

Procedure for submitting GCFP dues

Barbara Brand, GCFP Financial Secretary (2021-2023)

Every year on May 1st, all garden club treasurers are sent a bill from GCFP for payment of dues for the current fiscal year (5/1 through 4/31). Please follow these steps when returning payment – the DUE DATE for returning the invoice is JUNE 15th.

1. Prepare the form:

- The 2-part form indicates the number of club members in the previous year, according to the GCFP database.
- Since club membership may change, the bill provides a line for the treasurer to verify the number of club members as of May 1st. Confirm or correct the number of members on both copies of the form.
- Annual membership is due in the amount of \$10.00 per person, regardless of their membership category. Couples are counted as 2 members.
- When new members join, their partial year dues are to be paid based on these dates:
 - Joining August 1 – October 31 \$7.50
 - Joining November 1 – December 31 \$5.00
 - Joining January 1 – April 30th \$2.50
- Affiliate member's dues are \$35.00 per year.

2. Returning the form:

- Checks are to be made payable to "Garden Club Federation of PA" or "GCFP"
- Return one part of the form and a check to the address on the form (please do not staple), keeping the other copy for your records.
- Include with the above a current copy of the garden club yearbook, or a list of members with name, address (9-digit zip code), phone, and email address (if applicable). Affiliates are exempt from this provision.

3. IMPORTANT: -- Updating membership information

- Membership information in the GCFP database must be kept current OR the club's liability insurance coverage and 501-c-3 status will be jeopardized.
 - Notify the GCFP Headquarters Secretary promptly when members join, change their permanent address, or resign, and when members are deceased.
 - The form for Adding or Deleting Members can be found on the GCFP website.
- Notify the GCFP Headquarters Secretary promptly when the club treasurer changes.
- District dues should be sent to the District Treasurer, not to GCFP.

If you have questions, please contact Elizabeth Pinkham at GCFP205@gmail.com or 717-737-8219.