: can welcome signs be placed in strategic places? Does hotel display signs?

REQUIRED MEETING ROOMS

Discuss required rooms with President and determine if some committees meet virtually

# of People	Type of Meeting	Use/Special Consideration
10	Conference	Executive Committee
80	Business	Classroom or round tables
40-60	Meals	Supply two tables below head table for special programs
20-30	2-5 Breakout Rooms	Activity, Workshops, Committees, Workroom

Day 1	Day 2	Day 3
Date	Date	Date
Meals	Meals	Meals

Night 1	Night 2	Night 3
Date	Date	Date
# in room block	# in room block	# in room block

HOTEL COMPARISON

Y/N = Yes or No

Hotel/date visited			
Contact			
Sleeping room rate			
Parking			
Cost for meeting rooms			
Comp breakfast Y/N Type			
Elevator Y/N			
Food & Beverage minimum			
Mtg & meal rooms flip or separate			
Lunch price average			
Dinner price average			
Bar minimum & Bartender			
Wi-Fi in mtg rooms Y/N			
AV costs in-house or ?			
Comp Rooms for Chairman and Pres. *			
Comp Room per sleeping nights			
Airport shuttle Y/N			

* For Board Meetings, the President’s room is paid for by the President’s travel budget.

SAMPLE BUDGET

- The Board Meeting Chairman, Treasurer, and President prepare the budget
- The budget is approved by the President
- The gain or loss is retained by the host
- Registration fee is waived for speakers, guests, companions, and host members who work the Board Meeting
- CGCI budget provides an allowance for NGC President, PR Director, programs/speakers
- A fundraising tour is optional, income/expenses would be included in the budget

Income

Meals	\$25,000
Registration fees 80 x \$75	6,000
CGCI hotel deposit loan	1,000
Fundraising, raffle/auction	750
Other	0
Vendor Sales	0

Total Income	<u>\$32,750</u>
--------------	-----------------

Expenses

Meals including complimentary meals	\$25,000
Audio-visual	5,000
Reimburse CGCI hotel deposit	1,000
Registration packets including badges, meal tickets, booklets	100
Speaker fees above CGCI allowance	300
Board Meeting Chairman (room*, registration package plan)	650
Refunds	300
Office Supplies	100

*Free rooms may be provided in contract

Total Expenses	<u>\$32,450</u>
----------------	-----------------

Net Income Retained by Host	<u>\$300</u>
-----------------------------	--------------

WARRANT FOR CGCI MEETING

Request for Payment or Reimbursement from meeting funds
Submit to: Board Meeting Treasurer All items must be accompanied by receipts.

Chairmanship: _____ Date: _____

Issue Payment to: _____

Address: _____

Date	Description	Amount
_____	_____	_____
_____	_____	_____
		TOTAL _____

Submitted by: _____

Meeting Chairman approval: _____ Check #: _____ Date Sent: _____

WARRANT FOR CGCI MEETING

Request for Payment or Reimbursement from meeting funds
Submit to: Board Meeting Treasurer All items must be accompanied by receipts.

Chairmanship: _____ Date: _____

Issue Payment to: _____

Address: _____

Date	Description	Amount
_____	_____	_____
_____	_____	_____
		TOTAL _____

Submitted by: _____

Meeting Chairman approval: _____ Check #: _____ Date Sent: _____

THE CALL

The Call is a statement by the President to board members notifying them of the Board Meeting.

- Corresponding Secretary is responsible for distributing The Call
- Board Meeting Chairman is responsible for providing Registration and FYI for The Call

Included in The Call:

- Registration Form
- FYI – information including hotel address, reservation information, parking, in-room amenities and housekeeping services, on-site food service, and special event instructions
- Tentative Schedule – order of events
 - Special Committee Meetings
 - Executive Committee Meeting
 - Committee Meetings
 - District Directors and Chairmen Meetings
 - Business Meeting

Addendum – *Activity Room Space*

REQUEST FOR ACTIVITY ROOM DISPLAY SPACE

Vendors with sales...Submit Vendor Sales Agreement

Exhibitor Name Click or tap here to enter text.

Address Click or tap here to enter text.

Phone Click or tap here to enter text. Email Click or tap here to enter text.

Exhibit/Activity Title or Subject Click or tap here to enter text.

Chairman Workshop Other Click or tap here to enter text.

Space Requested: Half table (3 ft.) Full Table (6 ft.) Other Click or tap here to enter text.

Special requirements: Outlets Wi-Fi Other Click or tap here to enter text.

Exhibits are to be placed and removed according to CGCI meeting schedule.
CGCI and/or the Board Meeting Committee shall not be responsible for exhibit contents.

Submit this form to the Activity Room Chairman by deadline.

Date Click or tap here to enter text.

VENDOR SALES AGREEMENT

Request to Sell at CGCI Event

Name Click or tap here to enter text.

Address Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

Type of Merchandise Click or tap here to enter text.

Special requirements: Outlet Wi-Fi Other Click or tap here to enter text.

Space Requested: Half table (3 ft.) # requested ____ Fee \$_____

Full Table (6 ft.) # requested ____ Fee \$_____

Other Fees \$_____

TOTAL Table/Other Fee = \$ Click or tap here to enter text.

Make check payable to: *(enter host name)* _____

Vendor assumes responsibility and liability for losses, damages, and claims arising out of vendor activities on the hotel premises and will indemnify, defend, and hold harmless CGCI, its volunteers, the hotel, its agents, and employees from any and all such losses, damages and claims.

Vendor Signature _____ Date _____

Vendor Approval by CGCI

Approved by: Name/Title: _____

Date: _____

Comments:

+++++

Fees received \$_____

Date _____

**CALIFORNIA GARDEN CLUBS, INC.
MEETING DATA FORM**

Meeting Host: Click or tap here to enter text.

Date: Click or tap here to enter text.

Chairman: Click or tap here to enter text.

Meeting City: Click or tap here to enter text.

The information will be used in planning future CGCI meetings. Thank you for your response. Please complete this form and send to the President, Event Coordinator and Hotel Contracts Chairman.

Meeting Registration Numbers

Board members Click or tap here to enter text.

Club/APS Presidents Click or tap here to enter text.

Club/APS President Alternates Click or tap here to enter text.

Club Delegates Click or tap here to enter text.

Total voting Click or tap here to enter text.

Companion/Spouse/Guests Click or tap here to enter text.

Host members Click or tap here to enter text.

Total non-voting Click or tap here to enter text.

Total Registration Click or tap here to enter text.

Number of Sleeping Rooms used

Day 1 Click or tap here to enter text.

Day 2 Click or tap here to enter text.

Day 3 Click or tap here to enter text.

Day 4 Click or tap here to enter text.

Total Sleeping Rooms Click or tap here to enter text.

Number of Meals served

Day 1 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 2 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 3 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 4 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Number attending Tour Click or tap here to enter text.

Total Revenue Click or tap here to enter text.

Less Expenses Click or tap here to enter text.

= Gain (Loss) Click or tap here to enter text.

For Convention:

30% of proceeds to CGCI \$ Click or tap here to enter text.

Date: Click or tap here to enter text.

Check # Click or tap here to enter text.

70% of proceeds to Host \$ Click or tap here to enter text.

For Board Meeting:

100% to Host \$ Click or tap here to enter text.

REGISTRATION FORM

California Garden Clubs, Inc. XXth Board Meeting

MM/DD/YYYY - Theme
Hotel, address, phone #

Host: Name Chairman: Name

All attendees MUST register...ONE person per registration form...no walk-ins...no exceptions.

No registrations will be accepted after MM/DD/YYYY



Name: Telephone:

(Type as you wish name to appear on badge)

Email:

Club/APS: District:

CREDENTIALS: Check those that apply Position on the CGCI Board of Directors

Non-voting Garden Club Member Worker Companion/Spouse/Guest 1st time attendee?

PART I: PACKAGE PLAN REGISTRATION - NO refunds after MM/DD/YYYY - Check meal choices below

Includes: Registration Fee; all lunches and dinners (unless noted otherwise)

Postmarked BY MM/DD/YYYY \$xxx \$
Postmarked AFTER MM/DD/YYYY \$xxx \$

NO REGISTRATIONS WILL BE ACCEPTED AFTER (date)

PART II: PART-TIME REGISTRATION Fee - NO refunds after MM/DD/YYYY

Registration: Postmarked BY MM/DD/YYYY \$xxx \$

Registration: Postmarked MM/DD/YYYY \$xxx \$

Registration: Worker / Companion / Guest WAIVED

PART III: MEALS

Package Plan Meal selection

Part-time meal selection

Day, Month/date, Lunch Enter meal entree \$xx \$
Vegetarian option \$xx \$

Day, Month/date, Dinner Enter meal entree \$xx \$
Vegetarian option \$xx \$

Day, Month/date, Lunch Enter meal entree \$xx \$
Vegetarian option \$xx \$

Day, Month/date, Dinner Enter meal entree \$xx \$
Vegetarian option \$xx \$

Special dietary restrictions: Gluten-free Other

PART IV: Pre-purchase raffle tickets: 6 tickets for \$5 or 12 tickets for \$10 Total for tickets: \$

NOTE: pre-purchased tickets will be in your registration packet TOTAL AMOUNT ENCLOSED \$

PART V: Workshops/Tour - Indicate intention to attend

Workshop name Workshop name Workshop name Tour Date and time: \$

REFUND POLICY: NO REFUNDS will be issued after MM/DD/YYYY. The remittance will be considered a donation.

Make check payable to: Host Entity
Mail form and check to: Robin Pokorski, Registrar
NO CASH ACCEPTED 512 Newton St, San Fernando, CA 91340
CGCIRobin@gmail.com 818-425-3247

For Office Use Amt/Payee
Amount Check #
Confirmation Postmark
Refund Due Refund Check
Balance Due Bal Paid ck#