# 2025 - 2027
# GCFP AWARDS MANUAL

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GCFP Awards Chair, 2025-2027

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Revised 7/2026

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## GENERAL AWARD INFORMATION

- **The award year runs from January 1 through December 31.**
- **All NGC, CAR-SGC, and GCFP award entries are first judged at the GCFP level.** First-Place winners are forwarded to NGC and CAR-SGC.
- Awards are presented at the GCFP State Convention, and certificates are distributed through District Directors.
- GCFP club size categories follow NGC categories:
  - **Small:** 1–20 members
  - **Medium:** 21–50 members
  - **Large:** 51+ members
- Affiliate Members are not eligible for State, Regional, or National Awards unless specifically designated for affiliates.
- **Applications should be submitted electronically unless otherwise specified.**
- The NGC Awards Handbook and applications are available on the NGC website, and CAR-SGC Rules are available on the CAR-SGC website.
- Refer to Appendix A, Pages 20–23, for award deadlines and submission instructions.
- **Refer to the State Awards Committee Chairs document on the GCFP Website** under "Directories" for specific award chairs (password protected).
- Unless otherwise stated, applications require:
  - The required cover/application form
  - A narrative of no more than three single-sided pages
  - Minimum 11-point font
  - Single spacing with double spacing between paragraphs

## APPLICATION REQUIREMENTS & SUBMISSION PROCEDURES

### Required Forms and Materials

- It is recommended to print copies of the three manuals, all available through links on the GCFP awards page.
  - GCFP
  - CAR-SGC
  - NGC
- Use the appropriate application cover sheet in Appendix C, Page 24, and on the GCFP Awards Page:
  - GCFP Awards → GCFP Application Cover Sheet
  - CAR-SGC Awards → CAR-SGC Application Cover Sheet
  - NGC Awards → NGC Application Cover Sheet
- The scoring rubric is found in the NGC Awards Handbook and GCFP Awards Manual, p. 6, unless otherwise noted in a specific award.
- **A signed photo release form should be on file for all photographed individuals included in submissions.**

### Electronic Submission Guidelines

- Prepare documents in MS Word and submit as PDF files.
- Submit applications electronically to the designated Awards Chair listed in the GCFP Directories page on the GCFP website. Password protected – ask your District Director.
- Awards requiring special applications or Books of Evidence (BOE) must be sent to the appropriate Awards Committee Chair.
- Saving your application:
  - Name your file with the award number/name and club name (Ex: CE-3 Food Bank Donations-GC of Bristol Borough)
  - Use the same name in the email subject line
  - Use this file name for the narrative

### Hard Copy Books of Evidence

- Hard-copy submissions must include the appropriate application/cover sheet unless the BOE requires a title page
- Refer to Appendix B, Page 23, "How to Prepare a BOE"
- Hard Copy (BOE) Required For:
  - Operation Wildflower Award
  - Governor's Trophy
  - Gold Seal Award
  - Silver Seal Award
  - Flower Show Achievement
  - Publicity Press Book

## NARRATIVE & FORMATTING GUIDELINES

### Narrative Preparation

Begin the first page with:

- Award name and number
- Club name, district, and number of club members
- Title of the project or presentation

### Formatting Requirements

- Use the scoring rubric order to organize the narrative.
- Rubric categories or subtopics may be used as headings.
- Include page numbers.
- Use single spacing with a double space between paragraphs.
- Do not indent paragraphs.
- Insert and label photos within the document; separate image files are not accepted.
- Use bullet points or numbering to organize information when helpful.

### Content Recommendations

- Address all scoring rubric elements:
  - Presentation
  - Achievement
  - Participation
  - Documentation
- Include financial information when applicable:
  - Income – Expenses = Profit
- Publicity materials must include publication identification and dateline.
- Edit carefully for:
  - Clarity
  - Grammar
  - Conciseness
  - Spelling
  - Compliance with page limits
- Have another knowledgeable club member review the application before submission.
- Resubmissions are not accepted; the original submission is what will be judged.

Awards Chair Contact Information:

Marilyn Small GCFPAwardsMSmall@gmail.com Sheri Lowry GCFPAwardsSLowry@gmail.com

## 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 otherwise specified in the award description | 2 | |
| Application is 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 are explained | 8 | |
| Evaluation of goals reached | 4 | |
| Educational | 3 | |
| Prior Planning | 4 | |
| Very brief history of 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 DISTRICT AWARDS

## EXCEPTIONAL HORTICULTURIST

Awarded at the annual district meeting to a garden club member who has demonstrated exceptional horticultural knowledge and skill. Recipients will have their names recorded in the GCFP Book of Exceptional Horticulturists, which is published on the GCFP website under Awards.

Qualifications:

Experience - The nominee should actively grow and maintain a wide variety of plants, such as trees, shrubs, annuals, perennials, and houseplants, and be able to discuss proper cultivation and care techniques with others.

Education - The nominee should be knowledgeable about horticulture through reading books, magazines, flower and garden catalogs, and by using online resources. Familiarity with the National Garden Clubs, Inc. schools and educational programs is encouraged, and attendance at one or more NGC schools is desired, but not required.

Sharing Knowledge - The nominee should willingly share their horticultural knowledge and experience with garden club members, friends, community groups, and civic organizations, and serve as a knowledgeable representative of GCFP as a reliable and informed source of horticultural information.

DEADLINE – Electronic by August 1 to JoAnn Celaschi

There is no official application form for this award. Instead, please submit a brief description (maximum of 3 pages) that includes: 1) The type of garden(s) the nominee maintains; 2) The varieties of plants they grow; 3) Any awards, honors, or special recognition they have received: 4) Horticulture-related programs or presentations they have given to their club, other clubs, or organizations; 5) Photographs; 6) Any National Garden Clubs schools they have attended or completed

## DISTRICT LAURELS

(Printable Award Certificate is on the GCFP website.)

These non-competitive awards may be presented to qualified district or individual club members in recognition of outstanding achievements that go above and beyond the normal duties of an office or committee. When choosing nominees, be thoughtful and selective, giving special consideration to individuals who have not previously been recognized for their exceptional service to the club, district, or federation.

The District Director or District Awards Chair/Committee will review all applications and determine whether the activity or project merits a Laurel Award. Selected recipients will be honored at the Annual District Meeting, held each August or September. There is no limit to the number of Laurels a club may award, though most clubs typically recognize two to four recipients. Districts may also establish their own unique awards as an additional expression of appreciation.

Club members may be recognized for exceptional work in one or more of the following, or going above and beyond with any other Club, State or National objective:

- Club Programming: well-balanced, including horticulture, artistic floral design, conservation, or an area of civic activity
- Conservation / Civic Development
- Horticulture Therapy or Horticulture Therapy Support
- Horticulture
- Junior, Intermediate, or High School Gardening
- Landscape Design
- Scholarship

Continued

Applying for District Laurels

Laurels should be emailed to the District Awards Chair and/or the District Director. More than one laurel can be listed on a page. For each laurel, include the following:

1. Club name, date of application
2. Name of nominee and name of club president
3. A concise yet comprehensive description of the nominee's achievements justifying the nomination. -- maximum 150 words.

Narrative only – no application.

DEADLINE: August 1 to your District Awards Chair or District Director.

## 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 may nominate ONE member, submitted to their District Director by August 1, who selects one District winner to be recognized at their Annual District Meeting. Forget-Me-Not qualifications are on the GCFP website Awards page.

Criteria for selection. Describe how the nominee fits the criteria:

1. Member in good standing for 10 plus years
2. Active participation in club activities (chair and/or board positions, 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!

Narrative only – no application.

DEADLINES: August 1 - Clubs to District Awards Chair and/or District Director
August 15 - District Director to State Awards Chair – please include picture

The State Awards Chair will ensure that each winner's name, club, service years, special accomplishments, and photograph are published in the November KG Online.

# GCFP AWARDS ELIGIBLE FOR REGIONAL OR NATIONAL RECOGNITION

## PERENNIAL BLOOM AWARD (District, GCFP/CAR-SGC)

The detailed description of the Perennial Bloom Award criteria, application, and printable award certificate can be found on the GCFP Awards Website.

### Special Application

CLUB DEADLINE: January 15 - Clubs may nominate long-time members to their District Awards Chair and/or Director using the special PB application form. Documentation of offices, chair positions, participation, or influence should be noted. Up to four pages of additional information and photos may be added.

DISTRICT DEADLINE: February 1 - Each District sends one entry to the State Awards Chair Marilyn Small, copy to Vice-Chair Sheri Lowry, to compete for the GCFP Perennial Bloom Award. The GCFP Perennial Bloom winner will be announced at the GCFP spring convention.

STATE DEADLINE: April 1 - The State Awards Chair sends the GCFP PB winner's application to the CAR-SGC Perennial Bloom Chair. The CAR-SGC Perennial Bloom recipient will be announced at the CAR-SGC Annual Fall Convention. Clubs are encouraged to plant a tree or shrub in their nominee's honor and to recognize them with a District PB Certificate.

## SR-4 MEMBER OF HONOR AWARD (GCFP/CAR-SGC/NGC) – Electronic Submission

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

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

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

**Eligibility:** Any member of a State Garden Club who has never served on the NGC Board of Directors.

This award requires an electronic submission. Applications should be submitted to the GCFP Awards Chair, who will forward the GCFP winner to the Regional Awards Chair. (CAR-SGC).

GCFP application cover sheet plus 5 pages maximum:

- Title Page
- One-page summary of accomplishments
- Three-page (maximum) list of accomplishments/photos

CAR-SGC COVER SHEET (Refer to NGC Awards Handbook and CAR-SGC Awards Rules)

**DEADLINE:** December 1 to State Awards Chairs Marilyn Small and Sheri Lowry

## PUBLICITY PRESS BOOK AWARD (GCFP/CAR-SGC)

Refer to the CAR-SGC Manual, p. 6 on the CAR-SGC website. Password protected.

Certificates awarded in each size category to winning Books of Evidence that demonstrate:

Presentation – Neat, attractive presentation flowing chronologically, calendar year ..... 25 points
Quality – Well-written publicity/photocopies related to projects and/or activities ..... 35 points
Quantity and Diversity – Use of various publications and media (newspaper, magazine, newsletters, electronic media, etc.) promoting garden clubs and their goals and objectives. ..... 40 points

A **Book of Evidence** (no page limit) should be sent to the State Publicity Press Book Chair with one CAR-SGC Award Application Cover Sheet with required information firmly attached to the inside front cover. Include a self-addressed mailing envelope with postage attached for return of the Book of Evidence. Categories: Small club – up to 25 members
Medium club – 26 – 50 members
Large club – over 50 members
Group of Member Clubs, Councils, Districts

CAR-SGC COVER SHEET

**DEADLINE:** January 15 to Publicity Press Book Chair Linda Freedman

## YB-1 CLUB YEARBOOK (GCFP/CAR-SGC)

**Size Categories:** Under 20 members | 20-29 members | 30-44 members | 45-69 members | 70-99 members | 100-299 members | 300+ members

**One hard-copy yearbook with one GCFP application and one** CAR-SGC Application Cover Sheet. Fold the applications and place inside the yearbook, then insert the yearbook into a brown envelope and mail it to the Yearbook Chair.

**SCORING RUBRIC IN APPENDIX D:** (No description of yearbook is required.)

**GCFP APPLICATION AND** CAR-SGC COVER SHEET (Refer to Appendix D, pp. 24)

**DEADLINE:** December 1 to Yearbook Chair Iris Cisarik

# GCFP AWARDS FOR CIVIC ACHIEVEMENT

(Recognizing Individuals)

## MYRREL R. OVERDORFF COMMUNITY ACTION AWARD - Certificate and $100

Awarded to an individual garden club member whose contributions have brought recognition to both the recipient and their garden club. It is not limited to garden club activities but also honors meaningful community service. Submit a summary of the individual's work within the garden club and their notable community accomplishments. Include supporting materials such as: 1) photographs and media or publicity coverage; 2) letters of commendation or appreciation; 3) any other relevant documentation.

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 6)

Presentation .....10
Achievements and lasting Accomplishments .....70
Documentation and Substantiating data .....20

GCFP APPLICATION Total - 100 points

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

## HISTORIC RESTORATION AWARD - Certificate and $50

Awarded to an individual garden club member who has shown dedication to the continuing challenge of reclaiming and/or preserving a 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 for each category on General Rubric Page 6)

Presentation .....10
Achievement and Significance of Project.....50
Participation and Extent of Involvement .....30
Documentation and Proof of Accomplishment .....10

Total – 100 points

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

# GCFP AWARD FOR OUTSTANDING WORK WITH YOUTH

## MRS. MAXWELL W. STEEL YOUTH ACHIEVEMENT AWARD

Awarded to a garden club for a year's outstanding activities that promote club, State, Region, and National objectives with a school, scout, 4-H, or established Junior and/or Intermediate youth group.

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 6)

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

Total - 100 points

GCFP APPLICATION

DEADLINE: January 15 to State Award Chairs Marilyn Small and Sheri Lowry

# GCFP AWARD FOR CONSERVATION/ENVIRONMENT

## OPERATION WILDFLOWER AWARD

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. The efforts of the individual should extend into the community.

The Book of Evidence should include a complete description of the work done, its impact, and its lasting effects. Include photographs, publicity, and other substantiating data.

SCORING RUBRIC - Use the Elizabeth Potts Amidon Award rubric found in the next section.

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

# GCFP AWARDS FOR HORTICULTURE & FLORAL DESIGN

## ELIZABETH POTTS AMIDON HORTICULTURE AWARD

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.

The application should include:

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 for each category on General Rubric, Page 6)

Presentation - neat and concise ..... 20
Achievements and scope of accomplishment ..... 50
Documentation - supporting data, photos, publicity ..... 30

Total - 100 points

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

## HORTICULTURE EXCELLENCE AWARD

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, or lilies. 3 pages total, font no smaller than 11 pt.

Application should include:
A. Brief description of specialty
B. Pictures with captions
C. Publicity, if possible
D. Documentation, any other substantiating evidence

SCORING RUBRIC: Use the Elizabeth Potts Amidon Horticulture Award rubric.

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

## CLUB HORTICULTURE ACHIEVEMENT AWARD

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

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

SCORING RUBRIC: Use the Elizabeth Potts Amidon Horticulture Award rubric

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

## CLUB FLORAL DESIGN ACHIEVEMENT AWARD




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 activities, or any combination of these, but they must occur at a club meeting or on scheduled outings. 3 pages total, font no smaller than 11 pt.

Application should include:
A. Brief description of meetings
B. Pictures and publicity
C. Other Substantiating evidence
D. Club Yearbook, as published

SCORING RUBRIC – Use the Elizabeth Potts Amidon Horticulture Award rubric

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

# FLOWER SHOW AWARDS

DEADLINE: All Flower Show Awards are due to the respective chairs by December 1

## GCFP/CAR-SGC FLOWER SHOW SCHEDULE AWARD

Refer to the Scale of Points for Evaluating Standard Flower Show Schedules (Form 29. Schedules scoring 95+ will be forwarded and evaluated according to CAR-SGC's categories. Refer to CAR-SGC Awards Rules p. 8.

GCFP FS Schedule Award Application Cover Sheet (Appendix E, p. 24), enclose with FS Schedule, and mail to FS Schedule Chair Margie Bucci. Electronic and Hard Copy to Margie Bucci.

## NGC FLOWER SHOW ACHIEVEMENT (BOE)

Refer to Appendix F pp. 28-29 "Tips for Preparing a Digital BOE." Use specific requirements described in the "NGC Flower Show Achievement Evaluation Form" found on the NGC website. Files must be emailed or mailed on a flash drive and must include a digital copy of the schedule. No paper applications or books will be accepted.

Electronic with Special Application FSA Form 1 to Deb Stumpf.

# GCFP SPECIAL STATE AWARDS

## GOLD SEAL AWARD

Awarded to an individual garden club member whose efforts toward the advancement of garden club work have had a far-reaching influence. The individual's efforts should extend beyond the local garden club and community and to other parts 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 (no maximum page requirement). The Book of Evidence should include a complete description and evidence of the work done by the individual, accomplishments, lasting quality of work, far-reaching qualities of the individual's efforts, photographs, and publicity.

The winner shall receive a 10K Gold Seal charm, with the year and initials engraved, on a pendant chain or neck ring. The winner is officially recognized at the GCFP Convention Awards.

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 6)

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

No Application Needed

DEADLINE: January 15. Send hard copy Book of Evidence to the State Awards Chair Marilyn Small.

## SILVER SEAL AWARD

Awarded to an individual, organization, or institution, other than a garden club or garden club member, for special contributions toward the advancement of the work of garden clubs.

A Book of Evidence is required (up to 6 pages) with a brief description of the work of the individual or organization, photographs, and publicity, if available, and any other substantiating evidence.

GCFP pays for one winner's dinner at the convention; the club pays for any guests.

SCORING RUBRIC: Same as the Gold Seal Award.

No application needed.

DEADLINE: January 15. Send hard-copy Book of Evidence to the State Awards Chair Marilyn Small.

## THE GOVERNOR'S TROPHY

Awarded to a garden club that demonstrates outstanding programs, civic involvement, projects supporting NGC goals, and participation in state projects, as outlined in the Scoring Rubric. The winning club receives an engraved crystal vase to keep, the historic Governor's Trophy Silver Tray and Bowl for use during the year (to be returned at the next convention), and a certificate recognizing it as the most outstanding garden club in its size category in the state.

### How to Apply:

1. A substantial Book of Evidence is required. No more than 25 pages--front and back—(50 surfaces), 8 ½ by 11 size paper.
2. The Book of Evidence should be prepared following the suggestions in Appendix B p. 23 of this Manual.
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).

   Rotation repeats every three years:

   - Small Clubs (1 to 20 members) may apply in January 2027 for the 2026 club year
   - Medium Clubs (21-50 members) may apply in January 2028 for the 2027 club year
   - Large Clubs (over 51 members) may apply in January 2029 for the 2028 club year

### SCORING RUBRIC - (Use definitions for each category on General Rubric Page 6)

Presentation ..... 5
Neat and concise

Club Meetings ..... 15
At least 9 meetings a year, well-attended, well-balanced, garden-related programs with emphasis on horticulture: includes workshops, garden tours, field trips, and exhibits.

Civic Activities ..... 45
Flower Show, Community Planting and/or Landscaping, Horticulture Therapy, Arbor Day or Tree Project, Work with Youth, Community Involvement

Conservation Activities ..... 15
Birds and/or Butterflies, Litter Control and/or Recycling, Pollution, Air and/or Water Wildflower and/or Nature Study

Club Organizational Activities ..... 10
Published Yearbook, Published Newsletter (at least 2 per year), Reception for new members during the year, Club Attendance at District and State Meetings

Club Supported State Projects ..... 10
World Gardening, State President's Projects and initiatives, contributed to and/or promoted scholarships given by the club, contributed to and/or promoted an applicant for State or National Scholarship

Total - 100 points

No application needed.

DEADLINE: January 15. Send hard copy Bood of Evidence to State Awards Chair Marilyn Small

## SPECIAL RECOGNITION STATE AWARD

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

⇒ This award will not be given to the same 1st Place project for two consecutive years.

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

CATEGORIES

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

SCORING RUBRIC - (Use definitions section on General Rubric Page 6 to describe the Project or Event)

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

## CLUB PROGRAM AWARD

Awarded to one or more club members for an original, garden-related program presented at their single club meeting or scheduled club event.

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

The program must stimulate interest in the purpose and objectives of the GCFP, CAR-SGC, and NGC. Applications may be submitted for programs presented on any of the following topics:

A. Horticulture
B. Landscape Design
C. Garden Tours
D. Gardening (Indoor or Outdoor)
E. Floral Design
F. Horticulture Therapy
G. Conservation
H. Arbor Day
I. Birds, Butterflies, etc.
J. Litter, Recycling
K. Workshop
L. Environmental Concerns
M. Any other topic that promotes GCFP objectives

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 6 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

GCFP APPLICATION

DEADLINE: January 15 to State Awards Chairs Marilyn Small and Sheri Lowry

# YOUTH CONTESTS

All youth contest entries must include the NGC Parent/Guardian Media Release Form with the application.

## POETRY CONTEST (GCFP/CAR-SGC/NGC)

NGC Certificate for 1st Place Winners

See National Garden Clubs, Youth Contest at www.gardenclub.org for current rules and theme.

Categories: General Education, Special Education, English Speakers of Other Languages

Excite and encourage our youth (Kindergarten-Grade 12) 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.

1. Be imaginative and join the winners to see your poetry in a digital poetry booklet. All entries must be typed and titled.
2. Have a creative title. The theme should not be used in the title; only used throughout the poem.
3. Include name, address, age, and school grade of participant on back of entry.
   PLEASE CONFIRM SPELLING OF EACH STUDENT'S NAME.
4. Sponsoring club and state garden club must also be identified.
5. All entries become the property of CAR-SGC, Inc./NGC.
6. Poems do not have to rhyme.
7. Poems may be traditional verse, acrostics, bland verse, cinquains, diamond poems, or Haiku.

The NGC Parent/Guardian Media Release Form must be provided for each entry.

NOTE: Any poems with content deemed inappropriate will be immediately disqualified, and the student will be notified of the disqualification. Inappropriate content includes sexually explicit language, themes dealing with violence, death, pessimism, or hate speech.

SCORING RUBRIC

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

Total - 100 points

HARD COPY TYPED SUBMISSION

DEADLINE: December 1, hard copy to Youth Contest Chair Chris Hawthorne

## YOUTH SCULPTURE CONTEST (GCFP/CAR-SGC/NGC)

Download Youth Sculpture Entry Form and Rules from the NGC website at www.gardenclub.org/youth-sculpture-contest

Certificate of Recognition to NGC 1st place winners in Grades 4–8.

1. Children in 4th through 8th grades are eligible to enter the contest.
2. Sculptures must consist of recyclable, reused, and reduced materials
3. The sculpture is limited to a size that would fit on an 8 ½ x 11-inch sheet of paper; height should be proportional to width.
4. A list of materials used, and a brief description of the sculpture should be included on the entry form.
5. Entries should include two 4" x 6" photographs printed on the back of the entry form.
6. Club entries must be sent to the State Chair by the State Deadline. State winners will be sent to the CAR-SGC Chair by Feb. 1.
7. 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.

Continued

SCORING RUBRIC

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

Total - 100 points

Special Application

The NGC Parent/Guardian Media Release Form must be provided for each entry.

DEADLINE: December 1, hard copy to Youth Contest Chair Chris Hawthorne

## SMOKEY BEAR / WOODSY OWL POSTER CONTEST (GCFP/CAR-SGC/NGC)

See NGC SBWO Youth Poster Contest

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 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 and markers
    - Poster paints, watercolors, etc.
    - No three-dimensional, computer-scanned, or electronically generated images will be accepted.

Attach this completed form on the back of the poster in the lower right-hand corner. It includes the student's name, address, home phone number, grade level, school, teacher's name, sponsoring local garden club, and city. (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 the summer of the prior year at https://gardenclub.org/smokey-bear-woodsy-owl-youth-poster-contest.

The NGC Parent/Guardian Media Release Form must be provided for each entry.

SCORING RUBRIC

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

Total - 100 points

HARD COPY SUBMISSION

DEADLINE: January 20 to the Smokey Bear / Woodsy Owl Chair Betty Grossheim

## HIGH SCHOOL ESSAY CONTEST (GCFP/CAR-SGC)

2026-2027 Theme – "Invasive Species and their Effect on the Tree Canopy."

1st Place Winner: GCFP Certificate and $100; CAR-SGC Certificate and $150.
All entries must be sponsored by a single club, group of clubs, councils, districts, or a state garden club and are open to high school students, Grades 9 through 12. All entries become the property of CAR-SGC. Students and parents are invited to the GCFP convention dinner when the announcement is made.

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. Essay should be suitable to be published in the *CAR-SGC Review,* and/or *the Keystone Gardener.*

### SCORING RUBRIC

Content = Total 60 points:

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

Composition = Total 20 points:

- Grammar and punctuation ..... 10
- Vocabulary and spelling ..... 10

Manuscript = Total 20 points:

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

**Total - 100 points**

NOTE: All essays must be the original work of the student. The use of artificial Intelligence (AI) tools to write, edit, or generate any part of an essay is not permitted. Entries found to contain AI-generated content will be disqualified.

**ELECTRONIC SUBMISSION:** PDF file

**DEADLINE:** December 1 to the GCFP Youth Contest Chair Chris Hawthorne

# NON-COMPETITIVE STATE AWARDS

No application is required.

## GCFP CLUB MEMBERSHIP AWARD

A certificate and $100 award to the garden club in each category that has the greatest number of new members in the calendar year, based upon paid memberships in the GCFP office within 21 days before 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

## GCFP COMPREHENSIVE AWARDS

Two Comprehensive Certificates may be awarded:

1. GCFP Comprehensive Award - to the district with the most GCFP Awards in the current award year
2. Youth Contests Comprehensive Award – to the district with the most club-sponsored winners of Youth Contests, which include the Youth Poetry, Sculpture, High School Essay, and Smokey Bear/Woodsy Owl Poster Contest.

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 year (January 1 - December 31). Only 1,st 2,nd and 3rd places will be recognized and included in the computation of club totals.

## KEYSTONE GARDENER/KG ONLINE LITERARY AWARD

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.

## FEDERATED CLUB ANNIVERSARIES

A certificate and $100 will be awarded to clubs that reach 50, 75, and 100 years of federation.

Certificates may be awarded for other major anniversaries.

# APPENDIX A 2025-2027 GCFP AWARD DEADLINE DATES

| DEADLINE DATE | GCFP AWARD NAME | CAR-SGC OR NGC AWARD NAME | PAGE | SEND APPLICATION TO… |
|---|---|---|---|---|
| August 1 | District Laurels<br><br>ELECTRONIC SUBMISSION | | GCFP p. 7-8 | Your District Director or District Awards Chair by August 1. The District Awards Chair oversees printing and distribution of District Awards Certificates, which are presented at Annual District Meetings. |
| August 1 | District Exceptional Horticulturist<br><br>ELECTRONIC SUBMISSION | | GCFP p. 7 | Clubs send application to Exceptional Horticulturist Chair Joanne Celaschi by August 1.<br><br>Joanne Celaschi sends honoree names to District Directors by August 15. |
| August 1 | District Forget Me Not Honorary Award<br><br>ELECTRONIC SUBMISSION | | GCFP p. 8 | Your District Director or District Awards Chair by August 1<br><br>DD sends brief electronic write-up and photo of Honoree to the State Awards Chair Marilyn Small by October 1 to be submitted to the KG Online. |
| December 1 | | CAR-SGC YB-1 Yearbook Award<br><br>HARD COPY SUBMISSION | GCFP pp. 9 & 25-26 | GCFP Club Yearbook Awards Chair<br>Iris Cisarik<br>Chair sends list of all winners and 1st place yearbooks to the GCFP Awards Chair Marilyn Small, by January 15, who forwards top entries to the CAR-SGC Regional Chair before January 25. |
| December 1 | | MAE-1 Membership Awareness ELECTRONIC SUBMISSION | NGC p. 31 | GCFP Awards Chair Marilyn Small<br>Copy Vice-Chair Sheri Lowry<br>First-place winners in each size category are forwarded to the NGC Publications Chair by January 25. |
| December 1 | | MAE-2 A or B Websites ELECTRONIC SUBMISSION | NGC p. 33 | GCFP Websites Chair<br>Janet Fassbender<br>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 15, who forwards 1st Place Winners to the NGC Awards Chair by January 25. |
| December 1 | | MAE-3 Digital Media Presentation ELECTRONIC SUBMISSION | NGC p. 34 | GCFP Awards Chair Marilyn Small<br>Copy Vice-Chair Sheri Lowry<br>First-place winners in each size category are forwarded to the NGC Awards Chair before January 25. |

| DEADLINE DATE | GCFP AWARD NAME | CAR-SGC OR NGC AWARD NAME | PAGE | SEND APPLICATION TO… |
|---|---|---|---|---|
| December 1 | | MAE-4 (A thru G)<br>(1 thru 5)<br>Publications<br>(EX. MAE-4 B-1S)<br>NGC Newsletter/Magazine Award<br>ELECTRONIC SUBMISSION | NGC p. 36 | GCFP Club Newsletter Awards Chair Joyce Peterson<br>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 15, who will forward all First-Place Winners in each size category to the NGC Publications Chair before January 25. |
| December 1 | | FS-(1 thru 16)<br>(A thru D)<br>Flower Show Achievement Award<br>ELECTRONIC SUBMISSION | GCFP p. 12 | GCFP Flower Show Book of Evidence (BOE) Evaluation Chair Deb Stumpf<br>A List of all winners and the First-Place Winners in each category should be forwarded to the GCFP Awards Chair Marilyn Small by January 15.<br>GCFP First-Place Winners scoring 95+ are forwarded to the NGC Awards Chair before January 25. |
| December 1 | | CAR-SGC Standard Flower Show Schedule Award and<br>ELECTRONIC and HARD COPY SUBMISSION | GCFP p. 12 | GCFP Flower Show Schedule Award Chair Margie Bucci<br>A list of all winners and First-Place Winners in each category should be forwarded by January 15 to the GCFP Awards Chair Marilyn Small.<br>First Place Winners scoring 95+ in each category are sent to the CAR-SGC FS Schedule Chair before April 1. |
| December 1 | | CAR-SGC/NGC Youth Contest Awards<br>**NO APPLICATION NEEDED**<br>Poetry Contest (Grades K-12)<br>Youth Sculpture Contest (Grades 4-8)<br>CAR-SGC High School Essay Contest (Grades 9-12)<br>ALL HARD COPY SUBMISSIONS | GCFP p. 16<br>GCFP p. 16-17<br>GCFP p. 18 | GCFP Chair of Youth Activities Chris Hawthorne<br>Top locally judged poems and pictures of sculptures with their special application form must be received by December 1. Judging begins on December 2.<br>Winning entries in all categories, with list of judged results, are forwarded to GCFP Awards Chair by January 15. Winning entries are forwarded to the CAR-SGC Chair before February 1.<br>CAR-SGC sends regional winners to to the NGC Chair by March 1<br>Contact Chris Hawthorne with further questions. Address on State Awards Committee document under "Directories." Password required. |
| December 1 | | All other NGC Awards<br>ELECTRONIC SUBMISSION | NGC website | GCFP Awards Chair Marilyn Small<br>Copy Vice-Chair Sheri Lowry<br>First-place winning entries are forwarded to the appropriate NGC Awards Chair before January 25. |
| December 1 | | SR-1 Award of Excellence for Non-Members ELECTRONIC | NGC p. 40 | GCFP Awards Chair Marilyn Small<br>Copy Vice-Chair Sheri Lowry<br>by December 1; winner submitted to NGC by December 15. |

| DEADLINE DATE | GCFP AWARD NAME | CAR-SGC OR NGC AWARD NAME | PAGE | SEND APPLICATION TO… |
|---|---|---|---|---|
| December 1 | | CAR-SGC/NGC SR-4 Member of Honor Award ELECTRONIC SUBMISSION | GCFP p. 9 NGC p. 42 | GCFP Awards Chair Marilyn Small Copy Vice-Chair Sheri Lowry First-place winner will be forwarded to CAR-SGC by January 15. The CAR-SGC winner is forwarded to the National Award of Honor Chair. |
| January 15 | | CAR-SGC Outstanding Educational Exhibit Award ELECTRONIC SUBMISSION | CAR/SGC p. 5 | GCFP Awards Chair Marilyn Small Copy Vice-Chair Sheri Lowry by January 15 First-place winner is forwarded to CAR-SGC Outstanding Exhibit Chair before April 1. |
| January 15 | GCFP Gold Seal Award HARD COPY BOOK OF EVIDENCE<br><br>GCFP Silver Seal Award HARD COPY BOOK OF EVIDENCE | | GCFP p. 13<br><br>GCFP p. 13 | GCFP Awards Chair Marilyn Small by January 15 |
| January 15 | GCFP Governor's Trophy Award HARD COPY BOOK OF EVIDENCE | | GCFP p. 14 | GCFP Awards Chair Marilyn Small by January 15 |
| January 15 | All other GCFP only awards categories, including Awards for: Civic Achievement Conservation/Environment Horticulture Special Recognition (A-H) Club Program A or B (A-L) | | GCFP pp. 10-15 | GCFP Awards Chair Marilyn Small Copy Vice-Chair Sheri Lowry by January 15 |
| January 15 | | CAR-SGC Publicity Press Book HARD COPY BOOK OF EVIDENCE | GCFP p. 9 | GCFP Publicity/Pressbook Chair Linda Freedman Winners in every category are reported to GCFP Awards Chair, Marilyn Small by January 15. Winning BOE's are forwarded directly to the CAR-SGC Press Book Awards Chair before April 1. |
| January 15 to District Director February 1 to State Awards Chairs | District and GCFP Perennial Bloom Award ELECTRONIC SUBMISSION | CAR-SGC Perennial Bloom Award for Regional Winners | GCFP p. 8 | To your District Director (or District Awards Chair), who sends one entry from the District to the State Awards Chair Marilyn Small by February 1. The winning GCFP entry is forwarded to the CAR-SGC Perennial Bloom Award Chair by April 1. The CAR-SGC Perennial Bloom Winner is announced at the CAR-SGC Fall Convention. |

| DEADLINE DATE | GCFP AWARD NAME | CAR-SGC OR NGC AWARD NAME | PAGE | SEND APPLICATION TO… |
|---|---|---|---|---|
| January 20 | | CAR-SGC/NGC Smokey Bear/Woodsy Owl Poster Contest (Grades 1-5) HARD COPY SUBMISSION | GCFP p. 17 | To GCFP Smokey Bear/Woodsy Owl (SBWO) Chair Betty Grossheim Winners in every grade category are reported to GCFP Awards Chair, Marilyn Small by February 1. Winning posters in each grade are forwarded directly to the CAR-SGC SBWO Chair before February 24. Regional winners are forwarded to the NGC Chair by March 17 |
| February 1 | GCFP Scholarships (13) | | GCFP Website | GCFP Scholarship Chair Sandra Hendricks Sponsoring Clubs forward their applicants to the Scholarship Chair, who provides the GCFP Awards Chair, Marilyn Small, with a listing of winners by February 15. |
| February 15 | GCFP Seed Money | | GCFP Website Awards | GCFP Seed Money Chair Marjorie Stilwell Sears Applications are judged, and winners are announced at the GCFP Convention. |
| June 15, 2026 | GCFP Seeds of Service-President's Projects: Theme Gardens and Healing Art | | GCFP Website | YOUR DISTRICT DIRECTOR by June 15. Top applicants in each of the categories from each District are forwarded to the President's Project Chairs by June 30. Winners are announced at the Annual District Meetings and noted in the Keystone Gardener/KG Online. |

# APPENDIX B - 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 and number of award
   - Nominee's name, mailing address, phone number, sponsoring club's name, and district number
   - Name, address, and signature of the club president
   - Name(s) of member(s) who prepared the BOE.
3. Use a lightweight folder: 3-prong, solid-color with pockets. (Do not use scrapbooks, loose-leaf notebooks, or oversized books.) A folder is not required if the BOE is mailed electronically.
4. Documentation should be permanently affixed or digitally inserted into the pages and may include:
   a. Statements/letters of appreciation
   b. Publicity with date and identification of publication. Photocopied and/or reduced-size material is acceptable
   c. Radio and/or TV scripts
   d. Cellphone types of pictures should be clear and focused, showing the project in various stages of development. 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

# APPENDIX C

DATE _____

## GCFP AWARD APPLICATION COVER SHEET

State Award Name: _____ Fillable Form on GCFP Website

NGC Award **PLEASE USE THE NGC AWARD APPLICATION FORM ON THE NGC WEBSITE – HERE**

CAR-SGC Award **PLEASE USE THE CAR-SGC APPLICATION FORM ON THE CAR-SGC WEBSITE – HERE**

Name of Group/Club/Individual to Be Recognized for Award: (as should be listed on the certificate)

_____

Number of club members: _____ GCFP District: _____ Award Size Group: S___ M ___ L ___

Contact Name for Application: _____

Email: _____ Phone: _____

Address: _____

| | |
|---|---|
| State Awards Chair: Marilyn Small<br>Email: GCFPAwardsMSmall@gmail.com<br>Address: 1040 Leidig Drive<br>Chambersburg, PA 17201-2884<br>Phone: 717-261-6399 | Vice Chair: Sheri Lowry<br>Email: GCFPAwardsSLowry@gmail.com<br>Address: 334 Gardner Street<br>Johnstown, PA 15905-2328<br>Phone: 814-243-3456 |

New project? Y___ N___ Ongoing? Y___ N ___ Beginning & Completion Dates _____

**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.*

"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."

# APPENDIX D

## YB-1 YEARBOOK SCORING RUBRIC

FORMAT: 15 points

Book Structure ..... 2
Practical, convenient size for membership, durable, neat. Yearbooks may be stapled, spiral-bound, or a 3-ring binder. Material should be well placed with ample margins, and font size suitable for members to read. No loose pages.

Cover ..... 2
Include name of club, town, state organization, year, and appealing design. If a 3-ring binder cover is used, substitute with a paper cover and include the required information listed above, and so note.

Title Page ..... 2
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 the total membership.

Table of Contents..... 1
Number the yearbook pages and list topics on the Contents page.

Subsequent pages in any order that is 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
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 Chairs ..... 1

NGC information..... 1
Name of the NGC president, the theme of the administration, and a referral to the NGC website for further information.

Other information..... 2
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
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: 50 points

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 GCFP ..... 3
- List date and time of meeting, location with address ..... 3
- Speaker's name, qualifications (brief), and program title ..... 4
- Variety of program topics (theme not required)..... 14
- Variety of styles of program (lectures, tours, etc.)..... 12
- Variety of speakers (specialists, members, etc.) ..... 14

Continued

PROJECTS: 35 points

Projects should involve active member participation that benefits the community and supports the goals and objectives of NGC. Some fundraisers, such as the sale of bulbs, bedding plants, herbs, and similar items, may both beautify the community and generate revenue for clubs. Other fundraisers may promote NGC Member Services while increasing public awareness of our organization and its goals. Certain social activities may also encourage membership growth. Be sure to note these benefits in project descriptions.

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

TOTAL 100 points

OPTIONS: (No points given)

Could fill available space. Some clubs include bylaws, budget, fundraising, roll call, former club presidents, and club theme:

- If a theme is used, it should be evident throughout the book. Themes may be interpreted with monthly program topics and/or titles, graphics, and quotes. Projects do not need to be limited to a 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, and NGC
- Awards received the previous year

GCFP APPLICATION AND CAR-SGC COVER SHEET

DEADLINE: December 1 to Yearbook Chair Iris Cisarik

**APPENDIX E –** fillable form on the GCFP Website

# The Garden Club Federation of Pennsylvania

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

Mail one (1) copy of this application.
Mail one (1) Flower Show Schedule.
Email one (1) Electronic Copy (PDF)
of the Flower Show Schedule
if available to: msbblair9@gmail.com

**Margie Bucci**
**64 Brown Road**
**Blairsville, PA 15717-8064**
**724-840-7072 msbblair9@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

# APPENDIX F

## TIPS FOR PREPARING A DIGITAL FLOWER SHOW BOOK OF EVIDENCE

Deb Stumpf, Flower Show Book of Evidence Evaluation Chair
Indiana Garden Club, VI

### 1. PLAN AHEAD

- Schedule: Write a good schedule (per the NGC Flower Show Handbook) and have it approved by the District Schedule Advisor (check with your Judges Council). Be sure your schedule title page has ALL the necessary information. NGC requires, on the title page, a phone number and whether or not the venue is handicap accessible. **Your schedule is 5 points of your score.**
- Show Evaluators: Obtain Flower Show Evaluators from Mary Jane Martucci at least 6 weeks before the show using Form "Request for Flower Show Evaluation" on the GCFP website
- Photography: Appoint a capable club member to be your show photographer. Ensure they have a list of all the awards and take pictures of each.
  - Take several shots of everything so you have proper photos for your needs.
  - Take high-quality, clear, in-focus photos of the staging, horticulture, designs, botanical arts, and educational exhibits.

### 2. READ UP

- Read all the Flower Show Achievement Award information on the GCFP and NGC (scroll down) websites.
- Make a copy of the NGC Flower Show Achievement Award Evaluation Form and note the rubric for scoring points.

### 3. APPLICATION FORMS

Download
GCFP Application Form from the GCFP website
Flower Show Achievement Award Application **(FSA Form 1)** from the NGC Website.

### 4. BOE SHOULD INCLUDE -- (in one document) No More than 20 Pages

- Cover Label – award name & number, show sponsors, show site (city, state)
- Title page - award name & number, show sponsors, city, state, applicant name, and contact info
- Table of Contents
- Show Description
- Show Data – use form from the NGC website
- Clear pictures of everything, including the staging, properly labeled with division, section, and class
- Before and after publicity

**Do NOT send a READ-ONLY file.** Judges' evaluations will be added to the files.

### 5. SENDING YOUR DIGITAL DOCUMENTS – Files must be sent as PDF

Files can be sent to me in two ways: by email or copied to a flash drive and mailed. Both are acceptable.

Files must be named appropriately. Examples below:

- FS-1A Name of GC, Name of Show (GCFP Application)
- FSA Form 1, Name of GC, Name of Show (Award Application)
- FS-1A BOE, Name of GC, Name of Show
- FS-1A Schedule, Name of GC, Name of Show (must include digital copy of schedule)

Evaluations are sent digitally by the judges to the BOE Chair, who adds them to your file

- FS-1A Judge's Eval 1, Name of GC, Name of Show
- FS-1A Judge's Eval 2, Name of GC, Name of Show
- FS-1A Judge's Eval 3, Name of GC, Name of Show

**Note: if you are sending a photo of a document, you must name it properly as indicated above.**

- If you are emailing the file, please convert the documents to a PDF. This compacts the file and makes it easier to email. DO NOT SEND EACH PAGE SEPARATELY.
- Be sure to check the file after you convert to PDF to ensure the spacing and pages are correct.
- Copying your files to a flash drive still requires you to convert documents to a PDF. If you mail it, it will be returned to you. Make sure you can add to the file.

Good luck with your books. I look forward to seeing them.

Please email books to: logansmimi56@yahoo.com

Mail flash drive to: Deb Stumpf
5170 Redwood Drive
Indiana, PA 15701-9491