

GUIDELINES FOR CLUB SECRETARIES

| Form No. | Form Name | Submission Date | Form to be sent to |
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| 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 | Subscription changes for your Club to be submitted by 30 November each year. 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 |
| Form 5. | Request for Replacement of Insurance ' <i>Certificate of Currency</i> ' | 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. | photocomp@gardenclubs.org.au Director of Graphics Phone 0481 173 364 |
| Form 8. | GCA ' <i>Our Gardens</i> ' 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 & ZC use only | Whenever an Expense is to be claimed. | treasurer@gardenclubs.org.au Hon. Treasurer 11 North Terrace, DAPTO NSW 2530 Phone 0408 415 748 |

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

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| Revision No: | 1.0 |
| Issue Date: | 13/12/22 |
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| 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 |
| Form A (14) | 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 (15) | 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 16 | Expression of Interest – Zone Coordinator Role - North Eastern Zones | To be submitted when requesting to be considered for a Zone Coordinator role. | nedirectorzones@gardenclubs.org.au NE Director of Zones 5/2 Wharf Rd, Toronto, NSW 2283 Phone 0418 832 522 |
| Form 17 | Expression of Interest – Zone Coordinator Role - South West Zones | To be submitted when requesting to be considered for a Zone Coordinator role. | swdirectorzones@gardenclubs.org.au SW Director of Zones 9 Sturt Close, Coromandel East, SA Phone 0432 550 274 |

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

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