



Gulf Coast Garden Club Position Description Form

Position Name

Chair - Trips & Tours

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Committee Name: Trips & Tours

Position Overview:

Arranges trips or tours for Gulf Coast Garden Club.

Skills/Abilities/Other Requirements:

Need a cell phone and computer for sending emails.

Essential Position Functions:

- Researches and Identifies possible trip or tour.
- Establishes contact and determines date and time.
- Identifies fee or suggested donation if any.
- Notifies President to see if there is a conflict with any other club activities and obtains approval.
- Sends information to person in charge of disseminating club information (Blossoms Bulletin) and preparing yearbook.
- Prepares sign up sheets for all trips or tours and displays at meetings.
- One week before trip, confirms trip with trip or tour contact.
- One or two days before trip, contacts people who signed up to remind them of the trip.
- Meets at carpool location on day of trip. Suggests lunch locations after trip.
- Collects suggested donation at location and gives to trip or tour contact person.
- Writes thank you note on club stationary.

Print Form

Rev. 12/15

Past GCGC Trips and Tours

- 1/18/12 Spring Creek Nature Center and Butterfly Garden
- 4/16/12 Tour of Winford "Win" Turner's Garden
- 12/03/13 Tour of Mike and Jackie Malloy's Butterfly Garden
- 1/21/14 Tour of Matanzas Pass Preserve
- 3/19/14 Tour of Rege Malone's Garden and Farm
- 4/02/14 C.R.E.W. walk with David
- 10/14/14 E.C.H.O. Global Demonstration Farm
- 11/12/14 Lakes Park Botanic Garden
- 1/20/15 Sanibel Moorings Botanic Garden
- 3/17/15 Betty's Butterfly Garden in Corkscrew Woodlands
- 4/17/15 Roseglen Gardens
- 5/07/15 Naples Beach Hotel Orchid House
- 11/20/15 Adrienne Potter Diaz's Garden
- 12/10/15 Roseglen Gardens
- 1/18/16 Naples Beach Hotel Orchid House
- 2/19/15 Betty's Butterfly Garden in Corkscrew Woodlands
- 3/22/16 E.C.H.O. Global Demonstration Farm