

FYI: Information for Presidents/Treasurers

I have a few requests of garden clubs regarding the submission of member information:

- Please be careful when you are submitting new member addresses and/or change of address for current members. I have noticed quite a few transpositions and/or missing digits. Also, when submitting addresses use the physical address where a member receives their mail, either a post office box or a mailbox at their home. If the member lives in a multi-family dwelling such as a elder community, please include an apartment or unit number. Please write legibly, with blue or black ink; the only time you need to use red pencil or ink is to line through deleted members. As always, you may submit a change of address to me by email.
- When a member **passes away** please let me know by email (my email address is on the back page of ODG) so that I can add them to the list I submit to the ODG Editor. Their names will be listed in the *In Memoriam* section of ODG in an upcoming issue. If you are submitting VFGC dues you may note the deceased member on the roster.
- Lastly, please include the last four digits of your zip code. Each zip has nine digits; the first five tell the sorting machine which locality the mail is going to, the last four digits pinpoint with a great deal of accuracy, the particular location in a neighborhood. Those nine digits help our mail move faster through the system. Look at any bill you receive. More than likely those four digits appear in the zip! If you can't find those four digits or don't have the zip code at all, you may look it up on the Post Office website, USPS.com. Click on *Quick Tools*, then Look up a Zip Code. Type in the address, city and state, hit FIND, and voila, you have the zip. It will also tell you if the address you entered is invalid!

By following these simple requests, you will make my "job" as Circulation Editor and new Treasurer much, much easier. I don't want you to miss a single issue of ODG.

Many thanks!

Claudia Cosby
VFGC Treasurer 2021-2023
Circulation Manager ODG