

SECTION 1 **General Information (aka Policy)**

The intent of Guidelines is to provide additional insight into role responsibilities and current best practices. It is in ADDITION to the information laid out in the GCSP Bylaws.

Section 1, Item A

INTRODUCTION

The Club President oversees all club activities, and is an ex-officio member of all committees, except the Nominating Special Committee. All Officers, Committee Chairs, and Interest Group Leaders are responsible to the President, and do not act independently.

- The responsibilities of the Elected Officers of the GCSP are outlined in Article X of the Bylaws and/or this Guidelines Manual.
- The responsibilities of the Standing Committee Chairs are outlined in Article XI of the Bylaws and/or this Guidelines Manual.
- The responsibilities of the Interest Group Leaders are outlined in Article XIII of the Bylaws and/or this Guidelines Manual.

Guidelines represent the current best practices for fulfilling various roles or doing tasks within the Garden Club of St. Petersburg. They reflect how to do the work expected of a position more effectively and efficiently. If an identified role/responsibility within a specific committee is not assigned, the Chair of that committee is responsible for the role/activity/task. If a Standing Chair is not assigned, either the President or a president-designee will need to fulfill that role.

Guidelines regarding the activities of the Garden Club of St. Petersburg contained in this manual have evolved, and will continue to evolve, with time, technology, and experience.

- Bylaws may be revised according to the procedures given in Article XVI:
AMENDMENTS of the Bylaws, *with the vote of entire membership*
- Guidelines however should/will be revised by the Officer or Chair or individual using them, so that they are more appropriate to the situation at the time of change.
Communications of changes will be submitted to the Bylaws & Guidelines Committee.

This current revision reflects the best thinking of the Bylaws & Guidelines Committee, with the information provided, in 2025. It is understood that the information contained in this manual in no way replaces the common-sense rule “When in doubt, ASK!!”

BoD = Board of Directors

GCSP = Garden Club of St Petersburg

FFGC = Florida Federation of Garden Clubs

UF-IFAS = University of Florida Institute of Food and Agriculture Sciences

Section 1, Item B

DATES / DEADLINES TO REMEMBER *edited 5/24/2025***MONTHLY/QUARTERLY**

1. Utilities Bills - City of St. Pete, Water, Sewer and Trash.
2. Duke Energy -2 bills, 1 for light in the garden and 2nd for the building.
3. Pesticide for rats, quarterly. By direction of the Grounds Chair by the City.
4. Board of Directors meeting-the first Friday, after the 1st. Tuesday at 10am. Executive BoD called on "as needed" basis prior to BoD.
5. Automated External Defibrillator (AED) checked once a month by the Chair, Board of Managers. [For info: Battery & Pads have expiration dates: these need to be noted to include costs in budget.]
6. Interest Groups, meetings monthly:
 - a. Crafts - Sept to May – (Liz Coerver and Linda Myers 2025)
 - b. Floral Design - Sept – May (Barbara Kirkconnell and Jill Anderson 2025)
 - c. Game Day - every Wednesday, year-round (Kathy Hollis 2025)
 - d. Garden Buds - Oct to May (Sally Farr 2025)
 - e. Garden Variety - Sept to May (Sally Dozier 2025)
 - f. NightBloomers - year-round, evenings (Madison Tucker 2025)

IMMEDIATELY AFTER INSTALLATION OF OFFICERS in MAY:

1. President appoints Committee Chairs.
2. Budget is reviewed and revised as needed by newly appointed Budget & Finance Committee per Bylaws Article IX Section 2
3. End of year financial records must be reviewed before turning over to the next Officers by June 15th. (Budget & Finance Committee).
4. The Membership Chair provides all updated membership information and dues collected for the upcoming year to the Treasurer and FFGC by the end of May, and/or before a new Membership Chair assumes office.
5. Membership Chair confirms the membership count to the Treasurer for remittance of the current assessment of \$1 per member to the District VIII Treasurer.
6. Domain name renewed by Marketing Communications Chair
7. President updates Non-Profit Annual Report/SunBiz with new Officers.

JUNE:

1. Select dates for all GCSP activities and events for the upcoming year, coordinating building rentals, Interest Group meetings, and outside activities. Approve in BoD per Bylaws Article IX Section 2
2. Submit membership information, a list of Officers, Standing and Special Committee Chair, and calendar of events to Yearbook Editor by the end of the month.
3. Interest Groups must submit information about their scheduled meeting dates and program descriptions to the Yearbook Editor by the end of the month.
4. A printing company is selected to be used for the Yearbook printing.

5. Treasurer files Form 990EZ.

JULY:

1. First proofreading of Yearbook.
2. Updated membership list to Yearbook Editor.
3. First draft of Yearbook to printing company
4. Inspection of Fire Extinguishers due (Chair, Board of Managers).

AUGUST:

1. Final draft of Yearbook to printer.
2. Deadline for *Grapevine* articles is August 15th. First issue of *Grapevine* for the year to be distributed at the end of the month.
3. GCSP approved Calendar is submitted to the Internet Liaison for posting to the Website at the end of the month.
4. Corresponding Secretary prepares name tags before the September Board meetings.
5. Print membership cards (Yearbook Editor) for September distribution by Membership Chair.

SEPTEMBER:

1. Yearbooks are distributed at the Board of Directors' Meeting to Officers, Standing Committee Chairs, and Interest Group Leaders. Three (3) copies are given to the GCSP President to give to the FFGC President, District VIII Director, and the Assistant District VIII Director – usually at the Fall District VIII Meeting.
2. Treasurer files Solicitation of Contributions Annual Report.
3. Any updates to the “Bylaws and Guidelines” will be made available (digitally) on the GCSP website.
4. Building lease is renewed with the City every 3rd year. Lease is in President's file.
5. Treasurer files and pays fee for Pinellas County Health Certificate Permit.
6. Award applicants are notified and advised of deadlines (Awards & Grants Chair)
7. Monthly General Meetings will temporarily be held on the second Monday (due to building recovery). Change approved at July 2025 BoD meeting.
8. There is a General Meeting in September.

OCTOBER:

1. A Plant Sale is usually held during the month as one of the annual fund-raising activities.
2. General Meeting second Monday of the Month (due to building recovery).

NOVEMBER:

1. General Meeting second Monday of the Month (due to building recovery).
2. Review GCSP Treasurer's records (Budget & Finance Committee).
3. *Grapevine* deadline for articles is November 15th.
4. Deadline for submitting most awards applications is November 30th.
5. There is a General Meeting in November.

JANUARY:

1. General Meeting second Monday of the Month (due to building recovery).

2. Every other year, President selects a Nominating Committee Chair before the January Executive Committee and Board of Directors' Meetings.
 - a. Three (3) members of the Board of Directors are elected at the Board of Directors' Meeting to serve on the Nominating Committee.
 - b. Three (3) members who are NOT members of the Board of Directors are elected at the January General Meeting to serve on the Nominating Committee.
3. World Gardening donations are due by January 31st.
4. Treasurer mails Forms 1099 & 1096 by January 31st.
5. Treasurer files Non-Profit Annual Report/SunBiz.
6. There is a General Meeting in January.

FEBRUARY:

1. In election year the Nominating Special Committee may announce the potential candidates to the members via e-mail.
2. Membership Chair distributes a current membership list by February 1st to BoD and prepares for collecting dues for the next fiscal year beginning in March. Membership Chair may request BoD approval for pro-rated membership fees January to April.
3. Home & Garden Show packets with forms distributed to the Board of Directors and/or Home & Garden Chair at the February Board of Directors' Meeting.
4. The President submits the FFGC Annual Club Report by February 9th.
5. The President, along with the Community Outreach Chair or Tree Program Coordinator, submits a report to FFGC with the number and kinds of trees planted, sold, or given away by Club members during the year.
6. Monies are donated annually to charities: Camp, Scholarship etc.
7. The Treasurer files Division of Plant Industry's Annual Stock Dealers Registration form and fee.
8. *Grapevine* deadline for articles is February 15th.
9. General Meeting second Monday of the Month (due to building recovery).

MARCH:

1. General Meeting second Monday of the Month (due to building recovery).
2. In an election year, Nominating Special Committee presents the slate of Officers to the membership at the March General Meeting where the election takes place.
3. Budget & Finance Chair begins new fiscal budget development, requesting inputs (proposed income and expenses) from all "budget line" representatives - Interest Group Leaders, Board of Managers and Grounds Chair, etc.
4. Recognition of new members, 25 + year members, and Hall of Fame members at the March General Meeting.
5. There is a General Meeting in March.

APRIL:

1. *Grapevine* deadline for articles is April 15th.
2. In election year, Incoming President selects Installing Officer for the Installation of Club Officers at the May General Meeting.

3. 3rd VP research insurance requirements to the City for June 1 renewal.
4. When Brick program is confirmed – also confirm that outgoing First Vice President orders a brick through the Treasurer to honor the past president, presenting it to the outgoing President at the Installation in May.

MAY:

1. All Board Members, Interest Group Leaders, and Committee Chairs submit year-end reports to the President by the May Board of Directors' Meeting.
2. Installation of Officers (in an election year) at the May General Meeting
3. Budget & Finance Committee has prepared a proposed budget for the next fiscal year to be presented for approval at the May Executive Committee meeting and the May BoD meeting per Bylaws Article X1 Section 4 d
4. Budget & Finance Committee schedules the review of the Club Treasurer's records as soon as possible before the beginning of the next fiscal year, no later than June 15th.
5. Updated membership list is given to the Yearbook Chair.
6. Membership dues and reports are submitted to FFGC and District VIII by May 31.
7. Domain name renewal by Marketing Communications Chair.
8. There is a General Meeting in May.

Section 1, Item C

Non-Profit Board – Committee Structure Information

This is to provide additional perspective in addition to Bylaws Article XI, section 5

Standing Committees - permanent committees for ongoing functions, operating continuously throughout the year, established in the Bylaws or with Board of Director approval. Examples Include: executive (contracts, confidential or sensitive information), finances, fundraising, membership, programming, communications. Note that a Standing Committee is not an individual role.

1. A Standing Committee Chair is appointed by the President and is a member of the Board of Directors.
2. A Standing Committee Chair may designate a Co-chair, but will have only one vote on issues, even if both attend the meetings. Only the Chair or Co-Chair can vote on the BoD; a committee member can represent at the BoD as a non-voting designee if necessary.
3. A Standing Committee's jurisdiction/purpose is identified in the Guidelines. The committee identifies issues needing review and makes recommendations to the President and Board of Directors.
4. Standing Committee members can be part of on-going Sub-Committees (if multiple people required for tasks) or have critical roles (single individual tasks), as detailed in individual Committee Guidelines.

- a. If the task requires a Sub-Committee, that individual is appointed by the President, with input from Standing Committee Chair.
- b. Neither Sub-Committee Chairs nor person fulfilling critical individual roles are members of the Board of Directors.

Ad Hoc or Special Committees - for specific, temporary need, these are formed for a limited time to address a particular issue or project (short-term purpose) and are dissolved once their work is complete. Examples include a planning committee for a significant annual event (ex. Flower Show, Nomination year) or a task force for specific project (ex. website renewal or building recovery)

1. A Special Committee Chair is appointed by the President but is NOT a member of the Board of Directors.
2. Special Committees can report into any of the Standing Committee Chairs, including Executive Committee, as seen appropriate by the President.
3. Special Committees will report to the Board of Directors on the activity or project as requested and present a written report to the President upon completion of the project. Depending on the Special Committee purpose, requested reports could include activity plans for the activity before the event, updates along the project journey, and a wrap-up summary after the event.

All Committees

1. Each committee should have a clear purpose requiring multiple people to execute as the need for a committee means the purpose requires multiple perspectives together and does work that one individual cannot do on their own. Committees provide in-depth focus on specific areas, allowing the full board to streamline discussions and decision-making since the committee will report back to the board with a recommendation/plan.
2. Each committee will have a chair (may have co-chair), several members (often 3-5), and create a written report (at each board meeting) of the committee's work.
 - a. Sub-Committees and Special Committees do not need to be led by a Board member.
 - b. Committees should include a range of members that have the right skill set for the committee purpose.
 - c. Individual roles are critical to the organization but are not designated as a "chair". Other terms to consider: Liaison, Editor, Manager, Coordinator
 - d. Each committee presents written reports of their activities at Board of Director Meetings.
 - e. Committee Chairs can/should request to be on the Board of Director agenda when board input is needed.

Section 1, Item C-a - **GCSP SPECIFICS**

Section 1- General Information – September 2025

1. Standing Committee Chairs and Interest Group Leaders are voting members of the Board of Directors (BoD).
2. Creation of a new Standing Committee or Interest Group requires BoD approval.
3. Sub-Committee and Special Committee (Or Task Force) Chairs (as well as other important and critical club positions) are not voting members of the BoD.
4. All Committee Chairs (Standing, Sub, Special) are appointed by the President and are then responsible for filling the individual roles within their committees.
5. Sub-Committee and Special Committee Chairs can be requested to (or request to) present to BoD
6. Sub-Committees and Special Committees may have lines in the budget.
7. Standing Committee Chairs will present their budget request, in writing, to the Budget & Finance Committee by the March Board of Directors' Meeting for consideration in preparing the budget for the next fiscal year.
8. Standing Committee Chairs will prepare an annual report summarizing the activities of the Committee for the year, to be submitted before the May Board of Directors' Meeting (see Bylaws, Article XI, Section 5, c.). It is recommended to also review and update Standing Committee Guidelines at this time with any new learning.
9. In ALL positions with the GCSP (Chair, Group Leader, Individual role) if the individual in the position decides to no longer fulfill the responsibility or is no longer in the elected or appointed position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

BoD Specifics

1. Each person on the BoD gets one vote, even if fulfilling multiple positions. (For example, an Officer fulfilling a Standing Committee chair is a single BoD slot/vote. A Standing Committee Chair also being an Interest Group Leader is one vote/slot.
2. An individual needs to be present to vote (no proxy voting); zoom participation or its equivalent is allowed.
3. All members of the Board of Directors are expected to attend. Only the Chair or Co-Chair, Interest Group Leader or Co-leader can vote on the BoD; a committee member can represent at the BoD as a non-voting designee if necessary. The Corresponding Secretary will maintain a list of appointed Chair/co-chairs, Group Leader/co-leaders.
4. Quorum for the BoD meeting needs to take into account current multiple hats and open positions. A GCSP BoD Quorum is 4 Executive Officers (4 of 7, not including the President) and 50% of non-duplicated, filled Standing Committee Chair and Interest Group Leader spots. Bylaws Article IX Section 2g

Section 1, Item C-b

Non-Profit Director of the Board Responsibilities

A nonprofit Board of Director's main job is to help guide the organization toward fulfilling its mission, ensure it is running smoothly, and protect the organization's interests. They have fiscal, legal, and ethical responsibilities. Each Director is responsible for financial oversight, helping to set the organization's direction, and making sure the organization is following the law.

Guidelines for GCSP Board of Directors:

1. Governing and Strategic Direction - Directors help define (or refine) the organization's mission, purpose, and long-term goals.
 - a. Help decide if the programs and services GCSP currently has are strategically pertinent to the mission and the community's needs.
 - b. Create new programs and services to accomplish our mission.
 - c. Create activities that help raise needed funds to support programs.
2. Financial Oversight and Resources: Directors review financial statements and budgets to ensure the organization is financially sound.
 - a. The Board of Directors approves the yearly budget, with an understanding of the fiscal responsibility for a non-profit organization.
 - b. The Board is responsible for monitoring how closely financial activity matches the actual budget, looking into how much programs and services cost, and whether that cost is appropriate.
 - c. Reviews whether programs or services should be initiated, expanded, scaled down, or discontinued.
 - d. Help secure funding to support the organization's programs and activities by contributing to the organization's fundraising efforts, either financially or through networking. They must be willing to help raise money to ensure the organization has the resources it needs to succeed.
3. Legal and Ethical Compliance: Directors ensure the organization complies with all relevant laws and regulations at the local, state, and federal level.
 - a. The Board upholds ethical conduct and ensures the organization operates with integrity.
 - b. Every Board member should be familiar with, and follow, the organization's bylaws.
 - c. Each Director will make decisions that are in the best interest of the nonprofit organization; not in the best interest of the individual board member (or any other individual or entity).
4. Accountability and Communication: Directors attend board meetings and actively participate in discussions to help make informed decisions for the benefit of the organization.
 - a. Directors lead and serve on committees or task forces as needed, contributing expertise and time.
 - b. Help promote the organization and its mission to the public. They are the ambassadors for and an advocacy voice of the organization.

Section 1, Item D-a

CURRENT GCSP STANDING & SPECIAL COMMITTEES PURPOSE

Standing Committees in non-profits are established by either the non-profits Bylaws or the Board of Directors to oversee specific areas of the organization's operations on a long-term or permanent basis. They are composed of a chair, appointed by the President, and other members recruited and interested in serving on a designated Committee. A Standing Committee Chair is member of Board of Directors and expected to attend board meetings where they report on actions and present recommendations to the Board of Directors.

Special Committees are short term committees focused on a specific event (even if regularly held) or project. A Special Committee Chair is appointed by the President, but is not on the Board of Directors.

Below are BRIEF descriptions of the Standing Committees and Special Committees within the GCSP organization. Each Standing Committee will have written Guidelines describing detailed responsibilities and best practices.

EXECUTIVE COMMITTEE (cited in Bylaws) – includes elected officers, Parliamentarian and possibly an advisor. Responsible for setting priorities (BoD agenda), allocating resources, shaping the organization's long-term vision and strategy, and ensuring effective governance. Can handle both daily operations and urgent matters. They determine which items require the attention of the full board of directors and handle serious issues or time-sensitive decisions rapidly that the board can't respond to as expeditiously. Executive Committee members oversee key standing committees/projects.

AWARDS & GRANTS COMMITTEE (established in Board of Directors) - An externally focused committee identifying opportunities in awards (to recognizing our club's achievements) and grants (Identifying funding opportunities). Includes researching potential funding/recognition sources that align with our mission, evaluating applications and making recommendations on what to apply for, leading the application process. They announce awards received (to Board and then to general membership). They work with Treasurer to track awarded grants: monitoring the use of grant funds and ensure compliance with the grant agreement.

BOARD OF MANAGERS (AKA Building Committee (cited in Bylaws) - Responsible for the maintenance and appearance of the building and building equipment and for the purchase of all building equipment and supplies, staying within the allocated budget. All contractors must be licensed and insured. Only the President & Treasurer can sign contracts.

BUDGET & FINANCE COMMITTEE (cited in Bylaws) – Lead by the 3rd VP, monitors and controls the organization's finances, including preparing or reviewing budgets, overseeing cash flow, and ensuring financial reporting compliance via regular audits. Responsible for developing yearly budget with BoD inputs, maintaining adequate club insurance, and rental agent oversight.

COMMUNITY OUTREACH COMMITTEE (established in Board of Directors)- Oversees the various activities and programs undertaken by the GCSP to engage and serve the local community. These activities support and raise awareness of our mission, promote membership in the garden club and educate the public about gardening in Florida. GCSP's participation with St. Petersburg's Green Thumb Festival is a major event that includes the flower show and a membership table. The committee's chair is responsible for ensuring the GCSP makes specific donations such as scholarships, FFGC's Wekiva Youth Camp, Coral Reef, S.E.E.K. and other non-profit organizations that fit our mission statement.

FUNDRAISING COMMITTEE (established in Board of Directors) - Focuses on raising funds through various activities, such as annual fundraising events, opportunity baskets, boutique management, and donor appreciation. The 4 annual big fundraisers all focus on "recycle, reuse" in line with GCSP mission on conservation – Octobers' Big Plant Sale highlights a broad array of plants from many Garden Club members; winter's Christmas Recycle does just that – recycle holiday items (and yes, a mini plant sale goes along with it); February's Home & Garden Market (with donated home items and a mini plant sale); and summer's indoor-only (no plants) Trash to Treasure.

GROUNDS (GARDENS) COMMITTEE (cited in Bylaws) - Responsible for the maintenance and appearance of the Coconut Park grounds/gardens, and for the purchase of all plant and grounds supplies, staying within the allocated budget. All major changes to the gardens need to be approved by the Grounds Chair. Works with City Park personnel for ground maintenance and garden managers and general members to support garden work days.

MARKETING COMMUNICATIONS COMMITTEE (established in Board of Directors) - Manages the organization's public image, media relations, and communication strategies including but not limited to website maintenance, weekly emails, Grapevine newsletter publication, event publicity, Facebook postings, and the Yearbook publication.

MEMBERSHIP COMMITTEE (cited in Bylaws) – Lead by the 2nd VP, focuses on member recruitment, engagement, and retention. Welcomes new members, keeps records of members, connects with FFGC and District VIII on membership information, and oversees volunteer coordination, if applicable.

PROGRAMS COMMITTEE (cited in Bylaws) – Lead by the 1st VP, develops and oversees the implementation of on-going and new programs for General Meetings that align with the organization's mission. Also ensures no duplication of programs across the Interest Groups. This committee is also responsible for planning member garden tours.

YOUTH COMMITTEE (established by Board of Directors) - Helps support the GCSP mission for youth educational programs. There are various youth programs offered at various times, including, but not limited to, a day camp at Coconut Park, Wekiva Youth Camp scholarships, and participation in the Green Thumb Festival. These programs aim to foster environmental literacy, conservation awareness, and gardening skills in young people.

SPECIAL COMMITTEES (non-voting chairs)

Green Thumb/Flower Show Special Committee – given the magnitude and importance of this annual event, a Special Committee is formed yearly and reports to the Executive Committee.

Bylaws & Guidelines Special Committee – reporting to the Executive Committee, this special committee is formed when updates to Bylaws and/or Guidelines are deemed necessary.

Nominating Special Committee – In election years, per Bylaw Article VI, this committee is formed to create the slate of new officers. While the president appoints the Chair, this Special Committee neither reports to nor has an ex-officio member, such as the President.

Hurricane Recovery Special Committee - reporting to the President, a Special Committee will be formed to manage the club's building and grounds recovery from Hurricane Helene and Milton. The Hurricane Recovery Chair and the President will be our primary liaisons with the City of St Petersburg during the recovery process.

Section 1, Item D-b

GCSP CURRENT INTEREST GROUPS

Refer to the on-line calendar or emails for specific programs, dates and times. Each Interest Group Leader is on the Board of Directors.

Creative Crafts

The GCSP welcomes all adults to our monthly Creative Craft Program, from September through May and sometimes sessions in the summer. Cost is usually \$5 for GCSP members and \$6 for guests to help pay for the materials. The focus is often on whimsical garden art crafts! A sense of enthusiasm and a wish to meet fun and creative people is all that is necessary, though your own scissors and a pencil are always helpful. See the Garden Club Calendar for the specific craft for each class.

Floral Design

Our Floral Design Interest Group is primarily interested in promoting the art of creative floral design, particularly for competition in a Flower Show. From September through May, the meetings focus on instructions, demonstrations and workshops with the ultimate goal of participation in the Green Thumb Flower Show, as well as personal enjoyment. Members also exhibit floral designs at the Museum of Fine Arts as part of "Art in Bloom", which is a successful annual fund-raising event for the Museum of Fine Arts.

Game Day

Join us almost every Wednesday (year-round!) from 12:30-4:00pm. We start with meet and greet at 12:30, and games begin at 1:00. While many games are possible (Euchre, Canasta,

Scrabble, Mahjong, Mexican Train and more), the focus currently is on Asian Mahjong! No charge for members, \$5.00 for non-members

Garden Buds

A daytime group that combined multiple circles in the old club structure. The Garden Buds Group has a strong interest in horticulture, especially native plants, and alternative programs (ex. field trips) for a truly hands-on gardening experience monthly from October through May. Our Garden Buds form the backbone of planning and staffing for both the fall Plant Sale and outdoor portion of the Winter Home & Garden Market - producing a successful profusion of many beautiful plants and beneficial profits as well. Garden Buds members also dig, plant, sweat, and weed in the lovely gardens on the Club grounds in Coconut Park

Garden Variety

The focus of this daytime group is a variety of horticultural and gardening interests, as evidenced by the broad range of programs and activities planned monthly from September through May. Their meetings often include potlucks!

Night Bloomers

This energetic group of both working and retired individuals was founded in response to a community need for evening horticultural programs. The Night Bloomers meet year-round (summer programs!) and strongly support the Fall Plant Sale and Winter Home & Garden Market. They also sponsor weekend field trips!

Section 1, Item E

HOSPITALITY GUIDELINES

(includes kitchen use guidelines)

To be revised prior to opening.

Reminder: In the GCSP Bylaws, ARTICLE II: Purpose/Objectives –The Garden Club of St. Petersburg is committed to “work for the preservation and conservation of our natural beauty and resources”, which means that being environmentally aware should be considered with all of our activities. Conserving energy and resources, recycling, and taking care of our surroundings, whenever possible, must be encouraged

There are multiple examples of Hospitality Coordinators (or Hosts) for the GCSP – **General Members’ Meetings, Board of Directors’ Meetings, Interest Group Meetings, and Special Events**

“**HOST**” is defined as “One who entertains guests”.

General

- The chair or leader of regular meetings (BoD, General, Interest Group) asks for volunteers and makes the scheduled assignments to host the meeting
- It is recommended to remind hosts 2 weeks beforehand, if full yearly calendar of hosts was established.
- All meetings' hosts should be familiar with the Club procedures relating to the use of the Garden Club facilities.
- Other members of the individual can be requested to help set up and stay after the meeting to help clean up.

Throughout the year, the Garden Club of St. Petersburg presents a variety of activities and programs for the enjoyment of its members and guests. Each activity or event has a designated Host Chair or group to be responsible for the presentation of these events, and each event may have an accepted procedure that may not be fully described in detail here. These Guidelines should be used for general information provided as a basis for the successful accomplishment of the designated event.

All members are expected to share in the responsibilities of hosting the activities of the Club.

Each event Chair/Leader is responsible for coordinating their event/activity with the other committee/group members. The entire group should agree upon the details and planning of the event, such as: the theme (if there is one), the menu and source for the refreshments to be served (considering that a sugar-free choice and decaffeinated drinks are appreciated), decorations, tableware, supplies, clean-up, responsibility assignments, etc., and the shared cost (in some cases) or amount budgeted for the event.

EXPENSES: Funding of the events vary.

1. General Meetings and Interest Group Meetings should have budgeted for their events in the yearly budgeting process.
2. Hosts for the Board of Directors' Meetings should share in the expenses for the meeting, rotating "host" responsibilities between directors.
3. The expenses for special events may be budgeted in the GCSP annual budget. These expenses, with receipts, should be submitted to the Treasurer for reimbursement, along with the "Financial Report for Fundraising Events" along with any proceeds generated by the event as soon as possible after the event.

SET-UP: This is determined by the type of event, the expected attendance, the number of tables and arrangements needed for the activity, any additional equipment, food preparation, the extent of the decorations, and the amount of time necessary to prepare for the event. Some events require minimum set-up time, which will be determined by the Committee in charge of the event to be adequately prepared for the guests. It is sometimes necessary to prepare the room and decorate the day before the event. **Set up time should be cleared with President, if setting up the day before an event.**

DECORATIONS: Decorations for the tables and room appropriate to the event are coordinated by the Chair of the event. All decorations must be removed and the building and grounds left clean at the conclusion of the function.

KITCHEN PROCEDURES/FOOD HANDLING:

- The Board of Health requires all food handlers to wash their hands and use disposable gloves provided by the Club and found on the pantry door, when working with food in the Club kitchen (or any other kitchen the club uses).
- Anyone with symptoms of any illness should refrain from working in the kitchen.
- Perishable items should be refrigerated until used. Any food items left over at the end of the event must be removed.
- Cutting boards (or mats) must be used on the work tables and countertops, and must be cleaned with anti-bacterial cleaner.
- Commonly accepted safe food handling procedures must be followed at all times.
- All serving utensils and food prep areas must be cleaned before and after use.

KITCHEN SUPPLIES: (post hurricane recovery update to this section is needed)

- Supplies may be available at the Club for use, such as: sweetener packets, sugar packets, artificial creamers, salt and pepper, coffee stirrers, paper placemats, and paper doilies. Unused supplies must be returned to the appropriate containers for storage.
- Host groups must provide their own supplies necessary for their meetings, especially disposable paper and plastic goods.
- Coffee (regular and decaf), coffee filters, and tea may be available, but should be replaced by the group that uses them.

KITCHEN EQUIPMENT: (post hurricane recovery update to this section is needed)

- For smaller groups, the coffee maker in the pantry is used with the pressure pots. Instructions for its use are on the wall above the coffee maker. The pressure pots should be rinsed and drained after use.
- For large groups, the large coffee urns require 40-60 minutes to brew, so enough time should be allowed before the event. The amount of coffee and water to be used in the urns is posted on the cabinet door where the coffee/tea is stored.
- After use, the grounds should be removed from all coffee maker baskets, the baskets rinsed, and returned to the clean pot/coffee maker.
- Make sure the coffee makers are unplugged before leaving the building.
- Each oven needs to be checked prior to leaving to be sure that the ovens are turned OFF!
- If microwaves are used, they must be left clean.
- Crock-pots or other electrical appliances may be used, but must be cleaned and removed after the event.

LAUNDRY/ LOG BOOK: (post hurricane recovery update to this section is needed)

All table covers, dish towels, etc., used for an event must be taken home by the Host Committee members, and laundered with reasonable effort to remove stains. It is the responsibility of the Host to see that laundry assignments are logged in the log book when members are taking items home to launder. The Laundry Log Book is located in the kitchen by

the phone. **All items are to be returned to the Club before the next Club activity, or no later than one week after the event.** All linens taken from the premises must be logged out, and logged in when returned, in the Laundry Log Book.

CLEAN UP: It is the responsibility of each assigned Host group to leave the kitchen clean and sanitary, and the building in good order. (much of this is applicable for any kitchen facility the Club is using)

- Cleaning supplies are available at the Club: trash cans with plastic liners, brooms, mops, buckets, all-purpose cleaner, etc.
- Ovens, refrigerators, counter tops, and work tables are to be wiped down and left clean. All food must be removed.
- Main room tables & floors must be left clean. Tables and/or chairs must be put away as directed by the Chair of the Board of Managers.
- Carts and plastic dishpans are available for clearing tables and collecting the silverware in the main room, if necessary.
- Silverware and serving pieces that belong to the Club are to be washed, dried and returned to the drawers/cabinets where they are stored.
- Dishes to be washed in the sink and/or at a member's home. Dishes must be dried and put away.
- Coffee makers are to have grounds removed and disposed of, washed, and put away. Electric teakettle is to be emptied and put away.
- Sinks are to be rinsed and left clean.

TRASH: All trash is to be removed from the building and placed in the outside dumpster before leaving the building. Can liners (trash bags) are to be replaced in each receptacle. Can liners are supplied by the Club and may be found on the pantry door or in the back storage area.

BUILDING & GROUNDS: The entire building must be left in good order. This includes the bathrooms, patio, bride's room, or any other part of the building and/or grounds used for an activity.

- Immediately report any problems found in the building or on the premises to a member of the Board of Managers.
- Turn off the sound system & speakers, and put away the microphones.
- Turn off all lights.
- In warm weather, leave the A/C in the main hall and the A/C for the conference room set at 80 degrees. In cool weather, leave the heat set at 68 degrees. Do not turn them off to reduce the chances of mildew. Turn off the A/C window unit in the kitchen.
- Check all doors and locks before leaving the building.

Section 1, Item F

FUNDRAISING GENERAL GUIDELINES

Section 1- General Information – September 2025

As stated in the Bylaws, the Garden Club of St. Petersburg is a non-profit organization “within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future (current) United States Internal Revenue Law)”. The purpose of our non-profit status is to allow money to be donated to the Garden Club for many worthwhile activities. Fundraising activities raise money through donations, and the sale of tickets, meals, plants, materials or goods, etc. Through our fundraising activities, the GCSP supports the community with environmental projects, educational programs, youth programs, and civic beautification, as well as serving volunteer hours in many areas.

1. Fundraising events must be presented to the Executive Committee for approval before being scheduled, and to determine if the event is in compliance with our 501 (c)(3), non-profit status. A designated purpose for the proceeds from each activity must be identified and advertised. A suggested wording when advertising the event is: “Net proceeds support operating funds and programs.”
2. Events Chairs must coordinate with the Publicity Coordinator and the Executive Committee for approval when preparing publicity and advertising information for a particular fundraising event.
3. Fees (not donations) may be charged for an event to defray costs IF the fees are for cost of materials, goods, or services, AND the event purpose aligns with the mission for the club (examples include education programs, workshops.) Reference: Foundation Group Guide to Charging Fees in a 501 (c)(3) Organization.
4. For any larger event, consider options to aid in paying for the event or to boost fundraising potential, including but not limited to, opportunity baskets, 50/50 drawing, silent auction items.
5. The Florida Department of Agriculture & Consumer Services has directed that the following registration number and statement be added to every printed solicitation, written confirmation, receipt, or reminder of a contribution:

Registration #CH5076: “A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.”

Section 1, Item G

MAKE & TAKE GENERAL GUIDELINES

Multiple types of “make-and-take” workshops are offered by the GCSP and may be open to Garden Club members and/or guests. Often a Make & Take is a membership recruitment tool;

sometimes it is a learning experience for members. The suggested projects should be simple and able to be completed in the time-frame of the meeting. This document provide general guidelines for these workshops.

1. Make & Take instructors may be a Garden Club member or an invited speaker.
2. Information about the workshop should be provided to the Website Liaison and Weekly Email Coordinator, and may be given to the Publicity Coordinator to be advertised to the public. It is highly recommended to include a picture of the planned make & take.
3. The approximate cost per person, based on the materials necessary for the workshop, needs to be determined and communicated in the workshop announcement.
 - a. Each Make & Take event/activity must either “pay for itself” (fees paid, not subsidized by a group’s budget). Reference Bylaws Article XIV Section 1
 - b. A Make & Take can be, partially or fully, a fundraising for a Make & Take. For example, donating the objects made to be sold at future sales.
 - c. In order to provide the suggested charge per student, the cost of the materials and the instructor’s fee (if necessary), must be determined.
 - d. Pre-registration for the event might be needed, especially if materials will be limited.
 - e. A maximum of 30 participants is recommended for any make and Take activity.
4. The Club treasury may retain any proceeds from the fees collected that remain after all expenses to support the workshop are paid. A workshop may or may not be used as a fundraiser. In general, however, proceeds from the workshop participation fees are used to purchase tools and materials (not intended to be a profit-making activity).
5. Students may be asked to bring some of their own materials, but it is generally best to provide all materials so that everyone has identical components. Students should be asked to bring their own clippers for floral design Make & Takes.
6. A written report of the activity will be given to the Board of Directors for future reference.

Section 1, Item H

LARGE EVENT GUIDELINES

Examples include annual Holiday Event, a General Meeting reception, District Meeting sponsorship.

1. Large events need to be preplanned into the yearly budget with expected expense and potential income. Large events must be clearly designated in the budget as either 1) pay for itself event via entry fee, opportunity baskets, donations of food, etc. with a potential for fund-raised income, or 2) paid by GCSP and be clearly open for public attendance (examples, community celebration, club membership drive).

2. The date is determined by the Executive Committee when scheduling the activities for the year, signifying approval of the Executive Committee for the event.
3. A Special Committee should be formed to manage logistics and details. The Chair of the Special Committee is appointed by the President. It is the responsibility of the Chair to select committee members
4. Committee members will determine aspects of the event such as the type of activity, the theme, the charge (donation) to attend, the type and source of the refreshments (food) to be served, the decorations, set up, serving, clean up, promotion and advertising, reservation deadline and contact (usually the Assistant Treasurer), opportunities, door prizes, outside vendors, speakers, purchase of supplies, etc. may be asked for volunteers and door prizes, if applicable. Primary areas to consider for the event:
 - a. Program: type and theme, location and time, speaker/ entertainment
 - b. Food Considerations: determining type of refreshment (brunch, lunch, dessert, snacks, etc.), type of service (table side, buffet, boxed, combination), determining menu and source (if food is to be prepared in-house, catered, donated, pot-luck style, or a combination); estimated cost/budget; tableware needed plates to be washed, utensils, or disposable paper products)
 - c. Cost structure: amount of donation for admission; door prizes and/or opportunity drawings, opportunity basket sourcing, speaker cost
 - d. Set Up and Decorations: type, amount, source, and cost. It is also critical to clarify timing and team for set up and decorating including tables set up, equipment necessary for speakers, displays, special interests, etc.
 - e. Serving and Clean-up: type and method of service to be determined with servers to be arranged; Plan clean-up (team assigned) of the building and area after the activity, per facility/activity guidelines
5. Food handling and kitchen procedures shall be in accordance with the Host Guidelines
6. The Event Chair will submit a report of the Committee's activities on the Special Events Financial Report Form to the President. Also, turn in receipts for reimbursements and proceeds from this event to the Treasurer within 7 days of the event. The Chair's report also should include an evaluation of the event (what worked, what didn't) and make recommendations for any repeat of the event, for the benefit of a future event Chair.

INSTALLATION OF OFFICERS

An installation ceremony is not necessary to make an election legal, but it is intended to provide an opportunity to recognize the work of the outgoing Officers, and to mark the occasion of the transition to the incoming Officers and formally introduce them to the membership. Installation of Officers will usually occur at the May General Meeting.

The incoming President ally asks a Club member to be the Installing Officer and preside over the ceremony. The Installing Officer may use any theme or type of ceremony appropriate to the group and the occasion. The order of the ceremony is determined by the Installing Officer and the incoming President, and may proceed according to the following guidelines:

1. The outgoing President may say a few words about the term and what was accomplished, thanks the Officers, the Board and/or Committee Chairs; then introduces the Installing Officer.
2. The Installing Officer briefly thanks the outgoing Officers and asks the members to recognize them for their service.
3. The actual installation should be in the order of the Officers as listed in Article VIII of the Bylaws, from the Assistant Treasurer to the President (preferred), or from the President to the Assistant Treasurer, with appropriate comments to each about the Office to be assumed. A small memento may be given to each Officer by the Installing Officer. Each Officer is then asked to accept the responsibility of that Office, and the Officer responds (presumably in the affirmative!).
4. At the end of the ceremony, the Installing Officer should state: "I now declare the new Officers of The Garden Club of St Petersburg duly installed." The new Officers congratulated and wished a happy and successful term.
5. The Installing Officer may ask the members to stand and pledge their support to the new Officers; then offers some closing remarks or a prayer, and asks the members to be seated.
6. The outgoing First Vice President *may* present the outgoing President a Past President's pin, and the outgoing Second Vice President *may* present the outgoing President with certificates for Life Memberships in the Garden Club of St. Petersburg and FFGC, if eligible
7. The presiding President's pin that is passed on from one to the other, the outgoing President presents the pin to the incoming President.
8. The Installing Officer or the outgoing President may present the gavel.
9. The outgoing President offers congratulations and best wishes to the new Officers and thanks the Installing Officer. A gift may be presented to the Installing Officer (publicly or after the meeting).
10. The outgoing President presents the gavel to the incoming President, as the symbol of the Office transfer, and closes the meeting.
11. The expenses for the installation (Installing Officer's gift and mementos presented by the Installing Officer) are to be paid by the Club (receipts provided to Treasurer.)

History of the Garden Club of St. Petersburg, Inc.

The Garden Club of St. Petersburg, Inc. will be celebrating its 100th anniversary November 2028.

The Garden Club of St. Petersburg is the great oak that grew from an acorn, an idea conceived by Mrs. Walter L. "Flora" Wylie, the co-founder and first President of the Garden Club. Formerly a talented pianist, Mrs. Wylie transferred her interest to gardening when her husband, Dr. Walter Wylie, became a Board Member of the City Parks Department. She recognized the need for a local organization devoted to civic improvement and horticultural study.

The group began in November of 1928 with 47 Charter Members officially organized on the circle plan begun by Mrs. Arthur Cummer of Jacksonville, then President of the State Federation of Garden Clubs. Mrs. Wylie was the local President from 1928-1930 and reelected for the years 1934-36. The first year began with two circles - North Shore and Heights. The number was doubled in 1929 with the addition of Jungle and Magnolia Circles. The club was federated in 1930 with seven circles including Oleander, Pinellas Point and Palmetto, which in 1933 became Green Fingers circle.

The first meetings, teas, and flower shows were held in the Snell Isle Woman's Club. Later, a Garden Center was established in the old Chamber of Commerce Building and, for the first time, there was space for books and materials needed by the club for its activities. Two years later, the Garden Center was moved to the old County Health Department and then to Room 9 in City Hall. At each transfer, there were always more volumes to move. Today with digital technology the books have been donated to local libraries.

The first Flower Show was March 18 – 23, 1936 at the Boyd Hill Nature Preserve. The Garden Club of St. Petersburg continued to have an annual Flower Show to finally be held at the 500 Sunset Drive S location until the City invited the Garden Club to Green Thumb Festival.

The War Years interrupted development of the Garden Club with the result that in 1943 there were only 10 circles and 300 members. The club furnished plans and bought plants for landscaping projects at Snell Isle Woman's Club, the Crippled Children's Hospital, Mirror Lake, the Yacht Club grounds, North Mole, the Public Library, the Coast Guard Station, the St. Petersburg Junior College grounds, City Hall, and Crescent Lake Park. It also actively protested the erection of billboards within the city limits.

During the 1950's, the South Side of St. Petersburg was trying to beautify their surroundings. The Lake Maggiore Improvement Association had a dream of lining Lakeview Avenue South with jacaranda trees. It became a reality via suppers and fish fries; they bought over 200 trees, each 5-6 feet tall, and presented them to Boyd Hill, then Superintendent of Parks to plant. However, the City did not have enough money to care for the trees so the Association cared for

the them and were invited to form a new Lakewood Garden Circle as part of the Garden Club. In years to come, the trees would reach, touch and form a canopy overhead during blooming time.

Also, during the 1950's, St. Petersburg was heavily infested with Oleander caterpillars and the Club enlisted the help of schools to rid the area of the destructive pests. In 1953, twenty five dollars (\$25.00) was offered to the school that brought in the largest number of dead caterpillars to the Club judges.

A fundraising drive was started in 1954 to build a Garden Club Center, as the club was growing and needed a permanent home. After many requests to City Council, in June of 1956, City Manager Ross Windom recommended that City Council give the Garden Club a lease to use the municipal property at 5th Avenue South and Sunset Drive, now known as Coconut Park. The Club was dedicated March 29, 1958. During this time the Club had 1,135 members and 40 circles. In 1978, the original 50 year lease expired and ownership of the building went to the City. GCSP is currently under a 3-year lease agreement.

Quoting from the scrapbook of 1958 - "The object of this club shall be: To promote an interest in gardens, to stimulate the study of wild flowers and native plants, to work for the preservation and conservation of our natural beauty and resources, to cooperate in all efforts for civic beautification and to establish, care for and maintain the Garden Club of St. Petersburg as a model exhibit of the planning of flowers, shrubs, trees and the preservation of natural beauty."

On the grounds of a high school in Takamatsu, Japan is a spot called "The St. Petersburg Garden" where seeds, all the way from our city, are planted and cared for by the young citizens of this St. Petersburg's sister city.

After the Garden Club was organized in November 1928 and federated in January 1930 (became part of Florida Federation of Garden Clubs), it was then incorporated in 1950, and incorporated as a 501(c)(3) Non-profit in 1971. The Garden Club of St. Petersburg is affiliated with the National Garden Clubs, Inc. within its structure as follows: Deep South Region, Florida Federation of Garden Clubs, Inc. and District VIII.

In 1966 the Memorial Fund was founded as a permanent resource to be used for purposes selected by the BoD, unless otherwise stipulated.

In the 1980's, the FFGC established the first Floral Design Programs, the Wekiva Youth Camp, and guidelines for Butterfly and Botanical Gardens, all of which are still key elements in our Garden Club focus.

The Green Thumb Festival of St. Petersburg established on April 11, 1986. It was originally created by the city's Parks Department as an Arbor Day celebration at Boyd Hill Nature Preserve. In 1992, The Green Thumb Festival was moved to Walter Fuller Park to accommodate growth. April 1994, the City of St. Petersburg invited the Garden Club of St. Petersburg to host the Flower Show at the Green Thumb Festival! This year the Green Thumb

will be celebrating its 40th year. This is the Garden Club's largest Community Outreach program.

The 1990's saw the beginning of a significant shift in garden club focus, from FFGC to our own GCSP. There was a shift from active civic improvement to an educational focus. This educational focus remains today as our mission to promote an interest in and appreciation for horticulture and gardening, floral and landscape design, and conservation of our natural resources. We achieve this by providing educational, charitable, youth-mentoring, and social activities, for our members and the wider community.

In 1995, the library at the Garden Club of St. Petersburg was moved to a backroom and the boutique was established. The boutique was a place for members to bring in jewelry, small items and other garden type items to sell. The boutique was open during General Meetings and banquet rentals.

The Blue Star Memorial Marker in Coconut Park was dedicated on Veterans' Day, November 11, 2014. It joined multiple other gardens within Coconut Park maintained by Garden Club of St Petersburg Members including Japanese Garden, Butterfly Garden, Native Garden, Bromeliad Garden, and Tropical Garden.

In 2022, with fewer books and more information available on the internet, it was voted to donate all remaining books to the library and redesign the Garden Club of St. Petersburg library into a Bridal Suite for wedding rentals.

Currently, the Garden Club of St. Petersburg continues the mission started in 1928 but we have changed the organizational structure from individual circles to a One Club structure with Interest Groups. The change was a ballot vote by the members on June 1, 2021 and One Club became a reality. We continue to have General Meetings to include all members and Interest Group meetings at various times with a variety of topics.

In the Fall of 2024, the Garden Center and grounds suffered severe damage from the dual hurricane that impacted much of St Petersburg and the surrounding areas. While we patiently wait for the building repairs, we continue to be fully operating with the help of the City of St. Petersburg at the Azalea Recreation Center, 72nd St. N.