



GCG LEADERSHIP WORKSHOP

GCG State Board

2023-2025



Lisa Hall
GCG State President
Presidentgcg@gmail.com



Diane Hunter
GCG 1st Vice President
vp1gcg@gmail.com



Bess Hartley
GCG 2nd Vice President
vp2gcg@gmail.com

GCG State Board

2023-2025



Marilyn McDonnell
GCG 3rd Vice President
vp3gcg@gmail.com



Nilsa Summey
GCG 4th Vice President
Membership Chairman
gcgavp4@gmail.com



Gale Thomas
Corresponding Secretary
Education Chairman
gcgacorresponding@gmail.com

GCG State Board

2023-2025



Diana Malone
GCG Awards Chairman
dmalone4086@hotmail.com



Martha Cobb
GCG Awards Co-Chairman
cobbm9270@gmail.com

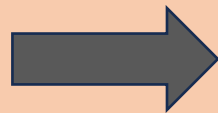
AGENDA



- The 3 Rs of Membership
- President's Report
- Parliamentary Procedures
- GCG's New Website & Communications Policies
- NGC and GCG Grants
- Educational Opportunities

Membership in The Garden Club of Georgia

**Let's Watch A Short
Video Introduction**





“The Garden Club of
Georgia, Inc.” is “GCG.”
MEMBERSHIP is KEY to
GCG!

Follow the 3 Rs of
Membership:
RECRUIT! RETAIN!
REVITALIZE!



Do YOU know...?

- *GCG's mission?*
- *Who we belong to?*
- *Where's our HQ?*
- *What kind of projects and programs we support?*
- *How we communicate?*
- *GCG's new website?*
- *The 3 Rs of Membership?*



Recruit

- Invite! Invite! Invite!
- Guests = **New Members**
- (New Member Orientation & Garden Club “Buddy”)
- **Subscribing Members**
- Use Membership Business Cards



Retain

- Provide interesting, varied & entertaining programs
- Make Garden Club **FUN** – Allow socialization time
- Printed agendas keep business short & to the point. Always start and end the meeting on time!
- Inform members of educational opportunities
- Contact absentees & encourage their attendance
- Make EVERYONE feel welcomed & included in all activities



Revitalize

- Encourage district/state event attendance
- Occasionally change meeting location & time
- Carpool to field trips, plant sales, district/state events
- Celebrate long-time members
- Mentor members for leadership positions
- Rotate club officers and chairmen



Follow the 3 Rs of Membership
RECRUIT! RETAIN! REVITALIZE!
Because . . .

MEMBERSHIP IS KEY
TO
GCG!





[Click for President's Report 2023](#)

Let's review some of
the questions on the
President's Report:



President's Report of Garden Club Achievements

Reporting Period January 1-December 31, 2023

Due by February 15, 2024



District:	Club Name:	Club Code:
City:	No. of Members:	Grand Gardener: Y___ N___

This report may be used as a guide for planning club programs and projects. The State President and District Director use this information in preparing their reports to GCG, DSGC, and NGC. See page 5 for emailing instructions. Check all that apply. To qualify for a Club Standard of Excellence Award, questions 1 and 2 must be checked ✓, and a minimum of 30 check marks total.

ADMINISTRATION

- ☐ A1. Club paid GCG (The Garden Club of Georgia, Inc.) membership dues and sent copies of the necessary forms and roster to Headquarters by March 1, 2023.
- ☐ A2. Sent one copy of this Garden Club Achievement Report via EMAIL to your District Director, one to State President, and if applicable, one to Council President by **February 15, 2024**.
- ☐ A3. Club added _____ new members in the past year and paid State dues when they joined. If yes to #3, List 2 ways your club attracted new members.

- ☐ A4. Club was represented at the 2023 GCG Annual Convention.
- ☐ A5. Club was represented at GCG Fall Board Meeting or your District's Jan/Feb/Aug Board Meeting.
- ☐ A6. Club was represented at the 2023 Fall Annual District Meeting.
- ☐ A7. Club supported the scholarship program with a Patron of Scholarship (\$200minimumdonation).
- ☐ A8. Club contributed to the January 2023 "Dollars Educate Scholars" special scholarship fundraiser by donating at least one dollar per member to the General Scholarship Fund.
- ☐ A9. Club made a minimum \$25 donation to any of the following during 2023. Mark all that apply:
- | | | |
|---|---|--|
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Marshall Forest | <input type="checkbox"/> Garden Therapy |
| <input type="checkbox"/> Roadside Beautification | <input type="checkbox"/> Leconte-Woodmanston | <input type="checkbox"/> Blue Star Marker Restoration Fund |
| <input type="checkbox"/> State Botanical Garden | <input type="checkbox"/> Cherokee Garden Library | <input type="checkbox"/> State Parks & Public Lands |
| <input type="checkbox"/> Arboreta/Botanical Gardens | <input type="checkbox"/> Founders Memorial Garden | <input type="checkbox"/> Penny Pines |
| <input type="checkbox"/> Natural Disasters | <input type="checkbox"/> Community on my Mind | <input type="checkbox"/> State HQ Donation or Tour |
- ☐ A10. Club made a donation to at least 6 of the above listed in #A9.
- ☐ A11. Club applied for GCG awards.
List #'s _____
- ☐ A12. Club members sponsored at least 3 SUBSCRIBING MEMBERS (\$25 membership fee per person).
- ☐ A13. Club sponsored a plant sale, garden tour, or activity to support GCG scholarships or donations.
- ☐ A14. Club applied for NGC or GCG grant(s).

President's Report Changes:

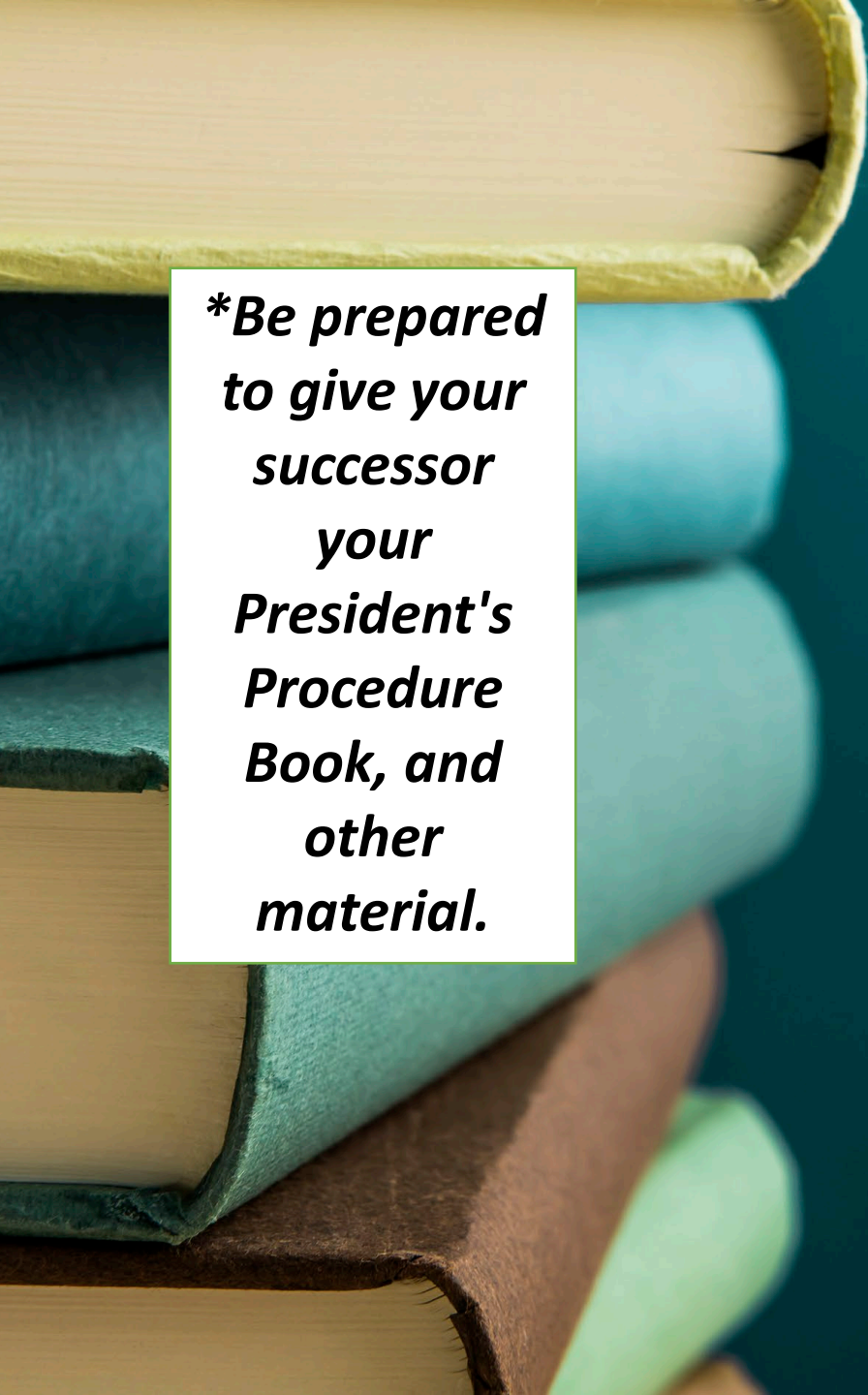
Questions are now in 6 sections:

- Administration
- Beautification
- Conservation
- Education
- Sponsorship
- Extra Credit

President's Report of Garden Club Achievements Reporting Period January 1-December 31, 2023 Due by February 15, 2024		
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<p>This report may be used as a guide for planning club programs and projects. The State President and District Director use this information in preparing their reports to GCG, DSGC, and NCG. See page 9 for emailing instructions.</p> <p>Check all that apply. To qualify for a Club Standards of Excellence Award, questions 1 and 2 must be checked "Y", and a minimum of 30 check marks total.</p>		
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<input type="checkbox"/> A9. Club made a minimum \$25 donation to any of the following during 2023. Mark all that apply:		
<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Marshall Forest	<input type="checkbox"/> Garden Therapy
<input type="checkbox"/> Roadside Beautification	<input type="checkbox"/> Leconte-Woodmanston	<input type="checkbox"/> Blue Star Marker Restoration Fund
<input type="checkbox"/> State Botanical Garden	<input type="checkbox"/> Cherokee Garden Library	<input type="checkbox"/> State Parks & Public Lands
<input type="checkbox"/> Airports/Botanical Gardens	<input type="checkbox"/> Founders Memorial Garden	<input type="checkbox"/> Penny Pines
<input type="checkbox"/> Natural Disasters	<input type="checkbox"/> Community on my Mind	<input type="checkbox"/> State HQ Donation or Tour
<input type="checkbox"/> A10. Club made a donation to at least 6 of the above listed in A9.		
<input type="checkbox"/> A11. Club applied for GCG awards. List #: _____		
<input type="checkbox"/> A12. Club members sponsored at least 3 SUBSISSEMI MEMBERS (\$25 membership fee per person).		
<input type="checkbox"/> A13. Club sponsored a plant sale, garden tour, or activity to support GCG scholarships or donations.		
<input type="checkbox"/> A14. Club applied for NCG or GCG grant(s).		
Club President's Report for 2023 1		
BEAUTIFICATION		
<input type="checkbox"/> B1. Club established and/or actively participated in a club, council, or district project such as: <ul style="list-style-type: none"> • a school grounds improvement project, club improvement project, or a Habitat House Landscape project. • landscaping public and government buildings, churches, etc. • planting or maintaining a butterfly garden, a bird sanctuary, a garden therapy project, or a garden-related project (flower shows excluded). 		
<input type="checkbox"/> B2. Club sponsored one of the following: Overd of the Month O Business Landscape		
<input type="checkbox"/> B3. Club participated in one of the following. Mark the circle for all that apply: <ul style="list-style-type: none"> O Members served as hosts/docents in a Holiday House or Decorator's Show House. O Participated in community Christmas decorations or other holiday decorations. O Participated in or organized a Home/Garden Tour. 		
CONSERVATION		
<input type="checkbox"/> C1. Club members participated in the Community Wildlife Project's Backyard Wildlife Habitat Certification. Co-sponsored by GCG and GA Dept of Natural Resources (DNR) (members' backyards certified by DNR).		
<input type="checkbox"/> C2. Club actively participated in a Conservation of Natural Resources project (air, energy, litter reclamation, recycling, endangered species, water, wetlands, or trees).		
<input type="checkbox"/> C3. Club participated in a Parks and Public Lands Project planting at a State Park or Dept of Transportation Project.		
<input type="checkbox"/> C4. Club landscaped, maintained, or renovated the landscaping for a Blue or Gold Star Memorial Marker.		
<input type="checkbox"/> C5. Club members planted or have existing native plants in their gardens or landscapes.		
<input type="checkbox"/> C6. Club Members promoted and supported pollinators by doing one or more of the following: <ul style="list-style-type: none"> O Participated in The Great Georgia Pollinator Census, August 10-19, 2023. O Club had a pollinator program, or members educated others on their importance. O Club members planted and maintained a new pollinator garden in their community. 		
<input type="checkbox"/> C7. Club members established or maintained a Community Garden.		
<input type="checkbox"/> C8. Club members planted vegetable/herb gardens either in the ground or in containers.		
<input type="checkbox"/> C9. Club members reported installing birdhouses/nesting boxes or putting up & maintaining bird feeders and birdbaths to attract wildlife to their backyards.		
<input type="checkbox"/> C10. Club had a club program, or members educated other organizations on the importance of using native plants in their gardens and landscapes.		
Club President's Report for 2023 2		

• Only 6 sections require a written response.

• We will use this form with the same questions for both years.

A stack of books with various colored spines (yellow, blue, green, brown) is shown on the left side of the slide. A white rectangular text box with a thin green border is overlaid on the books.

****Be prepared
to give your
successor
your
President's
Procedure
Book, and
other
material.***

A Club President needs:

- **A 3-Ring Binder**
- **Procedure Book**
 - Agenda
 - Minutes
 - Other items of choice
 - Calendar- Dates of Club, Council, District, State, Regional, National Meetings, Conventions, Workshops, etc.
 - Correspondence from State/District Chairmen
- **Basket or Box**
 - Procedure Book
 - Gavel
 - Current Mail
 - Membership List
 - Yearbook
 - Club/Council Guidelines
 - Robert's Rules



How to lead a Garden Club meeting

Parliamentary Procedure

- Meeting Agenda
- Motion Process



Meeting Agenda

Suggested Order of Business:

- Call to Order
- Greeting by the President
- Invocation
- Roll Call of Members
- Introduction of Guest
- Reading of Minutes
- Correspondence
- Reading of Treasurer's Report



Meeting Agenda

Suggested Order of Business,
continued :

- Reports of Other Officers/
Reports of Standing
Committee Chairman
- Unfinished Business
- New Business
- Announcements
- Program
- Adjournment



Motion Process

The motion process involves the following 6 steps:

1. A member makes a motion.
(I move that)
2. Another member seconds the motion. *(You do not put in minutes who seconded the motion.)*
3. The President states the motion, formally placing it before the members.



Motion Process

The motion process involves the following 6 steps:

4. The members debate the motion.
5. The President puts the motion (*or question*) to a vote.
6. The President announces the results of the vote.



ABOUT US

<http://www.gardenclubofgeorgia.org/>

The Garden Club
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Headquarters

Founders Memorial
Garden

Beautification, Conservation, Education

We're happy to launch our new website. It's a work in progress. Tell us what you think!

Reach Out Now

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EVENTS CALENDAR

<

>

This Month

August 2023

▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 10:00 am - 2:00 pm Azalea District Executive Board Meeting	2	3	4	5
6	7	8 10:00 am - 1:00 pm Dogwood District Summer Board Meeting	9	10	11	12
13	14	15 10:00 am - 1:00 pm Azalea District Summer Board Meeting 2023	16	17 9:00 am - 2:00 pm Magnolia District Summer Board Meeting 2023	18 Great Southeast Pollinator Census 2023	19
20	21	22 10:00 am - 2:00 pm Oleander District Summer 2023 Board Meeting	23 10:30 am - 3:00 pm Investment Committee and Board of Trustees Meetings	24	25	26
27	28	29	30 1:30 am - 3:00 pm Finance and Executive	31	1	2

Projects and Programs

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Beautification, Conservation, Education

We're happy to launch our new website. It's a work in progress. Tell us what you think!

[Reach Out Now](#)

[Blue, Gold and Historical Markers](#)

[Community Wildlife Project](#)

[Garden Therapy](#)

[Community on My Mind](#)

[Roadside Beautification and Wildflowers](#)

[Habitat for Humanity](#)

[Garden Week](#)

[Arboreta and Botanic Gardens](#)

[Historic Landscape Preservation](#)

[Marshall Forest and Leconte-Woodmanston](#)

[Youth Programs](#)

[Parks and Public Lands](#)

[Ronald McDonald Pull a Tab](#)

[National Garden Club Projects](#)

Projects and Programs > Main Page

Community Support

Garden Therapy
Blue Star / Gold Star / Historical Markers
Habitat for Humanity
Community Wildlife Project
Roadside Beautification
Historic Preservation
Arboreta and Botanical Gardens
State Parks and Public Lands
Marshall Forest and LeConte-Woodmaston
Ronald McDonald Pull-a-Tab

Education

Youth Programs
[Scholarships](#)
Environmental School
Landscape Design
Gardening Schools
Floral Design
Flower Show School and Symposium

The main page for projects and programs categorizes these opportunities.

Grants

Community on My Mind Grant
Historic Preservation Grant
GCG Flower Show Grant
National Garden Club Grants
Mentoring New Clubs

Support GCG

Life Members
Subscribing Members
Scholarships
Donations
Headquarters Endowments
Publications to purchase

Districts & Clubs

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LAUREL DISTRICT - DISTRICT 01

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[Communication team](#)

[District forms](#)

[News](#)

[Calendar](#)

[News / Photo Archives](#)

[Member clubs with
numbers](#)



District Director 2023-2025 - Cheryl Briscoe



District Executive Board

- Co-Director - Merrell Holden
- Treasurer - Dee Anne Wyse
- Recording Secretary - Kathy Shiner
- Corresponding Secretary - Maye Suddeth

NEWS

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Contents:

This is the news blog. News items submitted by GCG, Clubs and Districts go here.

Archives available.

News And Updates



Meet Stonecrest Garden Club

July 5, 2023

Redbud District's Newest Club
The Stonecrest Garden Club



Bee Beautiful Garden Club Participates in Canning Class

June 21, 2023



Providence Canyon Mascot Hosted by Bee Beautiful Garden Club of Richland



Recent Posts

Meet Stonecrest Garden Club
July 5, 2023

Bee Beautiful Garden Club
Participates in Canning Class
June 21, 2023

Providence Canyon Mascot
Hosted by Bee Beautiful
Garden Club of Richland June
21, 2023

SHARON – RAYTOWN
GARDEN CLUB April 3, 2023

Azalea District Winter Board
Meeting 2023 March 17, 2023

MEMBERSHIP

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What you need
to run your
club, get new
members, and
get GCG
contacts.

Beautification, Conservation, Education

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Reach Out Now

Awards

Finance and
Administrative

Donating to GCG

Scholarships

Life Membership

Subscribing Membership

Mentoring New Clubs

GCG Personnel Guide

Bylaws, Policies and
Procedures

Continuing Education

MEMBERSHIP > Main Page

Information on Garden Club of Georgia Membership

Get the nuts and bolts of garden club membership
right here.

Membership Assistance

Finance & Administrative

**2023 Convention: Magic on
the Mountain Registration**

Awards

Continuing Education

Mentoring New Clubs

Donating to GCG

General Donations

Scholarships

Life Membership

Subscribing Membership

Bylaws, Policies, Procedures

[View Personnel Guides](#)

MEMBERSHIP > Finance and Administrative Help

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Contents:

Forms you'll need

Applications

Registration

Master donation form

Finance and Administrative Help

Check below for the forms you'll need to help your club run smoothly.

[2022 President's Report of Garden Club Achievements](#)

[2022 Council / Federation Activity Report](#)

[Garden Center Registration](#)

[State Personnel Experience and Interest Survey](#)

[Adding a New Club Member Form](#)

[Expense Report and Reimbursement Form](#)

[Receipts Transmittal Form \(1-11 items\)](#)

[Receipts Transmittal Form \(11 or more\)](#)

[Master Donation Form](#)

[Annual Club Registration Form](#)

[Annual Federation / Council Dues Form](#)

[Subscribing Membership Application](#)

[Grand Gardener Application](#)

[New Council Federation Registration](#)

[Plant Society Registration Form](#)

The Garden Club
of Georgia, Inc.



2450 South Milledge Ave.
Athens, Georgia 30605-1674, US



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gcgauga@gmail.com



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MEMBERSHIP > Bylaws, Policies, and Procedures

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No secrets!

GCG bylaws, policies
and procedures,
officer responsibilities,
guide for state
chairmen

Bylaws, Policies and Procedures

[Bylaws](#)
[General Policies](#)
[Financial Policies](#)
[Duties of Officers](#)
[Guide for District Directors and Treasurers](#)
[Guidelines for State Chairmen](#)

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2450 South Milledge Ave.
Athens, Georgia 30605-1674, US



+1 (706) 227-5369



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MEMBERSHIP > GCG Personnel Guide

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Protected: Membership – GCG Personnel Guide

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Enter



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iCloud Passwords extension for Chrome.

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CONSTANT CONTACT

Our mailing lists



Replaces email listservs from UGA, address driven.

Each District has three email lists:

- **District - everyone on the old listserv**
- **Board - all members of the board**
- **Presidents - all district club presidents**



GCG has 3 lists

- **General Interest - information sent to each member (used sparingly)**
- **Board - members of the board and district directors**
- **Presidents – all club presidents, all districts**

GCG Communications Guidelines

Where does event information go?

EVENT	Newsletter Constant Contact	Events Calendar www.gardenclubofgeorgia.org	News Blog www.gardenclubofgeorgia.org	Garden Gateways Quarterly	Facebook (in progress)
Floral Fantasy at Pineola Farms	Announcement with registration, Follow up article	Announcement with link to registration, just the basics!	Photos with brief news story (paragraph) for Dist. page	Brief announcement	Upload lots of photos with brief text
Drilling in the Okefenokee	Article that focuses on impact on your district	Hearing? Capitol Conservation Day	Club Program	Deep dive article that includes how your District is involved	Cap. Cons. Day photos of your district
Four Season's 50th Anniversary	Brief article with photo		Photos with brief news story (paragraph) for District page		Upload photos with brief text
Redbud 50th Flower Show	Article after show with lots of pix, winners	Announcement with the basics!	Photos with text	Brief announcement	Upload photos with brief text

GRANTS

Where
to find

\$ for your
club.



NGC Grants



Plant America Community Project Grants -

<https://gardenclub.org/plant-america-community-project-grants>

Ames Tools Grants Program -

<https://gardenclub.org/ames-tools-grant>

Espoma Grants -

<https://gardenclub.org/espoma-grant>

NGC Grants



Natural Disaster Funds -

<https://gardenclub.org/natural-disaster-grant>

Wildflower Education Grants -

<https://gardenclub.org/operation-wildflower>

Youth Pollinator Garden Grants -

<https://gardenclub.org/youth-pollinator-gardens-grant>

GCG Grants



Blue Star Memorial Marker Restoration -

Jan Thiese, Chairman janicemariemaconga@cox.net

<https://gardenclub.org/natural-disaster-grant>

Community on My Mind -

Willie Maxwell, Grants Chairman wmmx2@gmail.com

<https://gardenclubofgeorgia.org/projects-and-programs-community-on-my-mind>

Flower Show Grant Program -

Faye Frazier, Chairman fayefrazier33@gmail.com

<https://gardenclubofgeorgia.org/fss-and-judges-symposium/>

GCG Grants



Parks and Public Lands Program -

Willie Maxwell, Grants Chairman wmmx2@gmail.com

<https://gardenclubofgeorgia.org/projects-programs-parks-and-public-lands/>

Garden Therapy Grants -

Glenndolynn Hallman, Chairman gkh44@aol.com

<https://gardenclubofgeorgia.org/projects-and-programs-garden-therapy/>

Historic Land Preservation Grants -

Pamela Hendrix, Chairman pamelalohrhendrix@yahoo.com

<https://gardenclubofgeorgia.org/projects-programs-historic-landscape-preservation-2/>

New Club Grants-

Leanne Penman, Chairman leannepenman2@gmail.com

<https://gardenclubofgeorgia.org/membership-mentoring-new-clubs/>

Other Resources

Environmental Education Alliance of Georgia -

<https://www.eealliance.org/>

This group offers an extensive list of grant opportunities, including school gardens and outdoor school projects. Grants range from the local level to state and national grants.



Other Resources

[The Porter Fleming Foundation](#) – provides funding in the CSRA (Augusta area).

[The Clean Trail Grant Program](#) - offers grants to groups wanting to enhance any of the many trails throughout the state.

[Herman's Garden Seed Donation Program](#) – provides free seeds.

[Karma for Cara Foundation](#) – provides microgrants of up to \$1k to help young citizen leaders execute and magnify their initiatives to repair our world- including establishing community gardens and repairing school grounds

[Georgia Making the Shade Grants](#) – provides up to \$5k in matching funds to plant trees on school grounds.

[Pollinator Partnership](#) – free native seeds specific to your area.



Search the web
for many more.

Remember to
look locally, too!

Treasury Points

- Donations Form
- 501(c)(3) status
- Tax ID- EIN #
 - 990N form- annually
- Club Funds- not under the name of an individual. Two signees for a bank account.



<https://gardenclub.org/ourschools>

Our Schools

Our schools provide members and non-members with a range of educational opportunities on the art and science of the environment, gardening, landscape design and floral



Environmental School

Helping members become accomplished environmental consultants. Helping others engage in environmental education.



Flower Show School

Flower Show School is a comprehensive program that teaches all you need to know about judging, entering, competing and chairing a NGC flower show.



Gardening School

Gardening Schools provide educational information to those who are especially interested in gardening, horticulture and related subjects.



Landscape Design School

Landscape Design School aims to help members develop a greater appreciation of the environment, both natural and human made.

Gardening, Environmental, and Landscape School Consultants Councils.

- Requires successful completion of a school's four courses.
- Although not a professional consultant's status, it does allow one to serve as a judge of garden club or council events (i.e., flower show displays, awards, and other contests).
- Designed to provide additional educational opportunities (including programs and tours) for its members.
- Consultant's status in all three schools gives one a GCG Tri-Consultant status, which is a great achievement.

Educational Programs



We have several upcoming educational opportunities.

- NGC Gardening School- sponsored by GCG
- NGC Landscape Design School- sponsored by GCG
- NGC Membership Mondays

Gardening School

Course 1



Upcoming Fall 2023 Class

- When: Sept. 13th & 14th
- Where: GCG HQ Athens, GA
- Registration: More info to follow on the GCG website

Gardening School

Course 2



Upcoming Fall 2023 Class

- When: November 2nd & 3rd
- Where: ZOOM
- Registration: More info to follow on the GCG website

Landscape Design School



Upcoming Fall 2023 Class

- When: November 8th & 9th
- Where: GCG HQ, Athens, GA
& Zoom (hybrid mtg).
- Registration: More info to follow on the GCG website

NGC YouTube & Video Cafe



NGC has several useful videos covering Schools, Grants, Parliamentary Procedures, etc.

<https://www.youtube.com/@nationalgardenclubs/videos>

<https://gardenclub.org/video-cafe>

GCG Online

Please feel free to contact Gale D. Thomas at galedthomas@gmail.com with any suggestions for educational topics.

Coming Soon!

- GCG YouTube
 - (videos and live sessions)
- GCG Facebook
 - (videos and live sessions)
- GCG Zoom sessions

