

# 2022-2023 GCFP AWARDS MANUAL



## Garden Club Federation of Pennsylvania (GCFP) Awards

The 2021-2023 National Garden Clubs NGC Awards Handbook  
describes new National Award Numbers, Award Names  
and Awards Process followed by GCFP  
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.**

**Additional Copies available from:  
GCFP Website [www.pagardenclubs.org](http://www.pagardenclubs.org)**

(This Manual may be duplicated.)

**Revised by Marilyn Backus  
and Sheri Lowry August 2021  
Updated 7/2022**

Sheila Croushore, GCFP President  
2021-2023

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## STATE AWARDS: THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

***The NGC Mission and Goals:*** 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. *A club, person, event, project and program further the Goals of the NGC by doing the works described in each award in the NGC, CAR-SGC and GCFP Awards handbooks.*

**GCFP follows NGC Awards Handbook 2021-23 and “The Process” described on p. 5- 6 and uses its eight numbered categories of NGC Awards.** All National Garden Clubs, Inc. (NGC), Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) and Garden Club Federation of Pennsylvania (GCFP) Award entries are first judged at the GCFP level. The State (GCFP) Awards listed in this Manual do not usually duplicate any National (NGC) or Regional (CAR-SGC) Award listed in the **NGC Awards Handbook 2021-23** and **CAR-SGC Awards Rules 2021-2023**.

***GCFP Club Size Categories:*** **GCFP Club Size Categories have been adjusted to 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 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 2022-23:*** **Most entries must be accompanied by one emailed GCFP/CAR-SGC/NGC Award Application Cover Sheet** found on the GCFP website ([www.pagardenclubs.org](http://www.pagardenclubs.org)). 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 (NGC Awards Handbook 2021-2023, p. 12 and on p. 7 of this GCFP Awards Manual), unless otherwise noted in the specific award description. *The General Scoring Rubric is the former Scale of Points with points ascribed to its elements. Responses to the former six questions on all 3 older Application Forms are no longer requested as of August 2021.*

***The 2022-23 Award Deadlines Dates:*** This 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.

***The GCFP Awards Summary 2022-2023:*** This document summarizes the GCFP/CAR-SGC/NGC Awards Application Process, and shares information necessary to successfully submit awards applications.

***State Award Chair Committee:*** **Addresses for GCFP Awards Chairs are found in the “State Awards Committee 2021-2023” document 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.*

**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.

**A Book of Evidence (BOE) is required for:** Operation Wildflower Award, Member Award of Honor, Governor's Trophy, Gold Seal and Silver Seal Awards, Publicity Press Book, and 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, and name(s) of member(s) who prepared the BOE.
3. Use a light-weight, 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.

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## **GCFP DISTRICT AWARDS**

**District Laurels** (Printable Awards Certificates are on GCFP website and may be used by the District Directors.)

**These are non-competitive awards** that may be given to qualified District or individual club members. These awards encourage and recognize outstanding accomplishments that are "above and beyond" the regular duties of office or committee. Be selective in your choice of nominees. Consider persons who have never been recognized and honored for superior service to club, District or Federation. **Each District will set its own deadline date and indicate which District Chairperson should receive application forms.** The District Awards Committee will review applications and determine whether the activity or project merits a Laurel. Laurels will be presented to the selected recipients and/or clubs at the Annual District Meeting held in the fall of each year. There are no limitations on the number of Laurels that may be given to a club by the District. Each District may introduce its own special "Laurels" to say, "thank you".

Members of clubs may be recognized for outstanding activity in the following:

- A. Club Programming:** well-balanced, including study and/or activity in the following: Horticulture, Artistic Floral Design, Conservation and at least one phase of Civic Activity, *e.g.*, Junior Gardening, Horticulture Therapy, Conservation, Civic development
- B. Conservation**
- C. Civic Development**

- D. Horticulture Therapy** (actual work with patients)
- E. Horticulture Therapy related services**, such as beautification of grounds, providing decorations, etc.
- F. Horticulture** – honor the outstanding horticulturist
- G. Junior, Intermediate or High School Gardening**
- H. Landscape Design**
- I. Scholarship**
- J. World Gardening**
- K. Any other State or National objective** such as promotion of special types of horticulture, specialty gardens, educational workshops, public relations.

### **Applying for District Laurels**

Use a separate sheet of paper for each application and include the following:

1. Club name, Date of application, Category of award (see above listed categories under A and B)
2. Name and address of Nominee,
3. Name, address, and phone number of Club President and of person filing the application.
4. Be brief, but supply enough information on the nominee's work to justify application.
5. Signature of Club President

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### **District/GCFP Forget-Me-Not Honorary Award**

This district award recognizes long- standing members who make our organization special because of their dedication to their club and its community service. Each club, using the GCFP/CAR-SGC/NGC Award Application Cover Sheet and application process, may nominate ONE member, submitted to their District Director by deadline set by that District, (August 1), who selects one District winner to be recognized at their Annual District Meeting.

**Criteria for selection.** Describe how the nominee fits the criteria (1-6):

1. Member in good standing for 10 plus years
2. Active participation in club activities (meetings, design, horticulture)
3. Active participation in club community activities
4. Regular attendance at meetings and functions
5. Promotes GCFP, CAR-SGC, & NGC values
6. Loves her garden, Big or small!

The District Director sends the chosen Forget-Me-Not's application and picture to the State Awards Chair by August 15th (to meet submission deadline set by KG Editor for the Fall Edition of the KG Online). The State Awards Chair will assure that each winner's name, club, service years, special accomplishments and photograph is published in the KG Online.

**THIS AWARD IS ON HOLD FOR THE 2022 AWARDS YEAR AND WILL RESUME IN 2023.**

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### District, GCFP/CAR-SGC (Golden) Perennial Bloom (PB) Award

(See 2021-2023 CAR-SGC Awards Rules)

Clubs may nominate long time members to their District Awards Chair and/or Director **by July 1** using the GCFP/CAR-SGC/NGC Award Application Cover Sheet and most current, **special PB application form** available from the CAR-SGC and GCFP websites. Having held an Officer position in the Club is not necessary but documentation of any office, chairmanships, participation or influence should be noted. Each District sends one entry to the State Awards Chair to compete for the GCFP Perennial Bloom Award **by August 1**. The Awards Chair sends the GCFP PB application to the CAR-SGC Perennial Bloom Chair by August 31. Clubs are encouraged to plant a tree or shrub in their nominee's honor and to recognize them with a District PB Certificate.

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### GCFP/CAR-SGC/NGC (SR-4) Member Award of Honor Award (Refer to 2021-2023 NGC Awards Handbook and CAR-SGC Awards Rules 2021-2023.)

Best in Each Region receives an NGC Certificate and Pin and is recognized in *The National Gardener*.

Given to one member in each Region whose **volunteer efforts during a period of five or more years has made outstanding contributions to club and community** in one or more of the following areas:

- Civic development
- Conservation
- Floral design
- Horticulture therapy
- Landscape design
- All around excellence
- Youth activities
- Horticulture

**Eligibility:** Any member of a State Garden Club who has NEVER been a member of the NGC Board of Directors.

This award requires a Book of Evidence and Special Application found on the NGC Forms site, and is submitted to the GCFP Awards Chair who submits the GCFP winner to the Regional Awards Chair. (CAR-SGC). The Book of Evidence Application, 5 pages maximum, one-sided, must include:

- Title page
  - Name of State Federation and Region
  - Area(s) of nominee's outstanding contribution/s
  - Name, complete mailing address, phone number of nominee
  - Sponsoring club name, president's name, address, and signature
- Short, typed description of nominee's accomplishments, 1 page
- Supporting information
  - Maximum 3-page outline listing accomplishments of nominee (including offices and chairmanships held)

The application may be sent electronically. If mailed, it must be secured in a folder. No loose pages accepted on hard copies. **DEADLINE: DECEMBER 1<sup>ST</sup>**.

## 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** \_\_\_\_\_

**GCFP/CAR-SGC Publicity Press Book Award** (See CAR-SGC Awards Rules 2021-2023, p.6)

Certificates of Commendation in each category may be awarded to winning Books of Evidence exhibiting quality, quantity and diversity of coverage in the print media promoting garden clubs and NGC goals and objectives.

**Deadline:** A **Book of Evidence (no page limit)** should be sent to the State Publicity Press Book Chair by January 25<sup>th</sup> with **two** GCFP/CAR-SGC/NGC Award Application Cover Sheets with required information, one firmly attached to inside front cover and a second form clipped to outside. **Include a Self-addressed mailing envelope with postage attached for return of the Book of Evidence.**

Categories:

- A. Single member garden club (small club, medium club, large club)
- B. Group of member clubs, council, district
- C. State Affiliate (dues paid to GCFP)
- D. Group of member clubs, councils, districts

**Requirements for Preparing Publicity Press Book**

1. Label on outside cover; number and name of award, category, name of club/s, city and state.
2. Submit in a report cover or folder sized 8 ½" x 11" or 9" x 12." No heavy scrapbooks or oversized portfolios. Plastic page protectors may be used. **There is no limit on the number of pages.**
3. Material may consist of any of the following: Newspaper, magazine, newsletter, notices or flyers of one-time events, clippings from printed publications (Ex: state or regional official publication, The National Gardener, etc.), name and date of publication over each article. Clear photocopies are permitted; reduced photocopies of large or lengthy articles are permitted. Downloading of published newspaper articles from the internet is permitted.
4. Clippings evenly cut. No loose clippings are permitted.
5. Each published item must contain the name of the organization and/or individual/s identified as a member of the organization. Underline the first mention of the organization or individual/s in each article.
6. Articles should include who, what, when, where, etc.; publicity should relate to organization's or individual's projects and/or activities and promote garden club objectives.
7. Page numbers and Table of Contents are not necessary. Contents should be affixed in chronological order, January 1 to December 31.

**SCORING RUBRIC**

<b>Presentation</b> .....	15
Meets all requirements, neat	
<b>Quality</b> .....	40
Articles well written, publicity related to projects and/or activities	
<b>Quantity</b> .....	25
Articles for each month (take into consideration dark months), use of various publications and media (newspaper, magazine, newsletters, other)	
<b>Diversity</b> .....	20
Local, council, district	
<b>DEADLINE: JANUARY 25</b>	



**YB-1 GCFP/CAR-SGC Club Yearbook** (Refer to CAR-SGC Awards Rules 2021-2023, p.13-14)

**Size Categories:**

Club under 20 members

Club 20-29

Club 30-44

Club 45-69

Club 70-99

Club 100-299

Club 300 or more

Complete two GCFP/CAR-SGC/NGC Application Cover Sheets for this award and send by postal mail to the GCFP Yearbook Chair. One Sheet is folded inside the yearbook, which is inserted in a brown envelope having the second Cover Sheet taped on its outside.

**SCORING RUBRIC** (For judging the Yearbook Only-no other description of yearbook is required.)

**FORMAT:**

- **Book Structure 2 points:** Practical, convenient size for membership, durable, neat. Yearbooks may be stapled, spiral, or a 3- ring binder. Material should be well placed with ample margins, and font size suitable for members to read.
- **Cover 2 points:** Include name of club, town, state organization, year, and appealing design. If a 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 2 points:** Include name of club, town, state organization, year, number of dues paying members, and affiliated organizations (district, region, NGC, other). If state and national dues are paid on associate/inactive/honorary members/, they are counted in total membership.
- **Table of Contents 1 point:** Number the yearbook pages and list topics on Contents page.
- **Subsequent pages:** In any order most useful to members and best fit for page placement. Information in a club yearbook should be in logical order. National and State information does not have to be in front.
- **Membership Roster 2 points:** Complete mailing addresses, telephone numbers, and e-mail addresses (if applicable). Avoid crowding. Suggestion to save space, "All area codes are \_\_\_ and postal zip codes are (\_\_\_\_\_) , unless otherwise noted.
- **List of Club Officers and Committee Chairmen 1 point.**
- **NGC information 1 point:** Name of the NGC president, the theme of the administration and a referral to the NGC website for further information.
- **Other information 2 points:** Name of the region director, theme of region and referral to the region website, name of the state president, theme of the state president and a referral to the state website.
- **Calendar of Events 2 points:** List dates and locations for district/state/region/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.

**PROGRAMS:** Topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture Therapy, Horticulture, Design, etc.

- **Meets minimum number of meetings required by state 3 points:** List date and time of meeting, location with address.
- **Speaker's name, qualifications (brief) and program title 4 points.**
- **Variety of program topics 14 points** (theme not required)
- **Variety of styles of program 12 points** (lectures, tours, etc.)
- **Variety of speakers 14 points** (specialists, members, etc.)

**PROJECTS:** Projects involve actual membership participation that benefit the community and further NGC goals and objectives. Some fundraisers (sale of bulbs, bedding plants, herbs, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fundraisers may help to promote NGC Member Services as well as publicize our organization and goals. Certain social activities may lead to membership increase. State such in descriptions.

- **List continuing and new projects 15 points** (a club is not required to have new projects).
- **Give brief word description of projects 20 points:** Include location, name of chairman, how members participate, list of donations if applicable, in-kind donations if applicable, plans for maintenance if applicable, etc.

**OPTIONS:** (No points given) Could fill available space. Some clubs include bylaws, budget, fundraising, roll call, former club presidents, club theme:

- If theme is used, it should be evident throughout the book. Themes may be interpreted with monthly program topics and/or titles, graphics, quotes. Projects do not need to be limited to theme.
- NGC Mission Statement
- NGC Conservation Pledge
- NGC Environmental Mission Statement
- NGC Water Conservation Platform
- List of members who are life members in state, region, NGC
- Awards received the previous year.

**DEADLINE: DECEMBER 1<sup>ST</sup>**

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## **GCFP AWARDS FOR CIVIC ACHIEVEMENT**

(Recognizing Individuals)

### **Myrrel R. Overdorff Community Action Award**

CERTIFICATE and \$100

May be awarded to an **individual garden club member** whose **achievements in his/her community** have brought honor to the recipient and to the garden club of which he/she is a member. This award is not just for garden club work. Application **must** be prepared based on the following: A brief description of the individual's work within the garden club and specific achievements in his/her

community. Include: photographs and publicity, Letters of Commendation, appreciation, other substantiating data.

**SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)**

<b>Presentation</b> .....	<b>10</b>
<b>Achievements</b> and lasting accomplishments .....	<b>70</b>
<b>Documentation</b> and Substantiating data, Letters of commendation or appreciation, photographs, publicity, other .....	<b>20</b>
	<b>Total - 100 points</b>

**DEADLINE: JANUARY 15<sup>TH</sup>**

**Historic Restoration Award**

CERTIFICATE and \$50

May be awarded to an **individual garden club member** who has shown dedication to the continuing challenge of **reclaiming and/or preserving an historic site**. To qualify for this award, the site does not have to be developed, but must be recognized by local, state or national authorities.

**SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)**

<b>Presentation</b> .....	<b>10</b>
<b>Achievement</b> and Significance of Project .....	<b>50</b>
<b>Participation</b> and Extent of Involvement .....	<b>30</b>
<b>Documentation</b> and Proof of Accomplishment .....	<b>10</b>
	<b>Total – 100 points</b>

**DEADLINE: JANUARY 15<sup>TH</sup>**

**GCFP AWARD FOR CONSERVATION/ENVIRONMENT**

**Operation Wildflower Award**

A Certificate of Merit may be awarded to an **individual garden club member** in recognition of his/her active participation and effective leadership in promoting the use of wildflowers and native plants, establishing wildflower/native plant gardens and/or protecting Pennsylvania’s native plants and/or trees. Efforts of the individual should extend into the community. **Book of Evidence should include a complete description of the work done, its impact and lasting effects.** Include photographs, publicity and other substantiating data.

**SCORING RUBRIC - Use Scale for Elizabeth Potts Amidon Award found in next award.**

**DEADLINE: JANUARY 15<sup>TH</sup>**

**GCFP AWARDS FOR HORTICULTURE**

**Elizabeth Potts Amidon Horticulture Award**

May be awarded to an **individual garden club member** whose efforts towards the advancement of horticulture are so outstanding and far-reaching as to merit being cited as the **most** outstanding horticulturist of the Garden Club Federation of Pennsylvania.

Application should include:

- A. A brief description of accomplishments
- B. Pictures with captions

- C. Pertinent data, such as publicity or letters (May be reduced in size)
- D. Any other substantiating evidence

**SCORING RUBRIC (Use definitions in each category on page 3's General Rubric)**

<b>Presentation</b> , neat and concise.....	<b>20</b>
<b>Achievement</b> and scope of accomplishment.....	<b>50</b>
<b>Documentation</b> , Supporting data, photos, publicity.....	<b>30</b>
<b>Total - 100 points</b>	

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**GCFP Club Horticulture Achievement Award**

May be awarded **to a club or club member** for a series of outstanding horticulture programs, minimum number is seven (7), over a single club year. May be structured as lectures, workshops, demonstrations, garden visits or any combination of these activities but they **must** occur at a club meeting or scheduled outing.

Application should include:

- A. Brief description of meetings
- B. Pictures and publicity
- C. Other substantiating evidence
- D. Club Yearbook, as published

**Use SCORING RUBRIC for Elizabeth Potts Amidon Horticulture Award.**

**DEADLINE: JANUARY 15<sup>TH</sup>**

**GCFP Horticulture Excellence Award**

May be awarded to a **garden club member** who **specializes in one type of gardening** such as rock gardening, herb gardening, indoor gardening, vegetable gardening, annual and perennial gardening, etc. It may also be given to a member who **specializes in growing a particular plant** such as roses, African violets, lilies, etc.

Application should include:

- A. Brief description of specialty
- B. Pictures with captions
- C. Publicity, if possible
- D. Documentation, Any other substantiating evidence

**Use SCORING RUBRIC for Elizabeth Potts Amidon Horticulture Award.**

**DEADLINE: JANUARY 15<sup>TH</sup>**

**GCFP AWARDS FOR FLOWER SHOWS**

**GCFP Mini-Flower Show Recognition Award**

May be awarded **to a garden club** for a continuing program of mini-flower shows staged at the regular club meetings.

**The Book of Evidence** should include:

- A. Flower show schedules
- B. Pictures with captions
- C. Number of entries

D. A Club Yearbook

**SUBMIT TO: State Flower Show Evaluation Chair**

**SCORING RUBRIC**

- A. Presentation**, neat, concise ..... **20**
  - B. Achievement** and scope of accomplishment ..... **50**
  - C. Documentation**, Supporting data, photos, publicity, yearbook **30**
- Total - 100 points**

**GCFP Superior Flower Show Awards - Green and Gold Ribbon**

Will be presented **to a garden club** whose Flower Show Evaluation scores 90 points or above and submits a Book of Evidence. The State Flower Show Evaluations Chair will advise the club if it scored 95 points or more so that a club may prepare a Book of Evidence eligible for one of the National Flower Show Awards. (Refer to NGC Awards Handbook 2021-2023 Flower Show Achievement Awards beginning on page 24 and the FORMS section of the NGC website.)

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**GCFP Flower Show Staging Award - Gold Ribbon**

This award may be given **to the club or clubs scoring 90 or above** on the following

**SCORING RUBRIC:** (*\*\* Revised and accepted at Judges Council Annual Meeting April 28, 2003*)

- A.** Staging carries out the theme of the show in an artistic and creative manner ..... 15
- B.** Floor plan presents a good traffic pattern with adequate unobstructed aisles and has a well-balanced appearance ..... 15
- C.** Entrance is inviting and easily identified ..... 10
- D.** Lighting is sufficient for the area ..... 10
- E.** Exhibits in the horticulture section are uncrowded and in appropriately sized containers ..... 10
- F.** Entries in the design division are well-spaced and easily viewed ..... 10
- G.** Signage is attractive, legible and appropriate in size ..... 10
- H.** Over-all show presented a high standard of excellence, which includes Beauty, Harmony, Expression and Distinction..... 20

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**PENNSYLVANIA FLOWER SHOW AWARDS**

**Presented at Standard Flower Shows only**

The Pennsylvania Flower Show Awards listed below may be included in your flower show schedule but the schedule **must be approved by the District Flower Show Schedule Chair**. Following that Chair’s approval, you may apply for the award ribbons. Apply to the Flower Show Awards and Ribbons Chair, Rosemary Gish Ebersole. (Contact info may be found in the GCFP BOD Directory on the GCFP Website.) Ribbons may be awarded at the show at the discretion of the judges.

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**Flower Show Book of Evidence**

Flower Shows must use the GCFP Award Application Form for Flower Shows and the associated BOE has other specific requirements described in the “NGC Flower Show Achievement Evaluation Form” found at <https://gardenclub.org/forms-library>.

### **GCFP/CAR-SGC Flower Show Schedule Award**

Use the GCFP FS Schedule Award Application Cover Sheet, enclose with FS Schedule, and mail to FS Schedule Chair. Refer to the Scale of Points for Evaluating Standard Flower Show Schedules (Form 29-3/2021) which is directly related to Schedule Evaluations. Those Schedules scoring 95+ will be forwarded according to CAR-SGC's categories. Refer to CAR-SGC Awards Rules 2021-2023, p.8-9.

#### **A. Education and/or Conservation Silver Award - Silver Ribbon**

This award may be given to an educational exhibit of exceptional quality, clearly labeled and informative. This exhibit need not score 95 points. An **educational and/or conservation exhibit** cannot receive both the National Garden Clubs and GCFP State Award concurrently. The award must be listed in the show schedule and requested on the awards application form. Only one ribbon may be awarded in a show.

#### **B. Junior Flower Show Award - Orange Ribbon**

This award may be given for an all-Junior Standard Flower Show held independently or in the same building as a senior show. The award will be given **to the sponsoring Senior Garden Club** at the time of the show. The show must be of unusual merit. Winners of this award are eligible to apply for the NGC Flower Show Achievement Award (FS-17C) Youth Flower Show and/or the GCFP Flower Show Achievement Award. The award must be listed in the awards list in the show schedule and requested on the awards application form.

#### **C. Special Recognition Award - Yellow and Blue Ribbon**

This award may be given to an **exhibit scoring 95 points or more in any artistic design class** as long as it is not listed as eligible to receive a top National award. There may be only one Special Recognition Award given in a show. The award must be listed in the Awards list in the show schedule and requested on the awards application.

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## **GCFP AWARD FOR LANDSCAPE DESIGN**

### **GCFP Landscape Design Recognition Award**

May be given to an institution, organization or industrial establishment, such as business, school, hospital, etc. for outstanding landscape planting. **This is not a competitive award for work done by a garden club.** An on-site inspection and judgment will be made by a committee selected by the GCFP Landscape Design Chair. The application must be submitted to the State Landscape Design Chair **by October 1st**. See the Directory Issue of the *Keystone Gardener*, (summer, odd-numbered years) for the name and address of the current chair. If merited, three Certificates of Commendation may be given each year.

Applications should include:

- A.** A landscape design plan,
- B.** Documentation, Photographs
- C.** Brief description of the site

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## SPECIAL STATE AWARDS

### Gold Seal Award

May be awarded to an individual garden club member whose efforts toward the advancement of garden club work have had far reaching influence. **Efforts of the individual should extend beyond the immediate garden club and community and into other portions of the state or beyond.** These efforts should have a lasting influence and should enhance the Garden Club Federation of Pennsylvania and its objectives. The recommendation requires a substantial Book of Evidence. The **Book of Evidence** should include a complete description of the work done by the individual, accomplishments, lasting quality of work, far-reaching qualities of individual's efforts, photographs and publicity. (Winner shall receive a Gold Seal charm with year and initials engraved on a pendent chain or neck ring. Winner will be invited to attend the Day 2 evening award ceremony to be recognized.) **DEADLINE: The Book of Evidence and appropriate applications must be sent to the State Awards Chair no later than January 15.**

### SCORING RUBRIC (Use definitions in each category on page 3's General Rubric)

<b>Presentation</b> .....	<b>10</b>
Neat and concise, meets requirements, Cover, title page, table of contents	
<b>Achievements</b> .....	<b>70</b>
Worthiness, scope of accomplishments, lasting influence, far-reaching effect	
<b>Documentation</b> and substantiating data .....	<b>20</b>
Photographs, publicity, other	
<b>Total - 100 points</b>	

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### Silver Seal Award

May be awarded **to an individual other than a garden club member, or to an organization or institution, other than a garden club,** for special contributions toward the advancement of the work of garden clubs. A **Book of Evidence** is required with a brief description of the work of the individual or organization, photographs and publicity, if available, and any other substantiating evidence. **A Book of Evidence and appropriate applications must be sent to the State Awards Chair no later than JANUARY 15<sup>ST</sup>.**  
**SCORING RUBRIC - Same as the Gold Seal Award.**

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**The Governor’s Trophy**

May be awarded to a **Federated Garden Club**, which has distinguished itself by providing a year of well-balanced club programs, exceptional civic activity, club projects in all areas of conservation, and activity in State projects as defined in the Scoring Rubric. The winner shall receive a crystal engraved vase, *which becomes the property of the winning club*. The historic Governor’s Trophy Silver Bowl is also presented for the winning club’s use for the year; it shall be returned at the next convention. The club also receives a certificate of recognition for being the most outstanding garden club in its size category in the state.

**How to Apply:**

1. The **Book of Evidence (BOE)** and two copies of the current GCFP/CAR-SGC/NGC Application Cover Sheet must be received by the State Awards Chair no later than **January 15**.
2. The Book of Evidence should be prepared in accordance with the National rules beginning on p.4 of this Manual. **The BOE for Governor’s Trophy may have 25 pages, 50 surfaces.**
3. In providing evidence of work planned and completed, include one or two club yearbooks (if your club year does not correspond to the calendar year).
  - **Small Clubs** (1 to 20 members) may apply in Jan. 2024 for 2023 club year
  - **Medium Clubs** (21-50 members) may apply in Jan. 2025 for 2024 club year
  - **Large Clubs** (over 51 members) may apply in Jan. 2023 for 2022 club year

**Rotation repeats every three years.** Refer to the *Keystone Gardener* and the GCFP website for current size eligibility.

**SCORING RUBRIC** (Use definitions in each category on page 3’s General Rubric)

<b>Presentation</b> .....	<b>5</b>
Neat and concise	
<b>Club Meetings</b> .....	<b>15</b>
At least 9 meetings a year, well-attended, well-balanced, garden-related programs with emphasis on horticulture: includes workshops, garden tours, field trips, exhibits.	
<b>Civic Activities</b> .....	<b>45</b>
Flower Show, Community Planting and/or Landscaping, Horticulture Therapy, Arbor Day or Tree Project, Work with Youth, Community Involvement	
<b>Conservation Activities</b> .....	<b>15</b>
Birds and/or Butterflies, Litter Control and/or Recycling, Pollution, Air and/or Water Wildflower and/or Nature Study	
<b>Club Organizational Activities</b> .....	<b>10</b>
Published Yearbook, Published Newsletter (at least 2 per year) Reception for new members during the year, Club Attendance at District and State Meetings	
<b>Club Supported State Projects</b> .....	<b>10</b>
World Gardening; contributed to and/or promoted Scholarships; given by the club, contributed to State Scholarship, and/or promoted and sponsored, an applicant for a State or National Scholarship.	
<b>Total - 100 points</b>	

**DEADLINE: JANUARY 15<sup>TH</sup>**



**Special Recognition State Award**

Certificate of Merit may be awarded to a **club or district** for outstanding achievement in one of the fields of interest listed below. **No club may win in the same field two years in succession.**

**SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric to describe the Project or Event)**

- A. Beautification of Community Areas
- B. Parks
- C. Tree Plantings, Arbor Day Activities
- D. Holiday Project or Event
- E. Plant Sale, Garden Mart, Herb Fair
- F. Garden Tour
- G. Special Fund Raiser for Scholarship or Community Project
- H. Any Other Project or Event that Promotes GCFP Objectives

**DEADLINE: JANUARY 15<sup>TH</sup>**

**GCFP Club Program Award**

For an outstanding, original, garden-related **program** at a single meeting or It **may be awarded to the presenters of such a program:**

- A. Garden club member
- B. Two or more garden club members

Program must stimulate interest in the purposes and objectives of the GCFP and NGC. **Applications may be submitted for any of the following categories:**

- |                         |                             |
|-------------------------|-----------------------------|
| A. Horticulture         | G. Conservation             |
| B. Landscape Design     | H. Arbor Day                |
| C. Garden Tours         | I. Birds, Butterflies, etc. |
| D. Indoor Gardening     | J. Litter, Recycling        |
| E. Flower Arranging     | K. Workshop                 |
| F. Horticulture Therapy | L. Environmental Concerns   |

**SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric to describe the Program or its Presenters)**

- Presentation, Format..... 10**  
Neat, concise, informative
- Achievement, Participation, Program Content.....80**  
Quality (20), distinction (5),  
educational value (40), Member interest (15)
- Documentation, Substantiating Data ..... 10**  
Publicity (5), photographs (5)

**Total - 100 points**

**DEADLINE: JANUARY 15<sup>TH</sup>**

## GCFP YOUTH AWARDS

### YOUTH AWARDS LISTED IN THIS SECTION DO NOT CORRESPOND TO ANY NGC AWARD

To be eligible to apply for almost all youth awards at the State, Region and/or National level, all garden clubs must register the youth group they sponsor **with the State Youth Contest Chair** and submit annual dues for the youth group to the State Headquarters. See the Youth Registration form on GCFP website.

The winners of the youth awards listed in this section, cannot be forwarded to National for consideration. **\*\*Please refer to the NGC and CAR-SGC Awards Handbooks for other National Youth Awards and Youth Contests judged at the Regional Level.**

1. Complete one current GCFP/CAR-SGC/ NGC Application Cover Sheet or GCFP FS Schedule Form from the GCFP website, and apply by postal mail.
2. **Submit to the appropriate State Awards Chair for Yearbook or FS Schedule to arrive no later than January 1.**

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### GCFP Youth Yearbook Award

May be awarded to:

- A. Junior Garden Club (1st through 6th grade)
- B. Intermediate Garden Club (7th through 9th grade)
- C. High School Garden Club (10th, 11th and 12th grades)
- D. An established group (school, scout troop, etc.) with whom a member garden club has consistently been working.

### SCORING RUBRIC

<b>Presentation, Format</b> .....	<b>10</b>
<b>Content</b> .....	<b>20</b>
<b>Meetings</b> (at least 6-9).....	<b>20</b>
<b>Programs, field trips, community projects, etc.</b> .....	<b>50</b>
	<b>Total - 100 points</b>

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### GCFP Youth Flower Show Schedule Award

May be awarded to:

- A. Junior Garden Club (Grades 1-6)
- B. Intermediate Garden Club (Grades 7-9)
- C. High School Garden Club (Grades 10-12)
- D. An established group (school, scouts, etc.) with whom a member garden club has consistently been working.

**SCORING RUBRIC** Use CAR-SGC Awards Manual - FS Schedule Award rubric (Form 29-(3/2021).

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**Mrs. Maxwell W. Steel Youth Achievement Award**

May be awarded to a Federated garden club for a year’s **outstanding activities** that promotes club, State and National objectives with a school, scout, 4-H, or established Junior and/or Intermediate youth group.

**SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)**

<b>Horticulture Activities</b> .....	<b>25</b>
Growing projects, designing with plant material, workshops, field trips, other	
<b>Environmental Activities</b> .....	<b>25</b>
Recycling, litter, pollution, birds, butterflies, conservation, poster and/or essay contest, other	
<b>Membership Participation</b> .....	<b>10</b>
Size of club a consideration	
<b>Documentation, Supporting Data</b> .....	<b>10</b>
Pictures, finances – summary of income and expenses, letters of appreciation, publicity, other	
<b>Achievement</b> .....	<b>30</b>
Overall excellence, well-balanced activities	
<b>Total - 100 points</b>	

**YOUTH CONTESTS**

***NGC Youth Work (YW) Awards have their own application forms found on the NGC Website.***

**Poetry Contest** (Refer to CAR-SGC Awards Rules 2021-2023 p.9-11)

CERTIFICATE OF RECOGNITION TO 1st place winners in Grades K-9

Excite and encourage our Youth (Kindergarten-Ninth Grade) to express and explore their creative thoughts through different types of poetry. NGC's Poetry Contest enables our Youth to embrace their creativity through the art of writing. Be imaginative and join the winners to see your poetry in a printed booklet. See National Garden Clubs, Youth Contest at [www.gardenclub.org/poetry-contest](http://www.gardenclub.org/poetry-contest) for current rules and theme.

1. All entries must be typed and titled.
2. Include name, address, age and school grade of participant on back of entry.
3. Sponsoring club and state garden club must also be identified.
4. All entries become the property of CAR-SGC, Inc./NGC.
5. Poems do not have to rhyme.
6. Poems may be traditional verse, acrostics, blank verse, cinquains, diamond poems or Haiku.
7. The theme should not be used in the title.

**SCORING RUBRIC**

- Title 10 points
- Content 40 points
- Creativity 30 points
- Style 20 points

TOTAL 100 POINTS

**ENTRIES MUST BE RECEIVED BY THE YOUTH CONTEST CHAIR BY DECEMBER 1.**

**Youth Sculpture Contest** (Refer to 2021-2023 CAR-SGC Awards Rules)

CERTIFICATE OF RECOGNITION to 1st place winners in Grades 4–8.

Download Youth Sculpture Entry Form and Rules from NGC website at [www.gardenclub.org/youth-sculpture-contest](http://www.gardenclub.org/youth-sculpture-contest)

1. Children in 4th through 8th grades are eligible to enter the contest.
2. The sculpture is limited to a size that would fit on an 8 ½ x 11 inch sheet of paper and must be constructed of recyclable, reused, and reduced material. Height should be proportional to width.
3. Entries should include as many photographs as can be printed on the back of the entry form; (2) 4x6 photographs are recommended.
4. Club entries must be sent to State Chairman by the State Deadline. State winners must be sent to the CAR-SGC Chairman by Feb. 1.
5. Youth sculpture contest winners will be asked to submit a high-quality photo of their entry to be used on the NGC website and in other NGC publications. The NGC Publicity Release Form must be provided.

**SCORING RUBRIC**

- Creative use of materials and self-expression: 60 points
- Description of sculpture and materials used: 30 points
- Craftsmanship and technique: 10 points

TOTAL 100 POINTS

**ENTRIES MUST BE RECEIVED BY THE YOUTH CHAIR BY DECEMBER 1.**

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**Smokey Bear / Woodsy Owl Poster Contest** (Refer to CAR-SGC Awards Rules 2021-2023 p.10-11)

Certificate of Recognition to 1<sup>st</sup> place winners in **Grades 1-5**.

Students sponsored by a Member Garden Club are invited to participate in this Poster Contest sponsored by the U.S. Department of Agriculture Forest Service and the National Garden Clubs, Inc. Winning posters, with the NGC Release Form, will not be returned.

- Smokey Bear posters must be based upon, and include, Smokey's fire prevention message: "Only YOU Can Prevent Wildfires!"
- Woodsy Owl Posters must be based upon, and include, Woodsy's conservation message: "Lend a Hand – Care for the Land!"

Original drawings of Smokey Bear or Woodsy Owl (not both) should demonstrate the applicant's understanding of fire prevention and basic environmental conservation principles. Materials that may be used include crayons, markers, poster paints, watercolors, etc. No three-dimensional, computer-scanned or electronically generated images will be accepted.

The artist's name, address, home phone number, grade level, school, teacher's name, sponsoring local garden club, city and state must be printed on the back of the poster in the lower right-hand corner. (Do not use a dark marker for this information as it may show through.)

Rules and entries for the next contest are usually released in August of the prior year at <https://www.gardenclub.org/youth-contests> .

Send entries to the Smokey Bear and Woodsy Owl (SBWO) Poster Contest Chair.

(Continued)

**SCORING RUBRIC**

- Originality 20 points
- Design 20 points
- Slogan 20 points
- Artwork 20 points
- Overall Effectiveness of the Message 20 points

TOTAL 100 POINTS

**ENTRIES MUST BE RECEIVED BY THE SMOKEY BEAR/WOODSY OWL CHAIR BY JANUARY 24.**

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**High School Essay Contest**

CERTIFICATE and \$100, National Award \$1,000

All entries must be sponsored by a single club, group of clubs, councils or districts, or a state garden club and is open to high school students, grades 9 through 12. All entries become the property of CAR-SGC/NGC.

Length of essay: Between 600-700 words and addresses an Essay Prompt. The entry will be penalized if the essay does not conform to the required length. All entries must be typed and titled. Students should write the essay so it is suitable to be published in the *CAR-SGC Review* or *The National Gardener*.

**SCORING RUBRIC**

Content = Total 60 points:

- Knowledge of Subject: 10 points
- Thesis statement: 10 points
- Practicality of Proposal: 10 points
- Originality: 15 points
- Organization, clarity of subject matter and presentation: 15 points

Composition = Total 20 points:

- Grammar and punctuation: 10 points
- Vocabulary and spelling: 10 points

Manuscript = Total 20 points:

- Conformance to length: 5 points
- Cover Sheet includes: Name, Address, Phone Number, School Attending, Grade, List of Activities, and Sponsoring Club (Photo Optional): 5 points
- Entry is submitted via email in PDF document format: 5 points
- Entry includes NGC, Inc. release for publication and website form: 5 points

Note: The entry should be sent via email attachment as a PDF file.

**DEADLINE IS DECEMBER 1<sup>ST</sup> TO SEND ENTRIES TO THE GCFP YOUTH CONTEST CHAIR.**

## NON-COMPETITIVE STATE AWARDS

No application is required.

### **GCFP Club Membership Award**

Certificate and \$100 awarded to the member garden club in each category who has the **greatest number of new members** in the calendar year; based upon paid memberships in the GCFP office as of ten (10) days prior to the annual meeting and convention. **This is not a membership increase award.**

#### **Categories:**

**Small Club** – up to 20 members

**Medium Club** – 21 to 50 members

**Large Club** – 51+ members

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### **GCFP Comprehensive Award**

Certificate may be **awarded to the District whose clubs and individuals received the most GCFP awards in the current award year. Awards won by the District, if applicable, shall be included.** The State Awards Chair shall select the winner after calculating all State awards given for the calendar (January 1- December 31) year. District Laurels will not be counted.

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### ***KEYSTONE GARDENER/KG Online* Literary Award**

May be awarded to an **individual garden club member** for an original poem or composition selected for publication in the ***Keystone Gardener or KG Online***. The subject must be garden-related or promote State and National objectives. The composition may be about a garden club experience or a garden club member. Picture(s) may be included but are not required. Send articles at any time to the Editor of the ***Keystone Gardener or KG Online***. There is no limit to the number of entries. All articles of literary value, published during the calendar year (January 1 - December 31), will be eligible. Articles submitted by the GCFP Board of Directors concerning their office or chair are not eligible.

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## Pennsylvania GCFP / CAR-SGC / NGC Award Application Cover Sheet

State Award Number: \_\_\_\_\_ 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: 108 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: 4,700  
 State Awards Chair: Sheri Lowry  
 Email: gcfpawardsslowry@gmail.com      Phone: 814-243-3456  
 Address: 334 Gardner Street    Johnstown, PA 15905-2328

Is this project \_\_\_\_\_ New OR \_\_\_\_\_ Continuing from previous work?  
 Beginning date: \_\_\_\_ Expected completion date: \_\_\_\_ OR \_\_\_\_\_ Ongoing

**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.**

# The Garden Club Federation of Pennsylvania

Application for State Flower Show  
**\*\* \* Schedule Award \* \* \***

Mail one (1) copy of this application  
and one (1) Flower Show Schedule to:

**Charlotte Crissey**  
**P O Box 100, 169 Bentwood Drive**  
**Elton, PA 15934-0100**  
**814-242-4198 [cacrissey@gmail.com](mailto:cacrissey@gmail.com)**

Title of show \_\_\_\_\_

Date held \_\_\_\_\_

Type of show \_\_\_\_\_  
(Regular standard, small standard, holiday, home, etc.)

Name of club \_\_\_\_\_

Number of members \_\_\_\_\_

District \_\_\_\_\_ Email Address \_\_\_\_\_

Individual sending application \_\_\_\_\_

Address \_\_\_\_\_

Date of application \_\_\_\_\_

I affirm that this Standard Flower Show was held and judged and that the above information is correct.

Signed \_\_\_\_\_  
Club President