

## **GCSP Guidelines TABLE OF CONTENTS - 2025**

*The GCSP Guidelines support the Garden Club of St Petersburg Bylaws and provide recommendations or best practices on fulfilling roles or executing activities. They are intended to be flexible and updated as learning occurs.*

*A digital copy of the current Guidelines will be loaded on the GCSP Website in the Members Only Section. A single hard copy book will be held by a member of the Executive Committee, designated by the President, and will be available at all Board of Director and General (all-members) Meetings. The Recording Secretary will “own” the official USB thumb drive electronic copy.*

### **1. General Information**

- A. Introduction
- B. Dates & Deadlines
- C. Non-Profit Club Structure Definitions
  - a. GCSP Specifics on Committee Structure
  - b. Non-profit Board of Director Responsibilities
- D. GCSP Structure
  - a. Current Standing and Special Committees
  - b. Current Interest Groups
- E. Hospitality Guidelines
- F. General Fundraising Guidelines
- G. General Make & Take Guidelines
- H. Large Gathering (holiday party/receptions) Guidelines
- I. Installation of Officers Guidelines
- J. Club History Information

### **2. General Forms**

- A. Deposit for Fundraisers under \$1,000 (1)
- B. Reimbursement of Expenses Incurred Form (2)
- C. Interest Group & Activities that Charge a Fee (3)
- D. Request for Payment to 3<sup>rd</sup> Party (4)
- E. Cash Advance Form (5)
- F. Advance Reconciliation (6)
- G. GCSP Membership Application
- H. Meeting Sign in Sheet
- I. Instructor’s Agreement
- J. Members Contribution Form Information
- K. Memorial & Blue Star Brick Form

### **3. Officers & Officer-led Standing Committee Guidelines**

- A. President
  - a. Parliamentarian Guidelines
  - b. Memorial Services Guidelines
- B. First Vice President and Program Committee Chair
  - a. General Meeting Time Line Best Practices
  - b. Garden Home Tour Guidelines
- C. Second Vice President and Membership Committee Chair

- a. Additional Membership Information
- D. Third Vice President and Budget & Finance Committee Chair
  - a. Rental Agent Guidelines (not yet created)
- E. Recording Secretary
  - a. Retention Limits Policy Information
- F. Corresponding Secretary
  - a. Memorial & Bequest Guidelines (To be updated.)
- G. Treasurer
  - a. Bookkeeper Guidelines
- H. Assistant Treasurer

#### **4. Standing Committee Guidelines**

- A. Executive Committee (cited in By-Laws)
- B. Awards & Grants Committee (established by Board of Directors)
- C. Board of Managers (AKA Building Committee - cited in By-Laws)
- D. Community Outreach Committee (established by Board of Directors)
  - a. Outreach Programs
  - b. Scholarship Information
  - c. Blue Star Memorial Information (To be updated.)
  - d. Club Philanthropy
- E. Fundraising Committee (established in Board by Directors)
  - a. Opportunity basket/50/50 coordinator Guidelines (not written)
  - b. Boutique Liaison Guidelines (needs updating post hurricane recovery)
  - c. Fall Plant Sale Best Practices
  - d. Home & Garden Market Best Practices
  - e. Recycle Christmas/Holiday Bake Sale Best Practices
  - f. Summer Trash to Treasures Best Practices
  - g. Plant Auction Fundraiser Best Practices
- F. Grounds (AKA Gardens) Committee (cited in By-Laws)
- G. Marketing Communications Committee (established by Board of Directors)
  - a. Email Coordinator Guidelines
  - b. Website Liaison Guidelines
  - c. Grapevine Editor Guidelines
  - d. Yearbook Editor Guidelines
  - e. Social Media Liaison Guidelines (Facebook)
- H. Youth Committee (established by Board of Directors)

#### **5. Special Committee Guidelines**

- A. Green Thumb/Flower Show Special Committee
- B. By-Laws & Guidelines Special Committee
- C. Nominating Special Committee
- D. Hurricane Recovery Special Committee (Guidelines not created yet.)

#### **6. Interest Groups Information**

- A. Interest Group Guidelines