

# Stonington Garden Club

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## **Proposal Process: Applicant for The Stonington Garden Club**

Thank you for taking the time to share information about the garden club with potential applicants. If you know someone with interest in the Club, we encourage you to share information about our Committees, our Monthly Membership meetings, and our community projects.

Please direct the applicant to our [stoningtongardenclub.org](http://stoningtongardenclub.org) website to learn more. In addition, you can access the application form on the Members Only section of the website.

### **For Proposers and Seconders:**

The **Proposer** is a Club member who acts as the primary person responsible for the application process. The **Secunder**, is a Club member who will write in support of the candidate. Both the Proposer and the Secunder should jointly track the application process. After a candidate is accepted as a New Member, the Proposer and Secunder should mentor him/her during the first year. This includes, but is not limited to:

1. Reminding him/her about Membership Meeting dates
2. Sitting with the New Member at Meetings (those first meetings can feel intimidating if they do not know many people). Please do this beyond the first meeting. It takes time to get to know people!
3. Talk about which committee they will want to eventually join (all Active Members are required to join a committee each year (maybe the same as prior years) and New Members select either during their first year as a New Member, or at the latest at the END of their New Member year)
4. Meet periodically through-out the year, outside of club meetings to assess their integration, answer questions.

### **Please share the Membership requirements with the Applicant:**

1. New Members (and Actives) attend the monthly membership meetings (second Wednesday of the month.) Monthly meeting dates are published in the Yearbook. Every member must RSVP via the evite that is sent out at the beginning of the month.
2. New Members participate in the New Member Orientation Program, coordinated by the Membership Committee. The Membership Committee's goal, to be accomplished with the help of our Proposers and Sponsors, is a New Member who is fully aware of all the Stonington Garden Club community projects, has had first hand experience working in each of our projects, and feels as if s/he is a welcome and valued member. She or he will have joined a committee and is enjoying our Membership Meetings Upon successful completion of that program.
3. New Members are invited by the Board to become Active members. (If circumstances prevent a New Member from completing the New Member Program, s/he will be invited to extend their New Member status up to a total of 24 months.
4. In December, New Members coordinate the December Holiday Greens Workshop. All Active members should attend this event. Evergreen clippings are gathered at members' homes and the entire membership helps to create approximately 200 small arrangements that are distributed to the various nursing homes in the Stonington and Mystic area.
5. In the years in which the Club hosts the triennial Gardens by the Sea Tour, New Members are assigned to the Logistics Committee. All members must purchase 1 Tour ticket.

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6. The New Members host an Annual Tea, traditionally held in February (this will vary year by year).
7. New Members attend committee meetings throughout the year in order to choose a primary committee of interest. All Actives must participate in Committees.
8. New Members join Actives to assist on our various Community Projects and Fundraisers.
9. New Member members may not vote until they become Active.
10. Pay dues upon receipt of the billing statement. Payment due within 30 days.

## Application Process

1. Encourage the applicant to attend Membership Meeting(s) (this not required, but, it is highly recommended) When the meeting begins with introductions, please introduce her/him to the membership. Applicants are welcome at most Membership Meetings, but check with the Membership Chair before inviting your guest.
2. The Proposer assists in finding the Secunder. The Secunder writes a 2<sup>nd</sup> letter of support. (Answering questions in 3. a-d above) Please have the applicant meet his/her Secunder in person if they have not met before.
3. Both Proposer and Secunder write a letter in support of the application. Each letter should include the following information:
  - a. How you know the person, length of friendship?
  - b. What are their current volunteer commitments?
  - c. What does the candidate bring to the SGC? This could be his/her specific skills they use in a work or volunteer experience. (Finance, Marketing, Gardening Skills, etc.)
  - d. Is s/he hands-on? - a “doer” in her volunteer energies? (the Club needs members who want to “do”!)
4. Mail the complete application package to the Membership Chair. Please note due dates. For April, the application is due by April 1. For November, the application is due November 1<sup>st</sup>.

## Application Packet

- the Proposer letter (see above)
  - the Secunder letter
  - the completed application (in Members Only section of the website)
  - the Statement of Interest, and
  - an application fee of \$50 payable to The Stonington Garden Club
5. After you submit the application, please apprise the applicant about the process. The Membership Chair will keep you informed.