

GUIDELINES FOR CLUB SECRETARIES

Form No. to be completed	Form Name	Submission Date	Form to be sent to
Form A.	Application to become an Affiliate of GCA	When requesting to join GCA as an Affiliate Club.	membership@gardenclubs.org.au Membership Secretary 27 Westmorland Drive, LEEMING WA 6149 Phone 0424 430 844
Form B.	Direct Debt Authorisation	To be submitted at the same time as Form A.	treasurer@gardenclubs.org.au Hon. Treasurer 11 North Terrace, DAPTO NSW 2530 Phone 0408 415 748
Form 1.	Re-Affiliation Tax Invoice/Direct Debt	Immediately after any changes in Financial Details in the past 12 months. This form provides accurate information on your bank details so that debits for membership can be made at the appropriate date.	treasurer@gardenclubs.org.au Hon. Treasurer 11 North Terrace, DAPTO NSW 2530 Phone 0408 415 748
Form 2.	Insurance Renewal	Every year by 19 February. This form provides accurate information on your membership numbers so that the correct charges can be levied in April of that year.	insurance@gardenclubs.org.au Director of Insurance 1 Addington Street, BURDELL QLD 4818 Phone 0404 163 678
Form 3.	GCA <i>Our Gardens</i> Subscription Form	Whenever the number of subscriptions required changes for your Club. This allows you to order subscriptions to <i>Our Gardens</i> magazine for your club or for your club members.	subscriptions@gardenclubs.org.au Subscription Officer 44 Mid Dural Road, MIDDLE DURAL NSW 2158
Form 4.	Affiliated Clubs Postal Address & Registration Information	To be submitted within 1 Month of your Club's AGM. This form MUST be used to update names and contact details of your club officers. If there has been no change in the last year - then take no action.	membership@gardenclubs.org.au Membership Secretary 27 Westmorland Drive LEEMING WA 6149 Phone 0424 430 844

Prepared by:	Shirley Haslam	Document Status:	Final
		Review Date:	31/07/23
Approved by:	Lorraine Emerson	Approver's Signature:	LE

Document No:	GCA-MEM – G002
Revision No:	1.0
Issue Date:	13/12/22
Page No:	1 of 2

Form 5.	Request for Replacement of Insurance 'Certificate of Currency'	Whenever required by an Affiliated Club. Note a \$20 Fee is applicable for this request.	treasurer@gardenclubs.org.au Hon. Treasurer 11 North Terrace, DAPTO NSW 2530 Phone 0408 415 748
Form 6.	Insurance Incident Report Form	Whenever an Incident occurs and may require an Insurance Claim.	insurance@gardenclubs.org.au Director of Insurance 1 Addington Street, BURDELL QLD 4818 Phone 0404 163 678
Form 7.	GCA Annual Photographic Competition Entry Form	Entries Close on 1 October each year. Note - digital photos only will be accepted.	photocom@gardenclubs.org.au Director of Graphics Phone 0481 173 364
Form 8.	GCA 'Our Gardens' Magazine Personal Subscription	Whenever a Personal Subscription is required.	subscriptions@gardenclubs.org.au Subscription Officer 44 Mid Dural Road, MIDDLE DURAL NSW 2158
Form 9.	For GCA use only	N/A	
Form 10	Nomination Form for GCA Major Awards	Nominations close 31 May each year.	awards@gardenclubs.org.au Director of Awards 64 Timbertop Drive, ROWVILLE VIC 3178 Phone 0401 033 116
Form 11.	Nomination Form for Ann Williams Clark Medallion	Whenever a Club wishes to recognise a Club Member - 1 per year allowed for each Club.	awards@gardenclubs.org.au Director of Awards 64 Timbertop Drive, ROWVILLE VIC 3178 Phone 0401 033 116
Form 12.	GCA Calendar Image Submissions	Entries to be submitted by 15 February each year.	photocom@gardenclubs.org.au Director of Graphics Phone 0481 173 364
Form 12a.	GCA Calendar Order Information	Clubs can order the GCA Calendars in October each year from Bartel Calendars.	GARDEN CLUBS CALENDAR Bartel Calendars (bartelcalendarsldc.com.au) If you require any assistance, please contact 02 9667 3999 or sales@bartelldc.com.au
Form 13.	Closure of GCA Affiliated Club	When it is necessary to close a GCA Affiliated Club.	membership@gardenclubs.org.au Membership Secretary 27 Westmorland Drive LEEMING WA 6149 Phone 0424 430 844

Please Note – all Forms listed above are available to download from the GCA Website: www.gardenclubs.org.au

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