

## 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** 

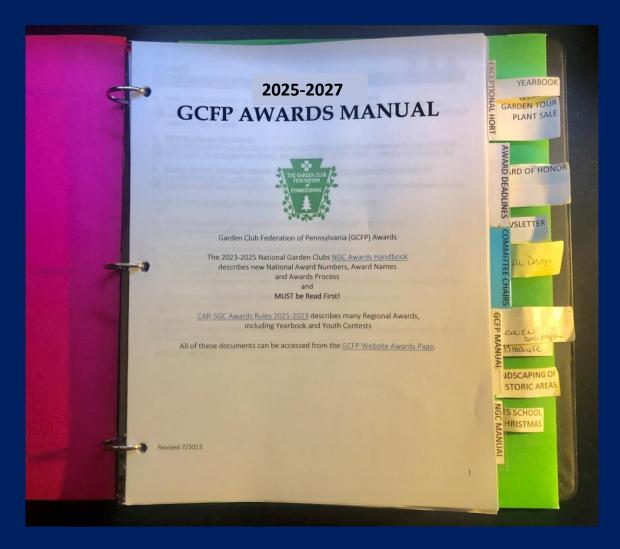
It is beneficial to print all three manuals for ease of understanding.

### PRINTING BREAKDOWN

NGC - 48	Ream of Paper 500 sheets inc. tax\$6.15 100 sheets is 1/5 ream\$1.23
CAR-SGC - 18	two-sided printing saves even more paper
GCFP - 31	XL Ink Cartridge avg\$50.00 250-300 pages 100 = 40%\$20.00
MISCELLANEOUS - 3	Total Cost to Print
100	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** 



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 1<sup>st</sup> 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



Website and Facebook to Janet Fassbender fassbenderjanet@gmail.com

#### MAE-2 SOCIAL MEDIA/WEBSITE B-1 Facebook

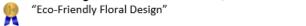


1 GCFP/CAR/GCFP application and write-up

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



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



### 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 <u>here</u>



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.







Attack Award Hame.	
NGC Award Number:	NGC Award Name:
CAR-SGC Award Number:	CAR-SGC Award Name:
Name of Group/Club/Individual to Be Recog	gnized 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:
Region: Central Atlantic State: Gard State Awards Chair: Marilyn Small Email: GCFPAwardsMSmall( Address: 1040 Leidig Drive, Ch	
Phone: 717-261-6399	
s this project New OR	
pages and <b>no smaller than 11 pt font</b> . (Plus, this on Scoring Sheet/Rubric to prepare an accurate,	specific award description, all applications are limited to 3 single-sided s cover sheet.) No report covers, notebooks, etc. allowed. Follow descriptor.

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** 



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 <a href="Photo Release Form">Photo Release Form</a> 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

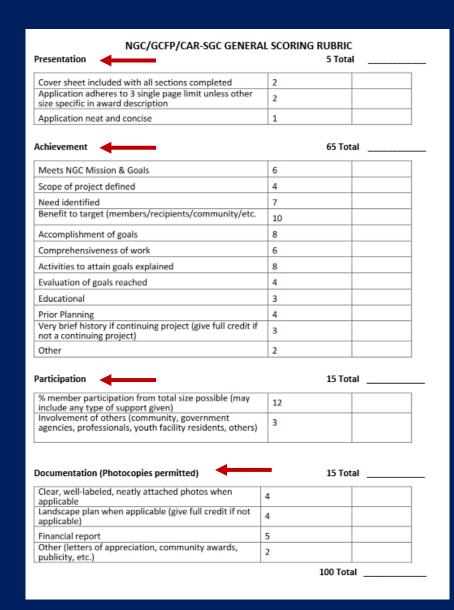
#### As Chair of Membership Committee, Susy has

- · 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
- Achievement
- Participation
- Documentation

# **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 <u>Directories page</u> of the <u>GCFP website</u> – 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 <a href="mailto:GCFPAwardsMSmall@gmail.com">GCFPAwardsMSmall@gmail.com</a>