

Procedure Book Honor Book Line Code: 1531

The Honor Book Chairman is:

- A voting member of the CGCI Board of Directors (Board);
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation).
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview

This chairman records memorials, contributions, and recognition of outstanding service in the Honor Book. Donations in any amount are encouraged and acknowledged. Funds are used for first place winners of the Smokey Bear/Woodsy Owl Poster contest, the purchase of a redwood tree every 10 years honoring former CGCI Presidents, and CGCI objectives.

History – This Honor Book has evolved from the Green, Gold and Copeland Fund Honor Books. Books are displayed at the annual convention.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports encouraging donations.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available at meetings.
- Write an article for *Golden Gardens* at least once per term.

- Send honorees or next of kin an acknowledgement of the donation (excluding amount of donation)
- Send an thank you card to the donor (including amount of donation)
- Enter information in the Honor Book
- Request display space for the Honor Book at conventions
- Bring Honor Book to convention for display

Handling Money Procedures with [Online Webform](#)

- Process all checks as received using **line code 1531**
- Record checks received using the [Online Webform](#)
- **BEFORE** clicking on the “submit” button:
 - Print two copies (one to mail with the checks and one for the file)
 - Click on the “submit” button - the form will automatically be forwarded to the CGCI Financial Secretary and Treasurer.
 - Mail checks and form to the Treasurer monthly.

Suggestions

- Use CGCI meetings as an opportunity to promote the Honor Book

Attached documents

- Sample of card/letter

EXAMPLES

(variable information appears in *italics*)

Donations in honor of someone

Dear *Donor*

Date:

California Garden Clubs, Inc. appreciates your donation to the Honor Book of \$*xxx.00* in honor of *Honoree*. An acknowledgement is being sent to *Honoree*.

May sunshine surround you each new day and may smiles and love never be far away. *Hans Christine Andersen*

The honorees and donors will be recognized in the *Golden Gardens*.

Sincerely,

To honoree:

Dear *Honoree*

Date:

Donor Name has honored you with a donation to the California Garden Clubs, Inc.'s Honor Book. Your name will be inscribed there for all to see. The Honor Book is displayed at every convention.

Sincerely,

Donations in memory of someone

Dear *Donor*

Date:

California Garden Clubs, Inc. appreciates your donation to the Honor Book of \$*xxx.00* in memory of *Honoree*. An acknowledgement is being sent to *Honoree's Family*.

May sunshine surround you each new day and may smiles and love never be far away. *Hans Christine Andersen*

The honorees and donors will be recognized in the *Golden Gardens*.

Sincerely,

To Family of honoree:

To the Family of *Honoree*

Date:

Donor Name has honored the memory of *Honoree* with a donation to the California Garden Clubs, Inc. Honor Book where *Honoree's* name will be inscribed.

We wish to express our sorrow to you regarding the loss of *Honoree*. You have our most sincere thoughts and sympathy.

Sincerely,