

THE HERB SOCIETY OF AMERICA, INC.
GUIDELINES FOR PREPARING THE UNIT
Approved February 2013

The annual unit transmittal information is essential to delivering The Herb Society of America (HSA) benefits to our members.

The annual unit transmittal information provides HSA with information for our mailings lists and the membership directory and is used in supporting our members' activities and promoting our organization.

The reports are archived at Headquarters as an historical record of The Society.

Information from the reports may be shared with members to facilitate networking and serve as a resource for units. HSA headquarters may use the report information in providing educational materials and opportunities for members.

The Unit Transmittal Documents are provided on the HSA website under the Members Only Section under General Membership Resources. They are to be completed annually at the time of unit renewal and sent to HSA headquarters. Include remittance of member dues and insurance coverage payment (optional). Checks are to be made payable to The Herb Society of America. Timely reporting and remittance is crucial in order to update member data for accurate directory information, member communication and distribution of national and district newsletters.

The Unit Transmittal Documents include:

1. Activity Report-includes information on the unit activities within your unit. To complete the form include information on presentations and programs and list the name of the member who was the presenter. Report the amount of time spent on both preparation and presentation. Examples of these activities include: member presentations, workshops, tours, fundraising activities and craft and culinary activities, etc., all within the unit for the benefit of its members.
2. Garden Maintenance Report-if your unit maintains a public garden(s), complete the form with the number of volunteer hours provided by members during the prior year for each garden you maintain.
3. Public Outreach-includes information on the Educational Programs given by unit members for the general public. Include symposia presentations, special request presentations to community groups, programs and workshops that were open to the public.
4. Rosemary Circle Eligibility- Please include the members of your unit who will be eligible for their Rosemary Circle Pin in the upcoming year. Please include their join dates according to your records. Refer Section 11 of the operating manual for the Rosemary Circle History and qualifications.
5. Unit dues Transmittal Sheet- The following materials must accompany your transmittal sheet:
 - Updated Unit Roster (alphabetical order, please highlight any changes, to address, phone and e-mail address)
 - Indicate on the roster, the following membership types: Individual, Life, Benefactor, Joint, Student, Business
 - Indicate new members and renewals

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- Indicate any members who have chosen to pay National dues on-line.
 - Indicate any affiliated members who pay their National dues through another unit.
6. Unit Profile Sheet-includes information regarding the unit. This information will be posted to the HSA website for potential members and other units to view and learn more about your unit and its activities.
 7. New Member Information Sheet-As new members join throughout the unit year. This form should be sent to headquarters with the new member pro-rated dues.
 8. Inclusion of specific dollar amounts of scholarships and donations to other organizations is optional.