



GARDEN CLUB FEDERATION OF PENNSYLVANIA

REVISED AWARDS DOCUMENTS and AWARDS PROCEDURES

October 3, 2023

Marilyn Small, GCFP Awards Chair
Sheri Lowry, GCFP Awards Co-Chair



DIFFERENT COMPONENTS TO APPLYING FOR AWARDS

National Garden Club Awards - NGC

CAR-SGC Awards

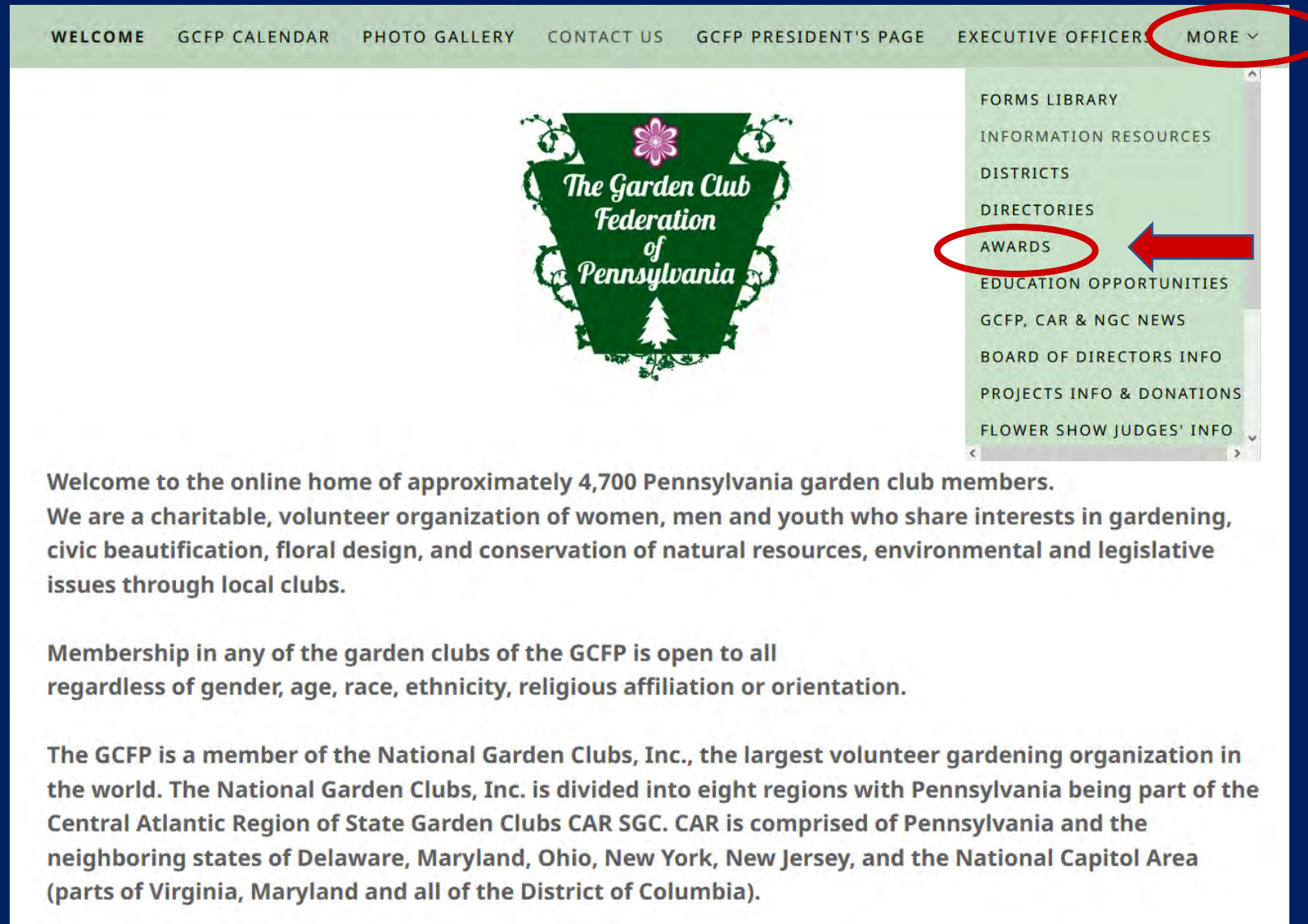
Garden Club Federation of Pennsylvania Awards

ALL OF THE ABOVE AWARDS START AT THE STATE LEVEL

District Awards

THE CURRENT GCFP AWARDS MANUAL


pagardenclubs.org



The screenshot shows the homepage of the Garden Club Federation of Pennsylvania. The navigation menu at the top includes: WELCOME, GCFP CALENDAR, PHOTO GALLERY, CONTACT US, GCFP PRESIDENT'S PAGE, EXECUTIVE OFFICERS, and MORE. The 'MORE' dropdown menu is open, listing: FORMS LIBRARY, INFORMATION RESOURCES, DISTRICTS, DIRECTORIES, AWARDS, EDUCATION OPPORTUNITIES, GCFP, CAR & NGC NEWS, BOARD OF DIRECTORS INFO, PROJECTS INFO & DONATIONS, and FLOWER SHOW JUDGES' INFO. The 'AWARDS' link is circled in red, with a red arrow pointing to it from the right. Another red arrow points to the 'MORE' dropdown menu from the right. The main content area features the GCFP logo, a welcome message, and information about membership and the organization's affiliation with the National Garden Clubs, Inc.

WELCOME GCFP CALENDAR PHOTO GALLERY CONTACT US GCFP PRESIDENT'S PAGE EXECUTIVE OFFICERS MORE

FORMS LIBRARY
INFORMATION RESOURCES
DISTRICTS
DIRECTORIES
AWARDS
EDUCATION OPPORTUNITIES
GCFP, CAR & NGC NEWS
BOARD OF DIRECTORS INFO
PROJECTS INFO & DONATIONS
FLOWER SHOW JUDGES' INFO



Welcome to the online home of approximately 4,700 Pennsylvania garden club members.
We are a charitable, volunteer organization of women, men and youth who share interests in gardening, civic beautification, floral design, and conservation of natural resources, environmental and legislative issues through local clubs.

Membership in any of the garden clubs of the GCFP is open to all regardless of gender, age, race, ethnicity, religious affiliation or orientation.

The GCFP is a member of the National Garden Clubs, Inc., the largest volunteer gardening organization in the world. The National Garden Clubs, Inc. is divided into eight regions with Pennsylvania being part of the Central Atlantic Region of State Garden Clubs CAR SGC. CAR is comprised of Pennsylvania and the neighboring states of Delaware, Maryland, Ohio, New York, New Jersey, and the National Capitol Area (parts of Virginia, Maryland and all of the District of Columbia).

REVIEW THE CURRENT GCFP AWARDS MANUAL

pagardenclubs.org

GCFP Awards Chair Roster is on the Directories page

Creating an Award Winning Application

[GCFP Awards Presentation](#)

[NGC AWARD WINNING APPLICATIONS](#)

GCFP Awards Information & Forms 2023-2025

[Awards Manual GCFP 2023-2025 7-24-23 \(pdf\)](#)

↓ Download

[Awards Deadlines GCFP 2023-2025 7-24-23 \(pdf\)](#)

↓ Download

[Awards Application Cover Sheet 2023-2025 7-23 \(pdf\)](#)

↓ Download

[Seeds of Service President's Project 2023-2024 \(pdf\)](#)

↓ Download

[Seed Money Application 2023 \(pdf\)](#)

↓ Download

2023 - 2025 GCFP AWARDS MANUAL



Garden Club Federation of Pennsylvania (GCFP) Awards

The 2023-2025 National Garden Clubs [NGC Awards Handbook](#)
describes new National Award Numbers, Award Names
and Awards Process
and
MUST be Read First!

[CAR-SGC Awards Rules 2021-2023](#) describes many Regional Awards,
including Yearbook and Youth Contests

All of these documents can be accessed from the [GCFP Website Awards Page](#).

Revised 7/2023

UPDATED GCFP AWARDS MANUAL

27 pages

Print (on draft) and keep in a notebook
or bound folder.

ALSO PRINT and REVIEW THE NGC AWARDS MANUAL

gardenclub.org

National Garden Clubs
OFFICIAL WEBSITE

Board Member Login | Our Store | Blog | DONATE | JOIN A CLUB

GET INVOLVED | SCHOOLS | PROGRAMS | YOUTH & SCHOLARSHIP | **AWARDS & GRANTS** | CALENDAR | MEMBER RESOURCES | SEARCH

Welcome!

National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility.

"GO GREEN - PLANT AMERICA" is NGC President Moore's theme for 2023-2025.

ABOUT US

AWARDS & GRANTS

- Awards & Grants Overview**
- Ames Tools Grants
- Esponda Grants
- Awards Application Details
- 2023 Award of Excellence Winners
- PLANT AMERICA Grants
- Natural Disaster Grant
- Native Plant and Wildflower Grants

HOW TO APPLY?

Select the right award to recognize your member, project or organization

BEGIN HERE

The NGC Awards Handbook: Go Green - Plant America Awards 2023-2025

Download the Awards Handbook here!



Applying for Awards

- Awards year is January 1 – December 31.
- Awards are open to NGC Members and Affiliates with the exception of the Award of Excellence for Non-Members and High School Distinguished Service Project
- All applications must include NGC Application Cover Sheet.
- All applications should be sent electronically.
- PDF is the preferred format; WORD is accepted.
- No application will be returned.
- Do not submit an exact duplicate application for more than one award.
- General Scoring Rubric will be used for scoring unless otherwise indicated in award description.
- Certificates to be awarded are:

- 01** Certificate of Merit – overall winner of each award
- 02** Certificate of Commendation – runners up
- 03** Certificate of Appreciation – other award submissions received by NGC

Award Size Groups:

	Clubs	States
Small	1-20 Members	1-55 Clubs
Medium	21-50 Members	56-149 Clubs
Large	51+ Members	150+ Clubs



Go Green -- Plant America

NGC Awards Handbook

2023-2025

49 pages

Print (on draft) and keep in a notebook or bound folder

NOTE: All NGC Awards are to be submitted electronically (except for MAE-4 Newsletters)

CAR-SGC AWARDS RULES

car-sgc.org

Central Atlantic Region of State Garden Clubs

HOME CONFERENCE - 2023 **WHO WE ARE** WHAT WE DO RESOURCES MEMBERS CONTACT

CAR-SGC States
NGC
CAR-SGC Awards

Together we will Plant America for a Cleaner, Greener and Healthier World

CAR-SGC Theme for 2023-2025

Garden clubs come together throughout Delaware, Maryland, National Capital Area, New Jersey, New York, Ohio and Pennsylvania for opportunities to plant, protect, create, learn, and network with others who share our interests. We do this through membership in National Garden Clubs, Inc. and Central Atlantic Region of State Garden Clubs, Inc.

HELPFUL LINKS

- [CAR-SGC 2023 Conference Info](#)
- [CAR-SGC Announcements](#)
- [CAR-SGC Life Membership Form](#)
- [CAR-SGC Newsletter - April 2023 Issue](#)
- [CAR-SGC Website Guidelines](#)

David Sites

Central Atlantic Region of State Garden Clubs

HOME CONFERENCE - 2023 WHO WE ARE WHAT WE DO RESOURCES MEMBERS CONTACT

AWARDS

Central Atlantic Region of State Garden Clubs (CAR-SGC) offers several awards for member clubs, in addition to the awards presented by state garden clubs and National Garden Clubs, Inc.

CAR-SGC awards are intended to recognize excellence above the state level, achievements that do not fit into any NGC award criteria and those not large enough in scope to be considered on a national level.

CAR-SGC Award Winners (2022)

2022 Awards will be presented at the CAR-SGC Conference in Corning, New York, October 23-26, 2023. Registration is still open for this event. [CAR-SGC Conference 2023](#)

CAR-SGC Award Rules and Application (2023 - 2025)

Updated 7/23/2023

Any club or member affiliated with CAR-SGC may apply for an award from the region, even if that award category is not included in the options for your state awards. You may use the CAR-SGC Award Application to apply for an award from the region, but your application must be submitted to your state award chairman. Your application will not be considered for a region award unless it is submitted by your state award chairman to the CAR-SGC award chairman that is designated in the description for that award.

AWARDS RULES are available only in a password-protected area of this website because confidential contact information for award chairmen is available for each award.

Awards Application

GRANT APPLICATIONS

- [PLANT AMERICA Grant Application Guide](#)
- [PLANT AMERICA Grant Application](#)
- [ESPOMA ORGANIC Grant Information](#)
- [YOUTH POLLINATOR Grant Application](#)
- [WILDFLOWER EDUCATION Grant Application](#)
- [AMES TOOLS GRANT Application](#)
- [NATIONAL DISASTER USA Grant Application](#)

CAR-SGC APPLICATIONS & FORMS

Updates for 2023-2025 are not yet available

- [CAR-SGC Awards Application](#)
- [CAR-SGC Awards Rules 2023-2025](#)**
- [CAR-SGC Perennial Bloom Application](#)
- [CAR-SGC Life Membership Application](#)
- [CAR-SGC Scholarship Patronage*](#)
- [CAR-SGC AHS Regional Perennial Award Application](#)
- [NGC Award Application 2021 - 2023*](#)
- [NGC Award Handbook \(2021-2023\)](#)

NOTE: Always save any completed Fillable PDF to your computer or device before sending it as an attachment to an email. This will assure that you have a copy for

18 Pages

Rubric
Corresponds with
NGC Rubrics

2325@CARegion

PRINTING BREAKDOWN

NGC - 49 Ream of Paper 500 sheets...\$5.63 inc. tax
100 sheets is 1/5 ream.....\$1.12

CAR-SGC - 18 two-sided printing saves even more paper

GCFP - 27 Ink Cartridge avg.....\$35.00
250-300 pages --- 100 = 40%.....\$14.00

MISCELLANEOUS - $\frac{6}{100}$ Total Cost to Print.....\$15.12
printing on draft saves even more ink

Clubs should be budgeting for their Awards Chair to have a copy of the manuals.

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STUDY the MANUALS

Identify the strengths of your club and cross check with available awards (Pages 2-3)

- Youth
- District Awards
- Yearbook
- Publicity Press Book
- Publications
- Civic Achievement
- Scholarship
- Conservation / Environment
- Horticulture
- Flower Shows
- Personal Achievement

NGC Awards Manual

gardenclub.org

NGC Awards Handbook

2023-2025

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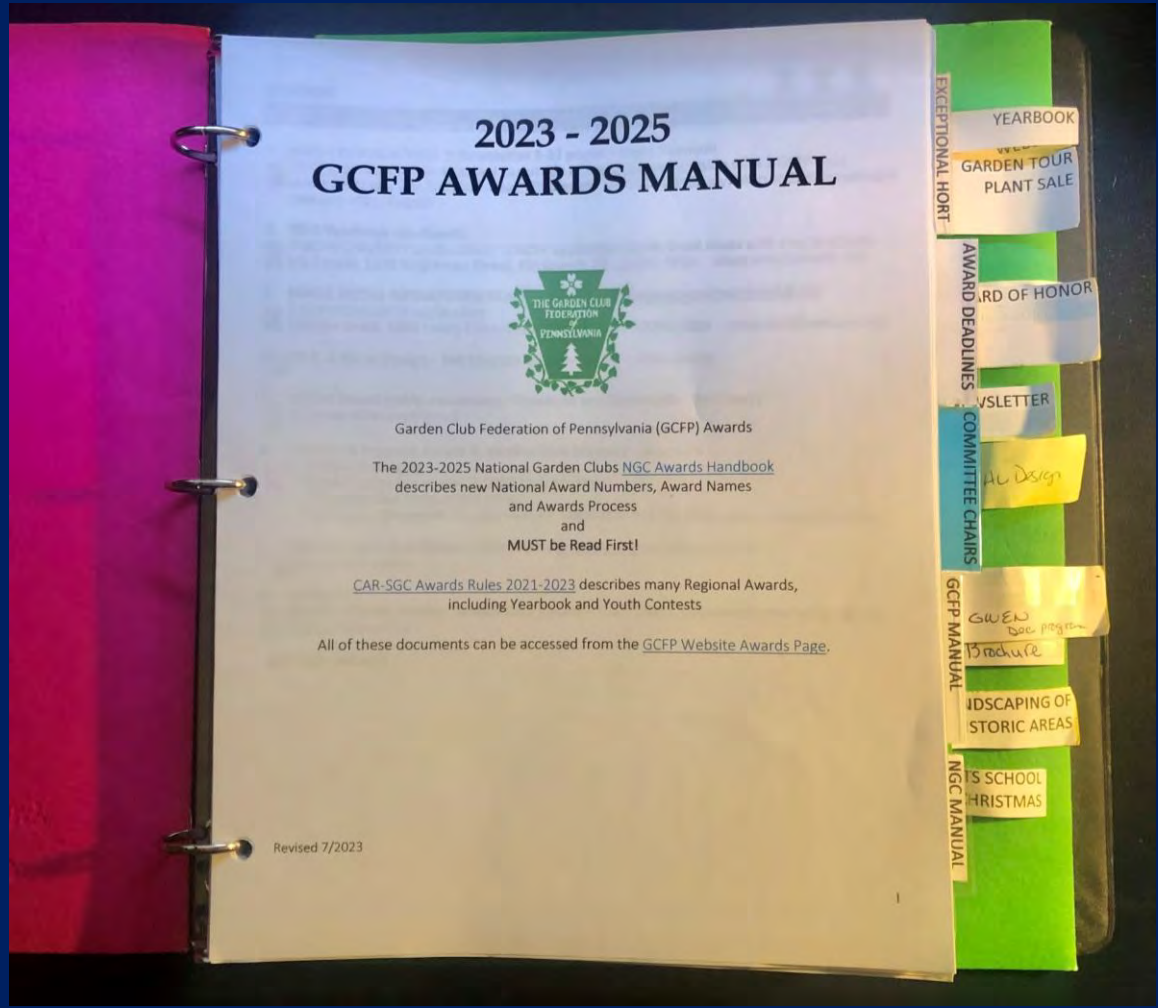
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Award Categories

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2
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COMMUNITY ENHANCEMENTS	Who is eligible to apply?							Electronic Submission Requirements:			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
CE 1 Community Gardens	X	X						X			
CE 2 Permanent Community Improvements	X	X						X			
CE 3 Food Bank Donations	X	X						X			
CE 4 Roadside Plantings	X	X	X					X			
CE 5 Beautification Project	X	X						X			
CE 6 Community Project with Native Plants/Wildflowers	X	X	X					X			
CE 7 Blue Star/Gold Star Marker Landscaping	X	X	X					X			
CE 8 Landscaping of Public/Religious Grounds	X	X		X				X			
CE 9 Landscaping of Historic Areas	X	X	X					X			

ENVIRONMENT & CONSERVATION	Who is eligible to apply?							Electronic Submission Requirements:			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
EC 1 Conservation Activities	X	X						X			
EC 2 Conservation Education	X	X						X			
EC 3 Wildlife Survival	X	X						X			
EC 4 Water	X	X	X					X			
EC 5 Native Plants & Wildflowers Venue	X	X						X			
EC 6 Organic Practices	X	X	X					X			



For easy reference,
put tabs in your Manual
marking the awards for which you
are applying.

MAKE A CROSS REFERENCE LIST



Name of the Award



Name of your project



Which applications and how many



Name and address where applications get sent



Keep a record of application and date sent

AWARDS



2022

1. **MAE-4 PUBLICATIONS B Newsletter 3-12 pages** – Joyce Peterson
NGC applications, one attached to outside of envelope and 1 inside with 1 GCFP apps
Joyce Peterson, 207 Overdale Road, Pittsburgh, PA 15221-443
joypeterson938@gmail.com
January, May, August
2. **YB-1 Yearbook -Iris Cisarik**
2 GCFP/CAR/GCFP applications: 1 GCFP application inside front cover with one yearbook
Iris Cisarik, 1138 Wightman Street, Pittsburgh, PA 15217-1050 iriscisarik@verizon.net
3. **MAE-2 SOCIAL MEDIA/WEBSITE A-1 Website www.waynewoodsgardenclub.org**
1 GCFP/CAR/GCFP application
Marilyn Small, 1040 Leidig Drive, Chambersburg, PA 17201-2884 mmsmall@comcast.net
4. **FD-2 -1 Floral Design – Fall Centerpiece Workshop** – Sheri Lowry
5. **MAE-1 Membership Awareness – Brochure and Bookmark**
Sheri Lowry gcfpawardsslowry@gmail.com
6. **GCFP Club Program Award A. Garden Club Member E. Flower Arranging** – Sheri Lowry
Gwen Puglisi, December 7, 2022 Club Meeting
"Elevating Our Holiday Gift Wrap"
Sheri Lowry, 334 Gardner St., Johnstown, PA 15905-2328 814-243-9456 gcfpawardsslowry@gmail.com

DISTRICT I

7. **Member Award of Honor** – Sheri Lowry gcfpawardsslowry@gmail.com
Sharon Richardson –|
8. **Elizabeth Potts Amidon Horticulture Award** – Sheri Lowry, gcfpawardsslowry@gmail.com
Sharon Richardson

\$50 SEED MONEY

THE GARDEN CLUB FEDERATION OF PENNSYLVANIA STATE AWARDS GENERAL INFORMATION

GCFP follows NGC Awards Handbook 2023-25 and "The Process" described on p. 5- 6 and uses its eight numbered categories of NGC Awards. All NGC, CAR-SGC, and GCFP Award entries are first judged at the GCFP level. The State GCFP Awards listed in this Manual do not usually duplicate any National or Regional Award listed in the [NGC Awards Handbook 2023-25](#) and [CAR-SGC Awards Rules 2023-2025](#).

GCFP Club Size Categories align with the 3 NGC Club Size Categories: Small 1-20
Medium 21-50
and Large 51+

as determined by the number of members on whom NGC and State/District dues are paid (Active, Inactive, Associate, Honorary). Affiliate Members are not eligible to apply for State, Regional or National Awards, except for those designated for Affiliates only.

Consult the club Treasurer for the current number of club members at the time of application. CAR-SGC Club Size Categories align very closely to the NGC Club Size Categories. The GCFP Awards Chair will re-categorize size categories if necessary, for those winning applications sent on to CAR-SGC competition.

[GCFP/CAR-SGC/NGC Award Application Cover Sheet 2023-25](#):

1. Most entries must be accompanied by one GCFP/CAR-SGC/NGC Award Application Cover Sheet found on the GCFP website [pagardenclubs.org](#) under "Awards."
2. Use up to 3 pages in addition to the Cover Sheet to fully describe a person, project or program addressing the four elements (Presentation, Achievement, Participation and Documentation) of the NGC General Scoring Rubric
3. Scoring Rubric can be found in the [NGC Awards Handbook 2023-2025](#), p. 12 and on p. 11 of this GCFP Awards Manual, unless otherwise noted in the specific award description.

GENERAL INFORMATION

Pages 3 – 4 explain general info for GCFP/CAR-SGC/NGC Awards

- Club Sizes
- Application Cover Sheet
- Scoring Rubrics
- Awards Year – January 1 thru December 31
- Deadline Dates
 - Different Deadlines for different awards
- Committee Chair Info
- Awards Requiring Book of Evidence
- How to Prepare a Book of Evidence

The Awards Year is January 1 through December 31. Awards are presented at the GCFP State Convention and distributed to the District Directors to present to their respective winning individuals, clubs, and districts.

The 2023-25 Awards Deadlines Dates document lists deadline dates chronologically with guidance on applications, references to specific awards manual pages, special requirements, and which State Awards Chair receives the application. Found on [GCFP website](#) under "Awards."

State Awards Committee Chairs document, which provides addresses for the GCFP Awards Chairs, is found on the [GCFP Directories Page](#) on the GCFP Website. *This information is password protected. Contact your Club President or District Director for the password.*

A Book of Evidence (BOE) is required for:

Operation Wildflower Award	Gold Seal Award
Member Award of Honor	Silver Seal Award
Governor's Trophy	Publicity Press Book
Flower Show Book of Evidence	

Consult the NGC, CAR-SGC, and GCFP Awards Manuals and [Award Deadline Dates Document](#) for guidance on special applications, specific requirements, scoring rubrics, due dates and which State Awards Chair receives the application.

How to Prepare a Book of Evidence (BOE)

1. Refer to the specific criteria for the award, credentials and documentation requirements, page limitations, special applications required, specific scoring rubric, and application deadline.
2. If a Title Page is required, it should include:
 - Name of Award
 - Nominee's Name, mailing address, phone number, sponsoring club's name
 - Name, address, and signature of club president
 - District number
 - Name(s) of member(s) who prepared the BOE.
3. Use a lightweight, theme-type binder of solid color. (Do not use scrapbooks, loose leaf notebooks, or oversized books.) A binder is not required if the BOE is mailed electronically.
4. Presentation/Documentation should be permanently affixed to the pages, and may include:
 - a. Statements/letters of appreciation
 - b. Publicity with dateline and identification of publication. Photocopied and/or reduced size material is acceptable.
 - c. Radio and/or TV scripts
 - d. Progressive cellphone types of pictures should be clear and focused, showing the project in various stages of development, consistently labeled using one style throughout. If the nomination is for an individual, include a flattering, clearly focused, individual photo.
 - e. Financial statements showing expenses and income.
 - f. Yearbooks, if included, should be placed in an envelope permanently attached to the inside of the back cover.

APPLICATION PROCESS AND OVERVIEW

Pages 5 – 6 explain the beginning process for Awards and an overview of all awards

- Documents you will need
- 8 NGC Award Categories
- GCFP Award Categories
- Club Size Categories & General Rubrics
- Chart explaining awards that need:

THE APPLICATION PROCESS

The **NGC Awards Handbook 2023-25** can be accessed on the NGC website, gardclub.org. The NGC Awards site features web links to the eight NGC Awards categories, applications required, and the appropriate scoring rubrics. Special NGC Applications can be accessed in the [NGC Forms Library](#).

The **CAR Awards Rules 2023-25** is available on the CAR-SGC website under "Who We Are" car-sgc.org. Our GCFP Awards Manual 2023-25 lists awards that, in most cases, are not duplicated in the NGC or CAR-SGC Awards Books.

GCFP Awards Applications should begin with "The Process," outlined on p. 5-6 of the [NGC Awards Handbook 2023-25](#). Go to the [NGC Award Listing site](#), click on the award, accompanying details, and requirements. Note whether our GCFP/CAR-SGC/NGC Awards Application Cover Sheet is used or if a special NGC Application is required. Each award listed identifies the Scoring Rubric that will be used for that specific category. Unless specified, an application includes the cover/application form and no more than **3 pages** of narrative.

AWARDS OVERVIEW

Refer to these manuals and supporting documents (links on GCFP web page) when preparing your application.

APPLICATIONS ARE TO BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE STATED IN THE AWARD REQUIREMENTS

UPDATED DOCUMENTS YOU WILL NEED

- [GCFP Awards Manual 2023-2025](#)
- [NGC Awards Handbook 2023-2025](#) ngc.org Awards
- [CAR-SGC Awards Rules 2021-2023](#) car-sgc.org Who We Are-CAR-SGC Awards
- [GCFP Awards Deadlines](#) (Updated 7/2023)
- [State Awards Committee Chairs 2023-2025](#) (Contact your club president or district director for password.)
- [GCFP/CAR-SGC/NGC Award Application Cover Sheet](#) (Updated 7/2023)

8 NGC AWARD CATEGORIES

Listed in the [NGC Awards Manual 2023-2025](#)
Due **Electronically** by December 1 to Appropriate Chair

- CE - Community Enhancement
- EC - Environment and Conservation
- FD - Floral Design
- FS - Flower Show Achievement *
- G - Gardens
- MAE - Membership Advancement & Education
- SR - Service and Recognition *
- YW - Youth Work

GCFP AWARDS – Hard Copy unless otherwise noted
(Listed in this [GCFP Awards Manual 2023-2025](#))

- GCFP/CAR-SGC/NGC 3-4 Member of Honor *
- GCFP/CAR-SGC Flower Schedule Award *
- GCFP/NGC Flower Show Book of Evidence *
- GCFP/CAR-SGC Publicity Press Book *
- YB-1 GCFP/CAR-SGC Club Yearbooks *
- [Marilyn R. Quastgaard](#) Community Action Award

GCFP AWARDS Continued

- Historic Restoration Award
- Operation Wildflower Award*
- Elizabeth Potts Amidon Horticulture Award
- GCFP Club Horticulture Award
- GCFP Horticulture Excellence Award
- GCFP Mini-Flower Show Recognition Award
- GCFP Superior Flower Show Awards
- GCFP Flower Show Staging Award
- Education and/or Conservation Silver Award
- Junior Flower Show Award
- Special Recognition Award
- GCFP Landscape Design Recognition Award
- Gold Seal Award *
- Silver Seal Award *
- The Governor's Trophy *
- Special Recognition State Awards
- GCFP Club Program Awards
- GCFP Youth Yearbook Award
- GCFP
- Mrs. I
- Youth
- Youth
- Smok
- High I
- GCFP
- GCFP
- Keyat

GCFP AND NGC CLUB SIZE CATEGORIES

- S - 1-20 Members
- M - 21-50 Members
- L - 51+ Members

The NGC General Scoring Rubric Elements
(found on p. 12 NGC Awards Handbook, p. 11 GCFP Awards Manual)

- Presentation
- Achievement
- Participation
- Documentation

*** SEE**

- Presentation
- Achievement
- Participation
- Documentation

AWARDS YEAR – January 1 through December 31

BEFORE SUBMITTING YOUR APPLICATION

- Make sure your club's name is spelled correctly. If your club's name begins with THE, be sure to include it in your club's complete name.
- Send your application to a trusted, knowledgeable club member to review for corrections. Make all your corrections **before** forwarding to the Awards Chair. Once it is sent to the Awards Chair, what is received is what will be judged. **No corrected resubmissions will be accepted.**
- Make sure that you have followed the formatting instructions detailed in the Awards Formatting Instructions found on Page 7 of this Manual.
- Every application/cover sheet must be fully completed including number of club members and District number.
- Do not submit awards applications to our personal emails.
- Applications will be acknowledged upon receipt by the Awards Chair.

DISTRICT AWARDS are submitted to your District Director or District Awards Chair

- Laurels
- Forget Me Not Award
- Perennial Bloom Award

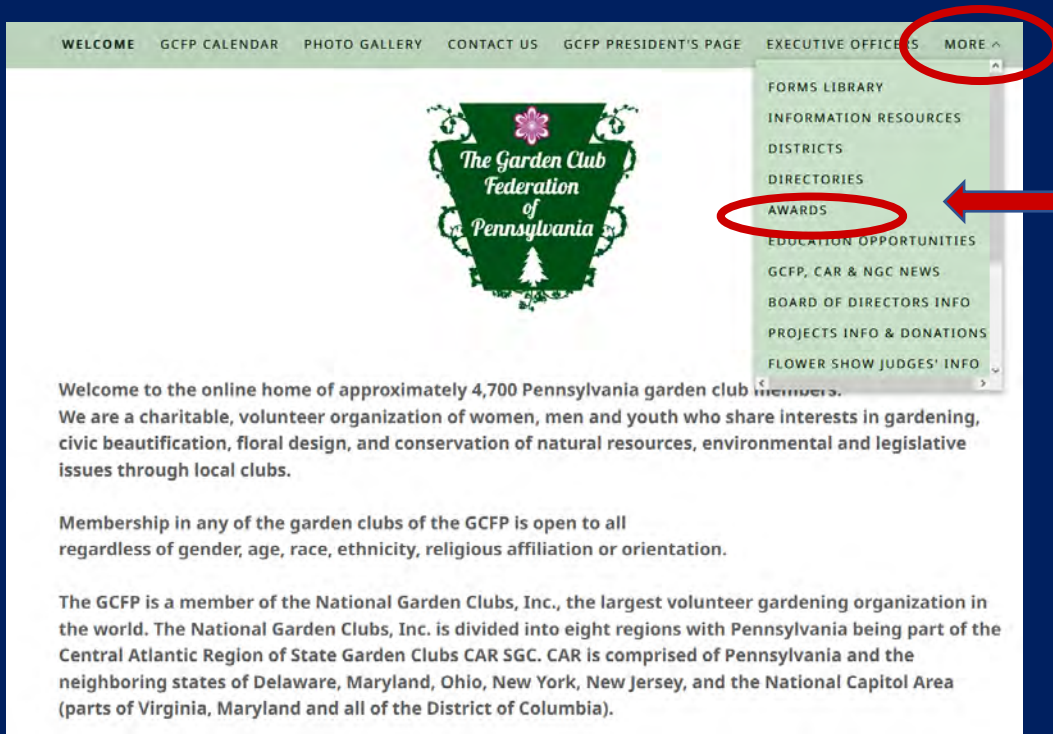
GCFP, CAR-SGC, and NGC AWARDS must be submitted to the Awards Committee Chair or the GCFP Awards Chair Marilyn Small

ALL NGC AWARD CATEGORIES REQUIRE ELECTRONIC SUBMISSION	ELECTRONIC SUBMISSION and SPECIAL APPLICATION	HARD COPY BOOK OF EVIDENCE (BOE)
CE - Community Enhancement	SR-1 Award of Excellence SR-4 Member Award of Honor	Operation Wildflower
EC - Environment and Conservation		Governor's Trophy
FD - Floral Design and FS - Flower Show Achievement	HARD COPY SUBMISSION AND SPECIAL APPLICATION	Gold Seal Award Silver Seal Award
G - Gardens	Smoky Bear Woodsy Owl (SBWO) Poster Contest to Betty Grossheim	Publicity Press Book to Becky Zeece
MAE - Membership Advancement & Education MAE-2 Website / Social Media to Janet Fassbender MAE-4 Newsletter Hard Copy to Joyce Peterson Elec Copy may be required by January 10	Youth Contests (Poetry, Sculpture, HS Essay) to Chris Hawthorne	YB-1 Club Yearbook to Iris Cizank
SR - Service and Recognition	HARD COPY, ELECTRONIC COPY AND SPECIAL APPLICATION	
YW - Youth Work	FS - Flower Show Book of Evidence to Deb Stumpf	
	Flower Show Schedule Award (Pg. 27) to Margie Bucci	

- Electronic Submission
- Electronic Submission & Special Application
- Hard Copy Submission & Special Application

GCFP Awards Manual and Other Documents and Information

pagardenclubs.org



The screenshot shows the homepage of The Garden Club Federation of Pennsylvania. The navigation menu at the top includes: WELCOME, GCFP CALENDAR, PHOTO GALLERY, CONTACT US, GCFP PRESIDENT'S PAGE, EXECUTIVE OFFICES, and MORE. The 'MORE' dropdown menu is open, listing: FORMS LIBRARY, INFORMATION RESOURCES, DISTRICTS, DIRECTORIES, AWARDS, EDUCATION OPPORTUNITIES, GCFP, CAR & NGC NEWS, BOARD OF DIRECTORS INFO, PROJECTS INFO & DONATIONS, and FLOWER SHOW JUDGES' INFO. Red circles highlight the 'MORE' menu and the 'AWARDS' option. A red arrow points from the 'AWARDS' option to the right. The main content area features the organization's logo and a welcome message: "Welcome to the online home of approximately 4,700 Pennsylvania garden club members. We are a charitable, volunteer organization of women, men and youth who share interests in gardening, civic beautification, floral design, and conservation of natural resources, environmental and legislative issues through local clubs. Membership in any of the garden clubs of the GCFP is open to all regardless of gender, age, race, ethnicity, religious affiliation or orientation. The GCFP is a member of the National Garden Clubs, Inc., the largest volunteer gardening organization in the world. The National Garden Clubs, Inc. is divided into eight regions with Pennsylvania being part of the Central Atlantic Region of State Garden Clubs CAR SGC. CAR is comprised of Pennsylvania and the neighboring states of Delaware, Maryland, Ohio, New York, New Jersey, and the National Capitol Area (parts of Virginia, Maryland and all of the District of Columbia)." The text is partially obscured by the dropdown menu.

GCFP Awards Chair Roster is on the Directories page ←

NOTE: Awards Chairs Document is Password Protected

Creating an Award Winning Application

→ [NGC AWARD WINNING APPLICATIONS](#)

GCFP Awards Information & Forms 2023-2025

- [Awards Manual GCFP 2023-2025 7-24-23 \(pdf\)](#) ↓ Download
- [Awards Deadlines GCFP 2023-2025 7-24-23 \(pdf\)](#) ↓ Download
- [Awards Application Cover Sheet 2023-2025 7-23 \(pdf\)](#) ↓ Download
- [Seeds of Service President's Project 2023-2024 \(pdf\)](#) ↓ Download
- [Seed Money Application 2023 \(pdf\)](#) ↓ Download





GCFP Awards Manual and Other Documents and Information

District Awards 2023-2025

-  [District Laurels 6-23 \(pdf\)](#)  Download
-  [District Laurel Certificate 6-23 \(pdf\)](#)  Download
-  [Forget Me Not Award 7-23 \(pdf\)](#)  Download
-  [Exceptional Horticulturist Award 7:-23 \(pdf\)](#)  Download

CAR-SGC Awards Information

[CAR-SGC Awards Link](#)



-  [Perennial Bloom Award 6-23 \(pdf\)](#)  Download
-  [Perennial Bloom Certificate 2023 \(pdf\)](#)  Download

NGC Awards Information Link

 [NGC Awards Link](#)

Files coming soon.

GCFP Major Award Winners List

 [GCFP MAJOR AWARD LISTINGS \(pdf\)](#)  Download

2023-2025 GCFP STATE AWARDS COMMITTEE CHAIRS

Award Title	Chair Title/Name	Address	Phone	Email Address/Deadline
All GCFP, CAR-SGC and NGC Awards other than those listed below	State Awards Chair: Marilyn Small State Awards Vice-Chair: Sheri Lowry	1040 Leidig Drive Chambersburg, PA 17201-2884 334 Gardner St. Johnstown, PA 15905-2328	717-261-6399 814-243-3456	GCFPAwardsMSmall@gmail.com gcfpawardsslowry@gmail.com
GCFP Newsletter/Magazine Award NGC MAE-4 (A-G)-(1-5) Publications	GCFP Newsletter Awards Chair: Joyce Peterson	207 Overdale Road Pittsburgh, PA 15221-4433	412-243-5107 (c) 412-303-7754	jpeterson1010@msn.com December 1
GCFP Club Yearbook Award CAR-SGC YB-1 Yearbook Award	GCFP Yearbook Awards Chair: Iris Cisarik	1138 Wightman St. Pittsburgh, PA 15217-1050	412-841-5100 (c) 412-621-0954	iriscisarik@gmail.com December 1
GCFP/NGC MAE-2 A or C Websites MAE-2 B or D Social Media Pages	GCFP Website/Social Media Awards Chair: Janet Fassbender	1811 Brooks Road West Chester, PA 19382	484-362-3499	janetfassbender@aol.com December 1
GCFP/NGC Flower Show Awards	Flower Show Book of Evidence (BOE) Evaluation Chair: Deb Stumpf	5170 Redwood Dr. Indiana, PA 15701-9491	724-465-0686 (c) 724-388-5811	Logansmimi56@yahoo.com December 1
GCFP/CAR-SGC Flower Show Schedule Award	Flower Show Schedule Chair: Margie Bucci	64 Brown Road Blairsville, PA 15717	724-840-7072	msbblair9@aol.com December 1
GCFP/CAR-SGC/NGC Youth Activities 1-6 & 7-12 Contests: Poetry (1-8) Sculpture (1-5) Essay (9-12)	Youth Activities, Grades 1-6 and JR/SR High School Grades 7-12 Chair: Chris Hawthorne Vice Chair: Barb Oswald	2418 Degenhardt Rd Gibsonia, PA 15044-8128 73 Vilsack St. Etna, PA 15223	724-443-2154 (c) 724-494-2596 412-961-2591	christhenurse@yahoo.com December 1 issshadowkittycat@gmail.com
GCFP/CAR-SGC/NGC Youth Programs: Smokey Bear/Woody Owl (SBWO) Poster Contest	Smokey Bear/Woody Owl Chair: Betty Grossheim	228 Claremont Dr. Lower Burrell, PA 15068	724-335-0988	Sophiesmom1991@yahoo.com January 24
GCFP/CAR-SGC Publicity Press Book	Publicity Press Book Awards Chair: Becky Zeeger	127 Lake Drive Downingtown, PA 19335	484-631-5106	rzeeger@verizon.net January 25

Award Title	Chair Title/Name	Address	Phone	Email Address/Deadline
GCFP Scholarship Committee Awards	GCFP Scholarship Chair: Sandra Hendricks	411 Main St. Watsonville, PA 17777-1619	570-538-1339 (c) 570-847-0050	toribell@ptd.net February 1
GCFP Seed Money	GCFP Seed Money Chair: Marjorie Stilwell Sears	8 St. Dunstons Rd. Hatboro, PA 19040-4526	215-259-8124 (c) 215-450-7195	searsmarj@gmail.com February 15
President's Project— "We're Keeping PA Beautiful"	President's Project Chair: Barbara Campbell	1139 Hillview Dr. Allentown, PA 18103-6046	484-225-7449 (c) 484-225-7449	Barbarac45@aol.com June 15, 2024 to District Director June 30, 2024 DD's top choice to Barbara Campbell
GCFP Honor Roll of Exceptional Horticulturalists	Horticulture Coordinator: Joann Celaschi	1216 Lookout Ave. Charleroi, PA 15022-2023	724-483-8125	celaschi@hotmail.com August 1
KG Literary Award	KG Literary Award Chair: Sue Soraruf		610-444-5205	suesoraruf@gmail.com

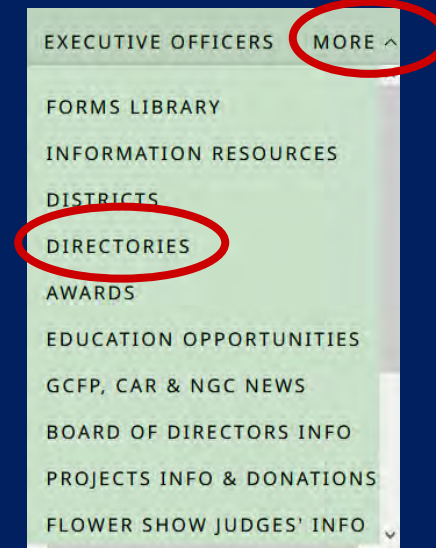
AWARDS CHAIRS

Document is Password Protected on the Directories Page

2 pages

Recommend that you print for easy reference

pagardenclubs.org



2023-2025 GCFP Award Deadline Dates (Updated 7/2023)

State Awards Chair: Marilyn Small, GCFPAwardsMSmall@gmail.com; Vice Chair: Sheri Lowry, gcfpawardsslowry@gmail.com

DEADLINE DATE	GCFP AWARD NAME	CAR-SGC OR NGC AWARD NAME	APPLICATION FORMS AND GUIDANCE Consult the GCFP 2023-2025 Awards Manual, CAR-SGC Awards Rules 2021-2023 NGC 2023-2025 Awards Handbook for Requirements and Rules UNLESS OTHERWISE NOTED, ONE (1) GCFP/NGC/ CAR-SGC APPLICATION IS REQUIRED WITH EACH SUBMISSION	SEND APPLICATION TO...
August	District Laurels ELECTRONIC SUBMISSION		Follow your District's guidelines and refer to p. 9 of the 2023-2025 GCFP Awards Manual. There may be various due dates for various District Awards that may be presented at the Annual District Meeting.	Your District Director or District Awards Chair before your District's specified deadline. The District Awards Chair oversees printing and distribution of District Awards Certificates which are presented at Annual District Meetings.
August	District Forget Me Not Honorary Award ELECTRONIC SUBMISSION		This a District Award that is presented at each District's Annual Meeting. Refer to p. 10 of the GCFP Awards Manual for the 6 qualifying criteria. Each nominating club will complete an Awards/Cover Sheet and provide a one-page narrative describing their nominee's qualifications, and a photo suitable to submit to the KG Online. An article showcasing each District's Forget Me Not Honoree will be shared in the KG Online.	Your District Director or District Awards Chair before your District's specified deadline. DD sends electronic brief write-up and photo of Honoree to the State Awards Chair Marilyn Small to be submitted to the KG Online.
August 1	District Exceptional Horticulturist ELECTRONIC SUBMISSION		This a District Award that is presented at each District's Annual Meeting. Refer to GCFP Awards page on pagardenclubs.org for award criteria.	Clubs send application to Exceptional Horticulturist Chair Joanne Celaschi by August 1.
October 15		PLANT AMERICA Community Project Grants	Guidelines and Application can be downloaded and from the NGC Forms site. Email one application form and one budget form. (2 PAGES TOTAL) DO NOT SEND PHOTOGRAPHS. Recipients of grants will be notified and all money will be awarded by January 31, 2023. Projects must be completed by February 28, 2024, and final reports are due by April 1, 2024. Up to \$1000 is available to be used for direct expenses of 2023 projects.	Email the application and budget forms, or questions to David Robson, Plant America Project Chair, PlantAmericaGrants@gardenclub.org

December 1	GCFP Club Yearbook Award HARD COPY SUBMISSION REQUIRED	CAR-SGC YB-1 Yearbook Award	Send 2 fully completed GCFP/CAR-SGC/NGC Application/Cover Sheets with your hard copy of your yearbook . Fold one copy and insert inside the yearbook, and tape the other to the outside of the yearbook before enclosing in an envelope and mailing to the GCFP Yearbook Chair. The Award number is YB-1, Name of Award is the Club Yearbook Award. Refer to the GCFP Awards Manual, p. 9-10, for judging criteria.	GCFP Club Yearbook Awards Chair Iris Csarik Chair sends list of all winners and 1 st place yearbooks to the GCFP Awards Chair Marilyn Small, by January 5, who forwards top entries to the CAR-SGC Regional Chair before January 15.
December 1	MAE-1 Membership Awareness ELECTRONIC SUBMISSION REQUIRED	MAE-1 Membership Awareness	Given for the most innovative activity, set of activities, or most outstanding effort to increase public visibility, club membership, or make the public aware of the mission and activities of garden clubs. This includes publications such as membership brochures, leaflets, or other publications as well as publicity received. Refer to p. 32 of the NGC Awards Manual and MAE-1 Specific Scoring Rubric, p. 33.	GCFP State Awards Chair Marilyn Small First place winners in each size category are forwarded the NGC Publications Chair before January 15.
December 1	MAE-2-A or C Websites MAE-2-B or D Social Media Pages ELECTRONIC SUBMISSION REQUIRED	MAE-2 A or C Websites MAE-2 B or D Social Media Pages	Refer to p. 34 of NGC Awards Manual to select category eligibility and club size. Narrative attached to the Awards Application/Cover Sheet should include the WEBSITE/SOCIAL MEDIA ADDRESS , who maintains the site, frequency of updates, yearly cost to maintain, and website platform used. Refer to the MAE-2 Specific Scoring Rubric on p. 35 of the NGC Awards Manual. When filling out the Name of the Award and Number, clearly specify on the Application/Cover Sheet whether the application is for a WEBSITE (Categories A or C) OR SOCIAL MEDIAPAGE (Categories B or D).	GCFP Websites/Social Media Chair Janet Fassbender Chair sends first place winners in each size category and list with breakdown of all winners, places, size categories, and district numbers to GCFP Awards Chair Marilyn Small, by January 1, who forwards 1 st Place Winners to the NGC Awards Chair before January 15.
December 1	MAE-3 Digital Media Presentation ELECTRONIC SUBMISSION REQUIRED	MAE-3 Digital Media Presentation	Only Digital Presentations that can be forwarded electronically will be accepted. Presentations that support NGC objectives may include History/Archives, private or public garden tours, Flower Shows, Projects, Programs, or other. Audio quality, clear images, design, and creativity are among the presentation elements emphasized in the rubric. Refer to p. 35-36 of NGC Awards Manual for the MAE-3 Specific Scoring Rubric. For examples, visit the NGC Website "Video Cafe" found under Member Resources.	GCFP State Awards Chair Marilyn Small First place winners in each size category are forwarded to the NGC Awards Chair before January 15.
December 1	MAE-4 (A thru G) (1 thru 5) Publications (EX. MAE-4 B-1S) GCFP Newsletter/Magazine Award ELECTRONIC SUBMISSION MAY BE REQUIRED	MAE-4 (A thru G) (1 thru 5) Publications (EX. MAE-4 B-1S) NGC Newsletter/Magazine Award	Refer to p. 37-39 of the NGC Awards Handbook for MAE-4 Specific Scoring Rubric, determination of publication category, (A-G), and group/size identifiers. Categories A-D enclose 3 issues in a large manilla envelope with 3 completed Application/Cover Pages. (Staple one application to outside of the manilla envelope, enclose one with newsletter samples inside envelope, and the third copy is kept for the Chair's records.) Forward packet in a mailing envelope. SEND HARD COPIES; ELECTRONIC SUBMISSION MAY BE REQUIRED BEFORE JANUARY 10.	GCFP Club Newsletter Awards Chair Joyce Peterson Chair sends first place winners in each newsletter size category and club size category and list of all place winners to the GCFP Awards Chair Marilyn Small, by January 1, who will forward all First Place Winners in each size category to the NGC Publications Chair before January 15.

AWARDS DEADLINE DATES - 6 pages
pagardenclubs.org

APPLICATION COVER SHEET

Download and Open Form

pagardenclubs.org

Type in Blanks

Save and/or Print

- Name/Number of the Award
- Group/Club/Individual
- # of Club Members
- Size of Club
- District
- Contact Information
- Answer these Questions

The form is titled "Pennsylvania GCFP / CAR-SGC / NGC Award Application Cover Sheet". It features three logos at the top: The Garden Club Federation of Pennsylvania, Central Atlantic Region of State Garden Clubs, and the Garden Club of America. The form contains several input fields and checkboxes, with red arrows pointing to them from the left. The fields include: State Award Name, NGC Award Number, NGC Award Name, CAR-SGC Award Number, CAR-SGC Award Name, Name of Group/Club/Individual To Be Recognized for Award, If club current number of members, Award Size Group (S, M, L), If state (GCFP) number of clubs, Award Size Group (S, M, L), GCFP District, Contact Name for Application, Email, Phone, Address, City, State, and Zip. A box contains contact information for the State Awards Chair, Marilyn Small. The form also includes a section for "Is this project" (New or Continuing from previous work) and "Beginning date" / "Expected completion date". At the bottom, there are instructions to attach a completed application and to submit applications electronically.

State Award Name: _____

NGC Award Number: _____ NGC Award Name: _____

CAR-SGC Award Number: _____ CAR-SGC Award Name: _____

Name of Group/Club/Individual To Be Recognized for Award: _____

If club, current number of members: _____ Award Size Group: S M L

If state (GCFP), number of clubs: 105 Award Size Group: S M L

GCFP District: _____

Contact Name for Application: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Region: Central Atlantic State: Garden Club Federation of Pennsylvania (GCFP) # Members: 4,800

State Awards Chair: Marilyn Small
Email: GCFPAwardsMSmall@gmail.com
Address: 1040 Leidig Drive, Chambersburg, PA 17201-2884
Phone: 717-261-6399

Is this project New OR Continuing from previous work?

Beginning date: _____ Expected completion date: _____ OR _____ On-going

Attach completed application. Unless noted in specific award description, all applications are limited to 3 single-sided pages. (Plus, this cover sheet.) No report covers, notebooks, etc. allowed. Follow descriptors on Scoring Sheet/Rubric to prepare an accurate, complete report.

All applications are to be submitted electronically unless otherwise noted in the award description. Send to the State Awards Chair by the due date. Only NGC awards submitted through State Chairmen will be accepted.

**NOTE: The State Awards Chair reserves the right to amend the Award #, Name, or Size Categories on this form and/or forward worthy applications to the most appropriate NGC or CAR Award Chair, as necessary.*

To complete this form online, please download and save a blank copy to your computer. Open the saved copy and fill in each blank. Save again. This will be the copy you send with your application.

ACCOMPANYING PAGES TO APPLICATION

1. Be sure have a proper heading identifying

- Year
- Full Title of Award

• District Club Name How Many Members

SAMPLE

2023

COMMUNITY ENHANCEMENTS

CE-7 Blue Star Highway Marker Landscaping

GCFP District I Wayne Woods Garden Club 41 Members

ACCOMPANYING PAGES TO APPLICATION

2. Only 3 accompanying pages, including pages with pictures.
 - NGC is requesting a Release Form for anyone in pictures.
 - If children are in pictures, you will need Photo Release Form for each of them (or blur their faces).
3. Add identifying captions for pictures.
4. Be sure to number pages; i.e., 2 of 3 and 3 of 3 as a “footer.”
5. Be specific, detailed, and thorough with responses.

ACCOMPANYING PAGES TO APPLICATION

FOLLOW THE RUBRIC

Complete your write up on accompanying pages by following the rubric for that specific award.

FOUR CATEGORIES:

← Presentation

← Participation

← Achievement

← Documentation

NGC/GCFP/CAR-SGC GENERAL SCORING RUBRIC		
Presentation ← 5 Total _____		
Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specific in award description	2	
Application neat and concise	1	
Achievement ← 65 Total _____		
Meets NGC Mission & Goals	6	
Scope of project defined	4	
Need identified	7	
Benefit to target (members/recipients/community/etc.)	10	
Accomplishment of goals	8	
Comprehensiveness of work	6	
Activities to attain goals explained	8	
Evaluation of goals reached	4	
Educational	3	
Prior Planning	4	
Very brief history if continuing project (give full credit if not a continuing project)	3	
Other	2	
Participation ← 15 Total _____		
% member participation from total size possible (may include any type of support given)	12	
Involvement of others (community, government agencies, professionals, youth facility residents, others)	3	
Documentation (Photocopies permitted) ← 15 Total _____		
Clear, well-labeled, neatly attached photos when applicable	4	
Landscape plan when applicable (give full credit if not applicable)	4	
Financial report	5	
Other (letters of appreciation, community awards, publicity, etc.)	2	
100 Total _____		

FINISH

1. Send to another member for:
 - proofreading for grammar, spelling, etc.
 - writing editing
 - format editing
 - a second opinion to make sure that all important elements of the scoring rubric have been covered

FINISH

2. Electronic-required submissions must be emailed to respective Awards Chairs by the deadline date.
 - All NGC awards (except MAE-4 Newsletters, which may require an electronic copy at a later date)
 - Laurels, Forget Me Not, Exceptional Horticulturist, and Perennial Bloom
 - High School Essay
 - All other GCFP Awards that are not hard-copy required

FINISH

3. Hard-copy mailed submissions must be RECEIVED by respective Awards Chairs by deadline date.

- Yearbooks
- Youth Poetry
- Youth Sculpture
- GCFP Publicity Press Book
- Scholarships
- Smokey Bear/Woodsy Owl
- Governor's Trophy Award
- Gold Seal
- Silver Seal

FINISH

4. Applicants should keep a record of what has been sent and the date in case there is a question about submissions.

If you have any questions about the presentation or applying for awards, email Marilyn Small at GCFPAwardsMSmall@gmail.com

Changes to the Comprehensive Award

1. The Comprehensive Award will be in recognized in two categories:

GCFP Awards

Youth Contests

Youth Poetry, Youth Sculpture, High School Essay, and Smokey Bear/Woodsy Owl Poster

2. Only 1st, 2nd and 3rd Places will be recognized and included in the Comprehensive Awards.