



GARDEN CLUB FEDERATION OF PENNSYLVANIA

AWARDS DOCUMENTS and PROCEDURES

November 13, 2025

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



Only ~40 of GCFP's 100 clubs applied for at least 1 award.
Most were for newsletters, flower shows, or yearbook.

District I	2/11	District VII	5/11
District II/III	4/12	District VIII	4/11
District IV	6/10	District IX	5/9
District V	3/6	District X	4/10
District VI	3/8	District XI	2/11

District Directors – please encourage your
clubs to apply for awards

DIFFERENT COMPONENTS TO APPLYING FOR AWARDS

1. NGC - National Garden Club Awards

2. CAR-SGC Awards

3. GCFP – Garden Club Federation of Pennsylvania Awards

ALL OF THE ABOVE AWARDS START AT THE STATE LEVEL

1st Place at State level gets forwarded to CAR-SGC and NGC.

District Awards

It is beneficial to print all three manuals for ease of understanding.

PRINTING BREAKDOWN

NGC - 48

Ream of Paper 500 sheets inc. tax....\$6.15
100 sheets is 1/5 ream.....\$1.23

two-sided printing saves even more paper

CAR-SGC - 18

XL Ink Cartridge avg.....\$50.00
250-300 pages --- 100 = 40%.....\$20.00

GCFP - 31

MISCELLANEOUS - 3
100

Total Cost to Print.....\$21.23

printing on draft saves even more ink

Clubs should budget for their Awards Chair to have a copy of the updated manuals every two years.

HP INSTANT INK PROGRAM

2025-2027

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

EXCEPTIONAL HORT
YEARBOOK
GARDEN TOUR
PLANT SALE

AWARD DEADLINES
RD OF HONOR

VSLETTER

AL Design
COMMITTEE CHAIRS

GCFP MANUAL
GWEN
Base program
Module

LANDSCAPING OF
STORIC AREAS

NGC SCHOOL
CHRISTMAS

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

NEW GCFP AWARDS THIS YEAR

GCFP CLUB FLORAL DESIGN ACHIEVEMENT AWARD – Deadline January 15

May be awarded to a club or club member for a series of outstanding floral design educational presentations, a minimum of seven (7), over a single calendar year. May be structured as lectures, workshops, demonstrations, educational, or any combination of these activities, but they must occur at a club meeting or scheduled outings. 3 pages total, no smaller than 11 pt. font

Application should include:

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

SCORING RUBRIC – Use Elizabeth Potts Amidon Horticulture Award rubric

DEADLINE: January 15 to State Awards Chair Marilyn Small, copy to Sheri Lowry



NEW GCFP AWARDS THIS YEAR

SPECIAL RECOGNITION STATE AWARD – Deadline January 15

May be awarded to a club or district for outstanding achievement in one of the fields of interest listed below.

⇒ No applications will be accepted if your club won 1st Place in the same field the previous year.

⇒ Continuing projects should specify work done in the award year only. Please be specific about dates.

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 10 to describe the Project or Event)

- A. Beautification of Community Areas
- B. Tree Plantings, Arbor Day Activities
- C. Holiday Project or Event
- D. Plant Sale, Garden Mart, Herb Fair
- E. Garden Tour
- F. Special Fundraiser for Scholarship or Community Project
- G. Youth Activities
 - a. Single Activity OR
 - b. Series of Activities (minimum of 3)
- H. Any Other Project or Event that Promotes GCFP Objectives



DEADLINE: January 15 to State Awards Chair Marilyn Small, copy to Sheri Lowry

NGC
Awards
CE 3, 6
EC 5, 6

MAKE A CROSS REFERENCE LIST



Name of the Award



Name of your project



Name and address where applications get sent



Awards Committee Document



Keep a record of application and date sent

AWARDS



2023

YB-1 Yearbook - Iris Cisarik

2 GCFP/CAR/GCFP applications: 1 GCFP application inside front cover with 1 yearbook
Iris Cisarik, 1138 Wightman Street, Pittsburgh, PA 15217-1050 iriscisarik@verizon.net

MAE-2 SOCIAL MEDIA/WEBSITE A-1 Website www.waynewoodsgardenclub.org



1 GCFP/CAR/GCFP application and write-up

Website and Facebook to Janet Fassbender fassbenderjanet@gmail.com

MAE-2 SOCIAL MEDIA/WEBSITE B-1 Facebook



1 GCFP/CAR/GCFP application and write-up

Website and Facebook to Janet Fassbender fassbenderjanet@gmail.com

FD-2 -1 Floral Design 1. Garden Club March 1, 2023 Club Meeting



"Eco-Friendly Floral Design"

FD-2 -1 Floral Design 1. Garden Club October 11, 2023 Workshop



"Birch Bark Fall Arrangement"

GCFP Club Program Award A. Garden Club Member E. Flower Arranging



Gwen Puglisi, March 1, 2023 Club Meeting

"Eco-Friendly Floral Design"

GCFP Club Program Award A. Garden Club Member K. Workshop



Gwen Puglisi, October 11, 2023 Special Workshop

"Birch Bark Fall Arrangement"

GCFP Club Program Award A. Garden Club Member K. Workshop



Ellen McGarrigle, May 13, 2023 Special Workshop

"Herb Planter"

Special Recognition State Award D Holiday Project



Old Roberts Holiday Decorating

APPLICATION COVER SHEET



On the Awards Page here



Only form used for all awards –
NGC, CAR-SGC or GCFP



Complete in entirety



Send as a separate pdf document.
Do not combine in the write-up.



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

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 and **no smaller than 11 pt font.** (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.

"By submitting this application, you affirm that you have any required permissions/releases and that the images, photos, and /or videos do not violate or infringe the copyright or other proprietary or intellectual property rights of others. You are giving the National Garden Clubs Inc. (NGC) permission to use the images, photos and/or videos to promote NGC in the future. Images/photos taken at a public event or in a public space do not need photo releases."

ACCOMPANYING PAGES TO APPLICATION

1. Be sure have a proper heading identifying

- Year
- Full Title of Award

• District Club Name How Many Members

SAMPLE

2025

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 requires a signed Release Form for people pictured (kept on file with your club)
- If children are in pictures, you will need Photo Release Form for each child (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 “header or footer”

5. Be specific, detailed, and thorough with responses

Typical Submission

Susy Flowers - 2024 Award Grass is Always Greener Garden Club, District XIV

Susy Flowers has been an active member of Grass is Always Greener Club for 25 years. During her time with Grass is Always Greener, Susy has worn many hats, serving as President and Vice-President for 8 years, Secretary for 12 years, and Corresponding Secretary for 8 years. Since Susy retired as President last year, she serves as Greener Membership Chair, and Co-Chairs the Awards Committee.

Susy has served on many of her garden club's Committees and has chaired Membership, Flower Show, Program/Yearbook, Community Garden, and Civic Improvement Committees. Susy has previously served as District IV Chair for the Junior Lady Bug, and currently serves as District IV Chair for the Daffodils in Bloom Committee.

Susy is proud to have coordinated the installation of Grass is Always Greener Club's Blue Star Memorial Highway Marker at the corner of Route 00 and Butterfly Avenue.

Susy has been awarded the 2019 Forget-Me-Not Award. She has won various District Laurels, including one for mentoring the Children's youth garden group for 10 years, during which time the Children's Garden won the County Greener Award. Hundreds of students attended the after-school junior garden program, and thousands of students toured the garden to learn about gardening for wildlife.

One of Susy's other Laurels was for Planning and Hosting Monthly Educational Garden Related Field Trips (nursery rambles, plant farms, private gardens, mulch plant, etc.) for eight years for Grass is Always Greener members

As Chair of Membership Committee, Susy has streamlined the application process for new members, has written and distributed a New Member Brochure to inform potential members about Green Thumb, and has engineered new members' teas and picnics bi-yearly to Welcome New Members.

Under Susy's Presidency, club aprons were designed for members to wear when working at public venues. She designed and ordered business cards and encouraged club members to distribute the cards to friends and acquaintances.

As Grass is Always Greener Chair of Flower Show, District XIV, she encourages members to participate in placing entries in the Flower Show, working the show as Clerks; and she Chairs the Judges' Clerks for many years at the Flower Show.

To advertise Grass is Always Greener Garden Club and attract new members, Susy has set up Educational Displays on various topics like "Therapeutic Flower Arranging" at the Rose Bush Fair, local libraries, Herb & Garden Show, and the District XIV Flower Show.

Susy wrote and distributes informational brochures about the Garden Club at public events. She places ads for Grass is Always greener, inviting the public to attend meetings in the local borough newsletter and various Facebook groups. The public is invited to the Educational Gardening talks she does monthly at local libraries. These talks serve to

Better Submission

GCFP CAR-SGC Perennial Bloom Award

Susy Flowers, Grass is Always Greener Garden Club, District XIV

Susy Flowers is a Life Member of GCFP and CAR-SGC. She has been an active member of Grass is Always Greener Garden Club for **25 years**. During her time with Grass is Always Greener, Susy has worn many hats and has served her club well.

EXECUTIVE BOARD POSITIONS

- President and Vice-President for 8 years
- Secretary for 12 years
- Corresponding Secretary for 8 years

GRASS IS ALWAYS GREENER COMMITTEE POSITIONS current and past

- Membership Chair
- Awards Committee Co-Chair
- Membership Chair
- Flower Show Chair
- Program/Yearbook Chair
- Community Garden Chair
- Civic Improvement Committee Chair
- Coordinated installation of Grass is Always Greener Garden Club's Blue Star Memorial Highway Marker at the corner of Rt. 00 and Butterfly Avenue

DISTRICT XIV

- Past Chair for the Junior Firefly Committee
- Current District XIV Mums in Bloom Committee
- Grass is Always Greener Chair of Flower Show
 - encourages members to participate in placing entries in the Flower Show to work the show as Clerks
 - Chairs the Judges' Clerks for many years at the Flower Show.

AWARDS

- Club 2018 Forget-Me-Not Award
- Various District Laurels including
 - Mentoring Children's youth garden group for **15 years**, during which time the Children's Garden won the County Greener Award. Hundreds of students attended the after-school junior garden program, and thousands of students toured the garden to learn about gardening for wildlife.
- Planning and Hosting Monthly Educational Garden Related Field Trips (nursery rambles, plant farms, private gardens, mulch plant, etc.) for eight years for Grass is Always Greener members

As Chair of Membership Committee, Susy has

- streamlined the application process for new members
- has written and distributed a New Member Brochure to inform potential members about Grass is Always Greener
- has engineered new member's teas and picnics bi-yearly to Welcome New Members.

Use
Categories
and
Bullets

Just the
facts.
No Fluff.

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

Deadline dates on Pages 25-28 of the Awards Manual

Awards Committee Chairs on the Directories page of the GCFP website – password protected

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