

WHO SHOULD FILE SPECIFIC FORMS AND WHEN:

- Form title “Deposit/donation form” should accompany any monies and or checks presented to the GCSP treasurer for deposit in the main GCSP Accounts.
- Form title”Reimbursement form” should accompany any receipts a member may have paid on behalf of the garden club and needs the GCSP to reimburse that member. The form and receipts are given to the Treasurer of the GCSP.
- Form titled “Fundraising Event” should be prepared and executed by the chair of the event and sent to the GCSP Treasurer within 7 days of the event. This form does not need an additional reimbursement form.
- Form titled “Circle Year End Report” with accompanying Instructions should be filed with the GCSP Treasurer by the 15th of June each year.
- Form “Volunteer hours and Statement of Contributions” should be sent by each member to circle report to the Treasurer by June 15th of each year to record information and work done during the previous financial year. (June1-May 31).

WHAT VOLUNTEER HOURS AND DONATIONS CAN BE COUNTED ON THESE FORMS:

- In gen. any hrs. performed or donations **made in the name of the St. Pete Garden Club** qualify including prep, materials and purchase time.
- Specific activities that qualify might be: green thumb festival, Art in Bloom, club gardens, work for and donations to groups such as nursing home residents, schools, Brookwood Home, GCSP Summer Camp, Camp Wekiva, City of St. Petersburg Beautiful, recycling and other Commissions, libraries.
- Another qualifier would be donations made to charities in Garden Club name after the Flea market, Christmas sales including time spent taking them to site.
- **Non qualifiers** are work done or items donated for activities that are fundraising club events such as Flea Market, Plant and Christmas Sales, social meetings and events., administrative positions work.