

# QUIET CORNER GARDEN CLUB MEMBERSHIP APPLICATION

## APPLICANT INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Phone:

Cell:

Email:

How did you hear about QCGC?

PLEASE DESCRIBE ANY SKILLS/HOBBIES THAT YOU HAVE EXPERIENCE WITH, I.E. FLORAL DESIGN, HORTICULTURE DESIGN, COOKING, ARTS/CRAFTS, ORGANIZATIONAL SKILLS, ACCOUNTING, OFFICE/COMPUTER SKILLS, ETC.

## MEMBERSHIP EXPECTATIONS

Active Members uphold the objectives of the club by actively serving as an officer or as a member of a standing committee; attend at least half of the meetings per year; pay dues and have the privilege of voting on club matters.

## COMMITTEES

Civic Committee	Involvement in garden projects in the community.	
Program Committee	Help plan and prepare programs for the year. Confirm with guest speakers. Prepare annual club survey to ask interest from members.	
Plant Sale Committee	Responsible for planning & implementation of yearly plant sale.	
Fundraising Committee	Responsible for all fundraising outside of annual Plant sale, i.e., silent auction, cookbook, etc.	
Public Relations & Marketing Committee	Inform the wider community of Club activities via newspapers & social media. Responsible for coordination of annual program booklet & club informational pamphlets/handouts, press releases and ads.	
Hospitality Committee	Act as host or hostess for one meeting each year and help coordinate refreshments for meetings and club events. Coordinate phone tree.	
Historical Committee	Help maintain the club scrapbooks and other assorted activities.	
Membership Committee	Help greet visitors to QCGC meetings, introduce to club, distribute name tags and collect door prize tickets. Ensure guests feel welcomed.	
Exhibit Committee	Participates in exhibits and shows, especially Celebrating Agricultural in September.	
Scholarship Committee	Coordinate application process and selection of scholarship recipients.	

Every member is expected to serve on at least one committee. Every attempt to place in 1<sup>st</sup> choice will be made but club needs may require reassignment. Are you willing to serve on more than one committee? Yes \_\_\_ No \_\_\_

## ADDRESS

Mail completed application to: Quiet Corner Garden Club, PO Box 1004, Woodstock, CT 06281.

Payment must accompany a complete membership form. Make checks payable to Quiet Corner Garden Club.

## SIGNATURE

Signature of applicant:

Date:

**For Club use:** Dues paid:

Date:

Check #:

**QCGC Committees:** Committee chairs will attend all meetings, regular and board, if unable to attend, will have a substitute from the committee attend the meeting. The chair will give a report at the monthly meeting and give the written report to the secretary for filing. Will give an end of the year report at the annual meeting and give the written copy to the president.

**Membership:** Membership chair is the vice-president. Shall have a sign-in table near the door, available with name tags, door prize tickets, membership application forms and door prizes. Shall greet all visitors and make them feel welcome and introduce them to members, during the membership report introduce them to the membership. Shall call roll at the beginning of the meeting and then give the report during the meeting, giving the written report to the secretary for filing. Shall follow-up on visitors that show an interest in the club and help facilitate becoming a member. Shall accept applications from new members and place new members in a committee. Fill all vacancies on committees.

**Hospitality:** Maintains schedule of members supplying refreshments for meetings. Coordinate phone tree of all members announcing meetings and events. Host the regular meetings "Refreshments Break" and coordinate refreshments and door prizes. Fill in when a vacancy in refreshments occur. Coordinate the Annual Meeting Pot luck meal.

**Fall Harvest Dinner:** Shall coordinate and set up the "October Harvest Dinner". Shall select a theme and coordinate decorating. Shall coordinate with hospitality chair for phone tree calls

**Sunshine:** Shall attend all meetings, regular and board. Shall give an end of the year report at the annual meeting and give the written report to the president. Shall send out cards of, welcome to the club, get well, sympathy or thinking of you.

**Program:** Shall plan and prepare all programs, workshops and field trips for the year Jan. 1 to Dec. 31. Shall confirm speakers for the meeting and inform members of the coming programs. Shall be in touch with program speakers and provide needed equipment. Shall introduce the speaker at the meeting and offer refreshments to the speaker at break.

**Plant Sale:** Shall be responsible for planning, organizing and operating the Annual Plant Sale.

**Fundraising:** Responsible for all fundraising outside of the annual Plant Sale including recipe book and Silent Auction. Shall actively collect recipes from the membership and create a book to be sold as a fundraiser.

**Exhibit:** Shall be responsible for the QCGC banner and other exhibit materials. Shall exhibit club materials at Celebrating Agriculture at the Woodstock Fairgrounds, the third weekend after Labor Day. Shall encourage the membership to participate in flower shows, Woodstock Fair etc. Shall provide the membership with conservation and horticultural information of interest at regular meetings ie. bring a plant to the meeting with Latin name, common name, guide to care and plant requirements.

**Civic:** Shall organize and encourage members to provide materials to make the Christmas wreaths for the towns. Shall promote and facilitate involvement in garden projects in the community

**Scholarship:** Shall coordinate the application process and selection of a scholarship recipient, contact high school counselors in the garden club area to facilitate the process.

**PR:** Shall inform the wider community of club activities, using notices in newspapers, radio announcement, and posters. Responsible for producing and maintaining the membership handbook and all publications for the club. Shall publish a "Thank You" to donors of the plant sale.

**Historical:** Shall maintain a binder, materials of the current year as photos, meeting programs information, speakers, workshops, field trips, publicity, scholarship, yearbooks, memberships and horticultural information