

YEARBOOK EDITOR Guidelines

MEMBERS

Editor, President, 3rd Vice President, Program Chair, Membership Chair, Parliamentarian

PURPOSE

To provide an annual printed record for Kent Garden Club membership information, as a historical reference and for award applications.

SPECIFICS

The following sections are included in the current Yearbook:

- Decorative cover page
- Cover page credits
- Title page, including complete organizational structure and total membership count, categorized by class
- ADA information
- Table of Contents
- President's letter
- KGC Leadership list
- NGC, CR, MGC Leadership list
- Meetings & Programs schedule
- Committee Chairs list: Standing, Project, Education, Membership Events, Special Projects
- Committee Chair responsibilities
- Continuing Projects
- KGC Contribution list
- KGC Awards list
- Publications
- Facts About Garden Clubs
- NGC Member Services
- Protected Flowers
- Facts About Michigan
- New Member Notes
- Active Member list
- Associate Member list
- Honorary Member list
- Member Accomplishments list
- Former Presidents list
- Kent Garden Club Constitution
- Kent Garden Club Standing Rules
- Back page: Logo and This yearbook belongs to

PROCESS

See attached Yearbook Editor Timeline

CLUB BENEFIT

To help provide a historical record.

MEMBERSHIP BENEFIT

A current reference of KGC organizational structure, program schedules, continuing project descriptions and membership contact information.

COMMUNITY BENEFIT

N/A