

# Garden Club of Oakmont

## Committee Sign-ups for 2024-2025 Club Year

Name \_\_\_\_\_

Email \_\_\_\_\_

*Any Corrections to Directory Information* \_\_\_\_\_

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**Please offer to serve on at least 2 committees that interest you - we NEED your help!**

### **NUTS & BOLTS** - *These committees do the internal work to keep the Club running.*

- Auditing** – Audits financial statements annually
- Luncheon** – Sets menu for meetings at Oakmont Country Club, selects restaurants or caterers for meetings at other locations, obtains head count for and collect fees for the meal
- Membership** – Works to increase membership, welcomes new members, monitors changes in membership status
- Program** – Selects and schedules programs and speakers for monthly meetings for the following year’s programs
- Archiving** – Establishes and preserves electronic copies of important Garden Club documents
- Long Range Planning** – Provides research and cost analysis concerning proposed Club and community beautification projects and purchases

### **FUNDRAISING** - *These committees fund Club activities. All club members are required to participate in the fundraisers in some manner, and preferably to serve on at least one of the fundraising committees. Each committee will have a leadership team to oversee the events.*

- Spring Plant Sale** – Coordinates a large community plant sale in May, selects vendors, schedules delivery and pick-up of plant material, coordinates donations of “From Our Gardens” perennials, schedules work shifts for members, sets up and breaks down sale
- November Fundraiser** – Plans, organizes and executes the Club’s major fundraiser (detailed sign-up sheets are distributed in the fall for selection of specific tasks and subcommittees)

**CIVIC OUTREACH** - *These committees do the wonderful work that enhances our community.*

- Adopt a Block** – Performs clean-up, weeding and maintenance for blocks of Allegheny River Boulevard
- Civic Planting** – Maintains beds by Riverview High School, Walgreen's and Rite-Aid, selects all plant materials and purchases hanging baskets for clock tower and pavilion and for containers at bus stop, ensures plants are watered regularly
- Clock Tower & Bus Stop Planting** – Selects and cares for plants in hanging baskets and planters at the clock tower and pavilion on Allegheny River Boulevard
- Parks** – Responsible for light maintenance/cleanup days in parks, maintains liaisons with Oakmont Recreation Committee
- Gardening with Seniors** – Selects and schedules garden-themed, hands-on programs for residents at Presbyterian Senior Care during the Club year
- Scholarship** – Promotes annual scholarships to Riverview High School students and Oakmont community members, reviews applicants and selects winners each spring, coordinates receipt of award with scholarship winner
- Thomas Kerr Memorial Museum Clean-Up** – Assists museum in spring and/or fall clean-up of outdoor spaces, provides assistance with selection and planting of appropriate plants
- Library Arrangements** – Provides flower arrangements on a weekly basis to enhance entrance and common area of the Oakmont Carnegie library for enjoyment of library patrons and staff
- Library Holiday Decorations** – Decorates library for Christmas, takes down and stores decorations in January
- Oakmont in Bloom** – Enhances business corridor of Allegheny River Boulevard, cleans up corridor and plants annuals in spring in tree wells and removes them in the fall, maintains planting containers on ARB
- Oakmont Street Sale** – Sets up booth at Oakmont Street Sale on last Saturday in July to raise awareness about the Club, to encourage new members to join, and to sell gardening items and plants
- Memorials** – Evaluates options for memorials for deceased Club members

**POSITIONS** - *One or two members serves in each of these positions*

- By-Laws** – Reviews/updates Club by-laws periodically, verifies compliance as needed
- Civic Communications Coordinator** – Informs local media of Club activities
- Club Photographer** – Photographs Club events, programs and projects
- Club Webmaster** – Supervises Club website, works with external webmaster to maintain website and submit changes

**Newsletter Editor** – Compiles and prints/emails the monthly newsletters to members

**Representative to the Oakmont Borough Council** – attends monthly Council meetings and reports any business that affects the Club

**Representative to the Oakmont Boulevard Project** – Sits on Oakmont Boulevard Project Committee and reports any business that affects the Club

**Handbook & Directory Editor** – Maintains annual handbook, makes additions/corrections submitted by members

**Thank you!**

**Please return this form to:**

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