

The Garden Club of Palo Alto

Candidates for Membership

The Garden Club is a long-established organization of women who have a strong interest in and devoted concern for horticulture and related fields. These include gardens and gardening, flower arranging, public and private landscape design, educational programs, and conservation issues. A prospective member should be interested and involved in some aspect of gardening, should have time to be involved in committees, workshops, and fundraising activities as well as attending meetings. She should be involved in, enthusiastic about, and supportive of the activities of the Garden Club.

Responsibilities of a Candidate:

- Accompany your Sponsor to at least three Membership Meetings in a 12-month period (between March and February) before your name is presented to the Board. Attendance at these meetings shall be completed by the February Membership Meeting. Membership Meetings are held in March, April, May, September, October, November, January and February. Membership meetings are generally held on the first Tuesday of the month.
- Complete the Candidate Application Form. This form is to be returned to the Membership Secretary by the November Membership Meeting (November 3, 2020) with an application fee of \$75.00.
- Write an original, three to four page, typed research paper with citations on an aspect of gardening. Complete and attach to the paper your permission form allowing the paper to be posted on our Garden Club website. Two copies of the paper and a pdf file of the paper will be due by the February Membership Meeting (February 2, 2021).
- Attend an April orientation meeting with other New Members.
- Due by May 1st: The Garden Club's directory information and volunteer form and the annual dues for the first year you are a new member; non-submission by June 9th will cancel a membership. These re-occurring obligations are separate from your one-time Application Fee.
- Attend the June Luncheon (June 1, 2021) with your Sponsor and Co-Sponsor as their guest.
- Attend your New Member Tea with your Sponsor and Co-Sponsor, in late summer/early fall.

Responsibilities of Garden Club Membership:

- Active Members are required to support and participate in activities and governance of the Club. (Standing Rules, 2020)
- Attendance is required of Active Members at all but three general meetings during the year. These meetings are held on Tuesdays, either the first or second Tuesday of the month. (Bylaws, 2020)
- Each New Member will serve as Chairwoman of the Day, introducing a Membership Meeting Speaker, during her first year of Membership, as well as organize and host the New Member Tea for the following class of new members, at the beginning of her second year of membership.
- Occasionally all members, including new members in their first year with the Club, are asked to provide refreshments or flowers for the Membership Meetings.

The Garden Club of Palo Alto

Candidate / New Member Timeline

Thank you for your interest in the Garden Club of Palo Alto. Founded in 1921, the Club's mission includes education about gardening and conservation, community service and friendship. This guide will help you meet important deadlines and successfully complete the activities required for membership. Please contact your Sponsors for questions or help.

- Between March through February of the application year, a candidate **must attend at least three Membership Meetings** which are in March, April, May, September, October, November, January, February.
- Between the April Membership Meeting and October 15th, your Sponsors submit their completed Sponsor/Co-Sponsor form to the Membership Secretary. No late Sponsor forms will be accepted. At the same time, your Sponsors will give you a Candidate Application Packet. They should review your packet with you and answer any questions.
- Upon receipt of your Sponsors' completed Sponsor / Co-Sponsor form the Membership Secretary will add your name, in chronological order, to the candidate waitlist for the current year. The number of Candidates accepted each year might be limited by the number of Active Membership openings authorized by the Board. Any waitlist rolls over to the following year and a remaining candidate would have priority over new applicants in the following year.
- Anytime between April and **no later than the November Membership Meeting (November 3, 2020)**, you may submit your completed Candidate Application and your Application Fee (\$75.00) to the Membership Secretary. Your Application Fee will be deposited upon receipt, but it is refundable if you notify your Sponsor and Membership that you will not be completing the application process. No late Application forms or fees will be accepted.
- **No later than the February Membership Meeting (February 2, 2021), two typed copies of your paper, a pdf file of the paper, and the permission form are due to the Membership Secretary.** Please read the "Guide for Writing Papers" to assist you in preparing your paper. If you have questions, please contact your Sponsor.
- At the February Board meeting prior to the March Membership Meeting (March 2, 2021), the names of all the Candidates for the year are presented to the Board.
- No later than the Board meeting preceding the April Membership Meeting, the Board will vote on the Candidates for Membership. Following the Board vote, the Membership Secretary will inform Candidates and Sponsors of the outcome.
- **Now you are a New Member!** No later than the April Membership Meeting (April 6, 2021), you will be introduced to the General Membership.
- In April 2021, the Membership Secretary and the 1st VP Programs will hold a New Member Orientation to discuss the rewards, expectations, and responsibilities of Active membership and to address questions and collect 2021-2022 dues.
- In June, New Members attend the June Luncheon (June 1, 2021) as guests of their Sponsors and Co-Sponsors.
- In late summer or early fall (2021) the Membership Secretary and the previous year's class of new members will host a Tea for New Members and their Sponsors to welcome the Class of 2021 to their first year and Garden Club friends.

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Candidate Application - Class of 2021

Due to Membership Secretary by November General Meeting (Nov 3, 2020), plus \$75.00 Application Fee
Dana Bonham, 46 Heather Drive, Atherton, CA — dgvernon@yahoo.com — 650-847-1849

Name _____
First Last Partner's Name (optional)

Address _____
Street City State Zip

Phone number(s) _____ E-mail _____

Sponsor _____ Co-Sponsor _____

- Why do you want to become a member of the Garden Club?
- What are your gardening experiences and activities? Do you have a special horticultural interest?
- Please list other professional and/or civic/service organizations in which you have been active. In what capacity?
- What areas of expertise do you have? (gardening and non-gardening). On the reverse side, please indicate at least three areas of interest.

*I understand and accept the responsibilities and obligations of membership.
Attached is my Application Fee of \$75.00 made payable to the **Garden Club of Palo Alto.***

Candidate's signature _____ Date _____

The Garden Club of Palo Alto

Candidate Interest Form

Name _____ email: _____

Since its founding in 1921, the primary purposes of the Garden Club of Palo Alto have been to provide leadership in educating its members and the community about gardening, preservation of the environment and natural resources, conservation and community service while creating goodwill friendship and community among its members. Our goals are achieved through the active participation and contributions of our members who generously share their many diverse talents skills and interests.

Please indicate a minimum of **THREE** committees on which you would be willing to serve. Also indicate other areas of interest or expertise.

Philanthropy

- Community Outreach (Floral Arrangements/Activities for the Community/Gamble Garden)
- Holiday Marketplace (Major Fund-raiser/Hand-made items in alternate years)

Education/Advocacy

- Horticulture and Conservation (Articles/projects)
- Field Trips
- Floral Arrangements (Membership Meetings)

Social

- Hospitality (Membership Meetings/Events)
- December Social
- June Luncheon
- Member's Garden tour (Help plan or offer your garden)

Publications/Communications

- Newsletter Editor/Assistant
- Website Manager/Assistant
- Membership Directory/Assistant
- Publicity of Events
- Graphics/Desktop Publishing

Administration

- Database/Spreadsheet
- Fiscal Management/Bookkeeping/Accounting/QuickBooks
- Membership Renewal Manager
- Membership (help at Membership Table)

Other: Skills/Talents/Interests you will share as needed:

Thank you for your interest in joining the Garden Club of Palo.

The Garden Club of Palo Alto

A Guide for Writing Your Paper

While we hope this guide will answer your questions as you prepare to write your paper as part of your Garden Club Application, please feel free to ask the Membership Secretary if you have questions.

Sample papers are available in the Gamble Garden Library. They also are available on our Garden Club website. You will have to ask your sponsor to access them for you on our members-only site. Please do not hesitate to consult with your sponsors as well about any further questions you have about the paper or any other aspects of applying for Membership. Their role is to support and assist you during your candidacy period and during your first years as a Garden Club member.

Why are Garden Club Candidates asked to write papers?

We ask you, as a contribution to the Garden Club's mission to educate ourselves and others, to choose some aspect of gardening, horticulture, conservation that is of particular interest to you and to write an original, short, focused research paper about your chosen topic. You also may include such unique knowledge as personal anecdotes and homage to family and friends who instilled in you your love of gardening; however, please keep in mind your paper should primarily be an engaging research paper that adds to the collective horticultural knowledge of our members.

Who will read my paper?

Papers will be read first by the Membership Secretary. Hard copies of the papers will be placed in the Gamble Garden Library reference files. With your permission, your paper also will be posted on the Garden Club's website, in our Members Only section, to enable more members to learn more about your chosen topic more easily.

What should I write about?

We want you to enjoy doing your research and writing your paper, so please choose a topic that genuinely interests you, either one of which you have factual knowledge or one you want to learn about, or a combination of both. Your approach may be esoteric or intensely practical, historic or whimsical, but your paper should let us learn something new about horticulture, gardening, or conservation...and about you if you would like. **It should be your original composition.**

How long should my paper be?

Three to four typed pages of text, plus a bibliography listing the sources you used. Text should be double-spaced in an easy-to-read font, 11 to 12 points in size. Your bibliography may be directly after your text or on a separate sheet, as works best. Provide complete citations for direct quotes.

What format should I follow?

- Type your name and date in the upper right corner
- Center your title above your first page of text; no need for a cover sheet
- Type the body, double-spaced, in an easy-to-read font, 11-12 points in size.
- Number the pages
- Print two hard copies to hand in.
- Sign, date, and staple 'Permission to Post Online' forms to the last page of your hard copies.
 For this form, see either below or on the reverse of this sheet.
- Create a pdf file of your paper and send this file to the Membership Secretary.

Hand in your paper to the Membership Secretary by the February Meeting (February 2, 2021).

The Garden Club of Palo Alto
Permission to Post Member Paper on Garden Club Website

Name _____ Date _____

Title of Paper _____

Number of Pages _____

I give my permission for my paper to be posted on the Garden Club of Palo Alto website, Member Section, for the education and enjoyment of my Garden Club colleagues.

Signed

I understand that no commercial use will be made of this paper. I understand that one hard copy will be retained in the Garden Club of Palo Alto files and one will be available for users of the Gamble Garden Library on a non circulating basis.

Signed

** Please complete, sign, and return this form to Membership, along with your paper, no later than the February Membership Meeting (February 2, 2021).

If you have questions, please contact your Sponsor/Co-Sponsor. You may also contact either of the Membership Secretaries.

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650-847-1849

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