

TO: All Club Treasurers

FROM: Mary Jo Schlomann, Financial Secretary and Lee Ann Stine, Headquarters Secretary

When it is time to pay your Club dues, please keep this memo in your file with other dues collection material or notices, so that you have it to help you. **The dues bills are always mailed out shortly before May 1 and your dues payment is due by June 15th.**

When you receive your dues bill approximately May 1st, and are arranging to make the payment by June 15th, please follow these steps.

1. **Always** send a copy of your **yearbook** or a **complete list** of all members with **addresses, phone numbers and email addresses** if applicable. If the names & addresses are not sent, your dues will not be recorded as paid on that date.
2. Count each individual member and insert that number onto the dues bill. There will already be a number on your dues bill showing the number that we have in our database as of April 1st of that year. In many cases this number will have changed as you have added or deleted members, and the office was not notified before this cutoff.
3. Your dues **must be paid** on the number of members **listed in your Club Yearbook** at \$10 per member, regardless of the category (active, associate, honorary, patron) of membership and all husband and wife memberships are paid as two members. If you are paying for 55 members, your check should be for \$550.00. All dues checks should be made out to **Garden Club Federation of PA or (GCFP)**
4. **The *prorated schedule shown below applies only to new members that are added beginning August 1.** If you add a new member before August 1, you would pay \$10 for that member, but if you add a new member on August 1 or later, you would pay the pro-rated amount shown. For a new member added between August 1 and October 31, dues would be \$7.50, and in December \$5, etc. for that member in the year that they join.
***May 1-July 31, \$10; Aug 1-Oct 31, \$7.50; Nov 1-Jan 31, \$5.00; Feb 1-Apr 30, \$2.50**
5. GCFP State dues includes your National Garden Club, Inc. dues of \$1.00 per member, (\$9.00 is state dues and \$1.00 is for NGC). The GCFP will send in your NGC dues. If your District dues are due in this same period, send those to your **District Treasurer**. If you are not sure where to send district dues, ask your Club President. **Do not include your District dues with the GCFP dues!**
 - A. As you add new members during the year or as members resign or are deleted due to death, please send that information to the office so that your membership is always up-to-date. **Membership must be kept up-to-date or your insurance coverage and 501 C3 benefits will not be available.**
 - B. **Email can always be used to inform the office of changes in membership and officers.** To save postage, send this information to the office in an email to GCFP2@aol.com . When adding new members, club treasurers must follow up by sending a check for their dues to the office.
6. You will be receiving your yearly "990 Information Form" separately this year (not with your dues bill) and it must be completed promptly to meet the IRS deadline of May 31. **This form does not come back to the office. It should be returned to the 990 Recording Chairperson whose name and address will appear on the form with instructions for completing it.**

If you have questions about the payment of your dues, please feel free to contact Lee Ann Stine either at GCFP2@aol.com or at 717-737-8219. If I am not in the office when you call, please leave a message and I will return your call.

If/when your Treasurer changes at any time during the year, please be sure to **notify the office** either by email, phone or by mailing the information. We need to have the current Treasurer on file at all times.

Lee Ann Stine

Garden Club Federation of Pennsylvania

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