



2020 – 2021 Schedule and Check List for Secretaries of Affiliated Clubs.

Please file this document and refer to it EVERY MONTH to ensure forms have been received or need to be sent.
If forms have not been received by the date indicated, contact the secretary@gardenclubs.org.au on 0428 335 797

WHAT WILL HAPPEN	You should receive on or by this date	GCA Form No.	What you should do	By this date	Club has Checked Date.
Reaffiliation Tax Invoice Form will arrive. Please note reduction in Affiliation Fees for 2021 - \$36.36 plus GST = \$40.00	By the end of second week in October 2020	1	If your club's financial BSB or Account details have changed in the last 12 months: Fill in the tear-off section and return to the Treasurer.	By 18 th December 2020.	
Membership Insurance Form <i>(statement of your numbers you want covered by Insurance)</i>	By the end of second week in October 2020	2	Certify your Club's total numbers. <i>(Your Insurance invoice will be based on this number)</i>	By 19 th February 2021.	
Magazine Subscriptions Complete Form 3 for the number of subscriptions you require. Direct debit will occur about 21st January 2021	By the end of second week in October 2020	3	Complete ONLY if you wish to change the number of Magazines you receive: Complete and return the tear-off section	By 30 th November 2020.	
Postal/Email Address & Registration Form.	By the end of second week in October 2020	4	ALL CLUBS: Fill in and return the whole Form. (This is essential to ensure you receive all communications from the GCA)	Up-date information within 1 month of your AGM.	
OUR GARDENS MAGAZINE Autumn Issue			DEADLINE for all Articles	10th November 2020	
Magazine Subscriptions Will be direct debited			Details are to be provided to Subscriptions Officer by 30 th November 2020.	Direct debit to occur on or about 15th January 2021	

WHAT WILL HAPPEN	You should receive on or by this date	GCA Form No.	What you should do	By this date	Club has Checked Date.
Membership - Reaffiliation Will be direct debited			Details are to be provided to the Treasurer by 31 st December 2020.	Direct debit on or about 12 th January 2021.	
OUR GARDENS MAGAZINE Winter Issue			DEADLINE for all Articles	1st March 2021	
Insurance Notice Renewal Notice	February/March 2021		Details were to be supplied by 18 th December 2020	Direct debit late April 2021.	
Insurance Certificate of Currency	By early May 2021		Certificates will be issued as direct debits are cleared.		
OUR GARDENS MAGAZINE Spring Issue			DEADLINE for all Articles	30th May 2021	
OUR GARDENS MAGAZINE Summer Issue			DEADLINE for all Articles	30th Aug 2021	

CONTACTS:

Secretary: secretary@gardenclubs.org.au

Treasurer: treasurer@gardenclubs.org.au

INSURANCE: insurance@gardenclubs.org.au

MAGAZINE: editor@gardenclubs.org.au

MAGAZINE SUBSCRIPTIONS: subscriptions@gardenclubs.org.au

MEMBERSHIP membership@gardenclubs.org.au

PLEASE NOTE: At the time of preparing this schedule the GCA Committee has only just met and our email addresses may need to be redirected to new committee members. If these arrangements have not been finalised by the required closing date, we will contact you urgently with alternative procedures.