

New Member Orientation Checklist

- **Yearbook - Review Contents**
 - ✓ How we fit in - Review info - NGC, FFGC, FMLCGC & District IX (38 Clubs)
 - ✓ GCGC Committees - Review and encourage participation.
 - ✓ GCGC History & Mission - Read and highlight mission.
 - ✓ Design Workshops - Review dates, location and workshop contents.
 - ✓ Review Meeting Schedule, Meeting Dates and Outlines. Review communications that will be sent - Email/GCGC Blossoms Bulletins, Meeting Reminders, Agendas, Workshops, etc. Encourage use of email as information source.
 - ✓ Green Thumb and Raffle - Share how these work.
 - ✓ Trips & Tours - Review seasonal plans.
 - ✓ Community Outreach - Review seasonal plans.
 - ✓ On-Line Resources - Encourage frequent access, especially GCGC website.
 - ✓ Save the Date - Review seasonal plans.
 - ✓ FMLCGC - Review Council info and encourage attendance at Council meetings.
 - ✓ Ensure receipt of ALL accurate contact information (resident, seasonal, etc.). Important to stress any contact changes need to be reported asap.
 - ✓ Standing Rules - Provide a general review.
 - ✓ Share special notation of Bonita Community businesses noting discounts.

- **By-Laws** - Review copy and encourage further review by accessing GCGC website.
- **Budget** - Dues - Share copy and provide general overview.
- **Florida Gardener** - Share copy of cover and advise of mailing.
- **Flower Show** - Share any seasonal plans, describe Flower Show Schedule and share sample GCGC Schedule.
- **Flower Show Handbook** - Show copy of Handbook and walk quickly through contents.
- **Scrapbook - Historian** - Draw attention to scrapbook and bulletin board.
- **Further Education** - Flower Show School, Master Gardener, etc. Reference FMLCGC "COURIER" Newsletter and reiterate websites where dates and information can be found.