

2023 - 2025 GCFP AWARDS MANUAL



Garden Club Federation of Pennsylvania (GCFP) Awards

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

[CAR-SGC Awards Rules 2023-2025](#) describes many Regional Awards,
including Yearbook and Youth Contests

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

Awards are presented at the GCFP State Convention and certificates are distributed to the District Directors to present to their respective winning individuals, clubs, and districts.

Table of Contents

GENERAL INFORMATION

GCFP Categories by Size	3
GCFP/CAR-SGC/NGC Award Application Cover Sheet Info	3
Award Deadline Dates, Summary, and State Award Committee.....	3
How to Prepare a Book of Evidence.....	4

APPLICATION PROCESS AND AWARDS OVERVIEW 5-6

GCFP AWARDS APPLICATION FORMATTING GUIDELINES..... 8

GCFP DISTRICT AWARDS

Exceptional Horticulturist	8
District Laurels	9
Perennial Bloom (PB) Award - District, GCFP/CAR-SGC	9
Forget-Me-Not Honorary Award - District/GCFP	10

Member of Honor Award SR-4 - GCFP/CAR-SGC/NGC 10

General Scoring Rubric - NCG/CAR-SGC/GCFP 11

Publicity Press Book Award - GCFP/CAR-SGC 12

Yearbook Award YB1 – GCFP/CAR-SGC 13-14

GCFP AWARDS FOR CIVIC ACHIEVEMENT

Myrrel R. Overdorff Community Action Award.....	14
Historic Restoration Award	15

GCFP AWARD FOR CONSERVATION/ENVIRONMENT

Operation Wildflower Award	15
----------------------------------	----

GCFP AWARDS FOR HORTICULTURE

Elizabeth Potts Amidon Horticulture Award	15
GCFP Club Horticulture Achievement Award.....	16
GCFP Horticulture Excellence Award	16

GCFP AWARDS FOR FLOWER SHOWS

Mini Flower Show Recognition Award	16
Superior Flower Show Awards – Green and Gold Ribbon	16
Flower Show Staging Award – Gold Ribbon	17

PENNSYLVANIA FLOWER SHOW AWARDS PRESENTED AT STANDARD FLOWERS SHOWS ONLY

Flower Show Schedule Award – GCFP/CAR-SGC.....	17
A. Education and/or Conservation Silver Award – Silver Ribbon	17
B. Junior Flower Show Award – Orange Ribbon	17
C. Special Recognition Award – Yellow and Blue Ribbons.....	18

SPECIAL STATE AWARDS

Gold Seal Award	18
Silver Seal Award	19
The Governor’s Trophy.....	19
Special Recognition State Award.....	20
GCFP Club Program Award	20

GCFP YOUTH AWARDS THAT DO NOT CORRESPOND TO ANY NGC AWARD

GCFP Youth Yearbook Award	21
GCFP Youth Flower Show Schedule Award	21
Mrs. Maxwell W. Steel Youth Achievement Award	22

Table of Contents Continued

YOUTH CONTESTS

Poetry Contest	22
Youth Sculpture Contest	23
Smokey Bear / Woodsy Owl Poster Contest	23
High School Essay Contest	24

NON-COMPETITIVE STATE AWARDS (No application is required.)

GCFP Club Membership Award.....	25
GCFP Comprehensive Award	25
Keystone Gardener / KG Online Literary Award	25

APPLICATION COVER SHEETS

GCFP/CAR-SGC/NGC Application Cover Sheet	26
GCFP Flower Show Schedule Award Application	27

TIPS FOR PREPARING A DIGITAL FLOWER SHOW BOOK OF EVIDENCE	28
---	----

THE GARDEN CLUB FEDERATION OF PENNSYLVANIA STATE AWARDS GENERAL INFORMATION

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

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

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

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

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

1. Most entries must be accompanied by one GCFP/CAR-SGC/NGC Award Application Cover Sheet found on the GCFP website pagardenclubs.org under “Awards.”
2. Use **up to 3 pages (front only) 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. **NO SMALLER THAN 11 pt FONT**
3. **Scoring Rubric** can be found in the [NGC Awards Handbook 2023-2025](#), p. 12 and on p. 11 of this GCFP Awards Manual, unless otherwise noted in the specific award description.

GENERAL INFORMATION Continued

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

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

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

A Book of Evidence (BOE) is required for:

Operation Wildflower Award	Gold Seal Award
Member Award of Honor	Silver Seal Award
Governor's Trophy	Publicity Press Book
Flower Show Book of Evidence (see Pg 28.)	

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

How to Prepare a Book of Evidence (BOE)

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

THE APPLICATION PROCESS

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

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

GCFP Awards Applications should begin with “The Process,” outlined on p. 5-6 of the [NGC Awards Handbook 2023-25](#). Go to the NGC Award Listing site, click on the award, accompanying details, and requirements. Note whether our GCFP/CAR-SGC/NGC Awards Application Cover Sheet is used or if a special NGC Application is required. Each award listed identifies the Scoring Rubric that will be used for that specific category. Unless specified, an application includes the cover/application form and no more than **3 pages** of narrative and **no smaller than 11 pt font**.

AWARDS OVERVIEW

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

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

UPDATED DOCUMENTS YOU WILL NEED

[GCFP Awards Manual 2023-2025](#)

[NGC Awards Handbook 2023-2025](#) ngc.org>Awards

[CAR-SGC Awards Rules 2023-2025](#) car-sgc.org>

Who We Are>CAR-SSGC Awards

[GCFP Awards Deadlines](#) (Updated 7/2024)

[State Awards Committee Chairs 2023-2025](#)

(Contact your club president or district director for password.)

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

(Updated 7/2023)

8 NGC AWARD CATEGORIES

Listed in the [NGC Awards Manual](#) 2023-2025

Due **Electronically** by December 1 to Appropriate Chair

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

GCFP AWARDS – Hard Copy unless otherwise noted

(Listed in this GCFP Awards Manual 2023-2025)

- GCFP/CAR-SGC/NGC S-4 Member of Honor *
- GCFP/CAR-SGC Flower Schedule Award *
- GCFP/NGC Flower Show Book of Evidence *
- GCFP/CAR-SGC Publicity Press Book *
- YB-1 GCFP/CAR-SGC Club Yearbooks *
- Myrrel R. Overdorff Community Action Award

GCFP AWARDS Continued

- Historic Restoration Award
- Operation Wildflower Award *
- Elizabeth Potts Amidon Horticulture Award
- GCFP Club Horticulture Award
- GCFP Horticulture Excellence Award
- GCFP Mini-Flower Show Recognition Award
- GCFP Superior Flower Show Awards
- GCFP Flower Show Staging Award
- Education and/or Conservation Silver Award
- Junior Flower Show Award
- Special Recognition Award
- GCFP Landscape Design Recognition Award
- Gold Seal Award *
- Silver Seal Award *
- The Governor’s Trophy *
- Special Recognition State Awards
- GCFP Club Program Awards
- GCFP Youth Yearbook Award
- GCFP Youth Flower Show Schedule Award
- Mrs. Maxwell W. Steel Youth Achievement Award
- Youth Poetry Contest *
- Youth Sculpture Contest *
- Smokey Bear/Woodsy Owl Poster Contest *
- High School Essay Contest – Electronically Submitted
- GCFP Club Membership Award
- GCFP Comprehensive Award
- Keystone Gardner/KG Online Literary Award

*** SEE CHART ON NEXT PAGE**

GCFP AND NGC CLUB SIZE CATEGORIES

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

The NGC General Scoring Rubric Elements

(found on p. 12 NGC Awards Handbook;
p. 11 GCFP Awards Manual)

- Presentation
- Achievement
- Participation
- Documentation

Make sure you have addressed these four rubric elements, (and any others listed in award specific rubrics), then edit your application for clarity, concise-ness, grammatical errors, spelling, and page limits.

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

- Laurels
- Forget-Me-Not Award
- Perennial Bloom Award

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

AWARDS YEAR – January 1 through December 31

BEFORE SUBMITTING YOUR APPLICATION

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

ALL NGC AWARD CATEGORIES REQUIRE ELECTRONIC SUBMISSION	ELECTRONIC SUBMISSION and SPECIAL APPLICATION	HARD COPY BOOK OF EVIDENCE (BOE)
CE - Community Enhancement	SR-1 Award of Excellence	Operation Wildflower
EC - Environment and Conservation	SR-4 Award of Honor 5 pages maximum electronic BOE	Governor's Trophy
FD - Floral Design and FS - Flower Show Achievement	FS - Flower Show Book of Evidence to Deb Stumpf (Pg. 28)	Gold Seal Award Silver Seal Award
G - Gardens	HARD COPY SUBMISSION AND SPECIAL APPLICATION	Publicity Press Book (Pg. 12) to Becky Zeeger
MAE - Membership Advancement & Education MAE-2 Website / Social Media to Janet Fassbender MAE-4 Newsletter 1 Electronic Copy to Joyce Peterson	Smokey Bear/Woodsy Owl (SBWO) Poster Contest to Betty Grossheim	GCFP Mini Flower Show (Pg 16)
	Youth Contests: Poetry, Sculpture and HS Essay to Chris Hawthorne	HARD COPY YB-1 Club Yearbook to Iris Cisarik
SR - Service and Recognition	HARD COPY, ELECTRONIC COPY AND SPECIAL APPLICATION	
YW - Youth Work	Flower Show Schedule Award (Pg. 27) to Margie Bucci	

GCFP AWARDS APPLICATION FORMATTING GUIDELINES

Preparing a Successful Awards Application

Also Refer to [“Creating an Award Winning Application”](#) on pagardenclubs.org > More > Awards

When preparing your awards application, always refer to the instructions in the Awards Manuals and supporting documents that can be accessed on the Awards Page of the GCFP Website. **Applications are to be submitted electronically**, unless stated otherwise in the award requirements. Prepare your documents in MS WORD and send the narrative as a PDF file.

1. **Electronic submissions should be emailed** to designated award Chair listed on the GCFP Website under “Directories.” All other electronic submissions should be sent to GCFP Awards Chair Marilyn Small GCFPAwardsMSmall@gmail.com, cc Sheri Lowry gcfpawardsslowry@gmail.com
2. Refer to the 2023-2025 GCFP [Award Deadlines Dates document](#) on the GCFP website under “Awards” for forwarding instructions for awards that are sent to Awards Committee Chairs.
3. **Awards that require special applications** and/or Books of Evidence, are forwarded to Awards Committee Chairs. Also note requirements detailed on Pages 5-6 of this manual.
4. **Addresses for the GCFP Awards Committee Chairs** are listed in the “State Awards Committee 2023-2025” document on the GCFP website under “Directories.”
5. **When you “Save As” your application/cover letter**, use the Awards Number/Name and your Club Name as the File Name (EX: CE-3 Food Bank Donations-GC of Bristol Borough). Use this file name for the narrative also if it is a separate document/attachment to the application/cover letter. When you submit/email your application, use the File Name in the Subject line.
6. **Every application/cover sheet must be fully completed** including the number of club members and district number. Make sure your club’s name is spelled correctly, and if your club’s name begins with THE, be sure to include it.

Application/cover sheet must accompany a hard-copy submission. Do not send the application electronically and the BOE separately by mail.

Preparing Your Narrative

- Begin the first page of the narrative with
 - Name and number of the award
 - Your club’s name and District
 - Title of the project or presentation
- **Use the Scoring Rubric** as a guide, and provide information in the order as listed in the rubric.
- You may choose to use rubric elements or subtopics as paragraph headings.
- **Insert page numbers** in your narrative
- **Pictures must be inserted** into document and labeled as part of the application narrative. No jpg’s accepted.
- **Use Bold type and/or underlining** to highlight key information
- **Number or use bullet points** to organize info or outline steps used to achieve your project’s goals.
- **Use single spacing** and no indenting for paragraphs; just add an extra line spacing between paragraphs.
- If applicable, be sure **to include financial information**: Income – Expenses = Profit.
- Make sure that you have addressed the **General Scoring Rubrics**: Presentation, Achievement, Participation, and Documentation.
- Publicity may be photocopied/scanned and/or reduced in size, but **must include dateline and identification of the publication**.

EDIT YOUR NARRATIVE FOR CLARITY, CONCISENESS, GRAMMATICAL ERRORS, SPELLING, AND PAGE LIMITS. It is strongly recommended that applications be sent to another knowledgeable club member to review for corrections before forwarding to the Awards Chair. What is received is what will be judged; **resubmissions will not be accepted**.

When preparing a Book of Evidence, refer to the award requirements to determine if a Title Page and Table of Contents are required. Note that the sponsoring club president's signature is required on a Title Page.

The key piece of information in MAE-2 Website/Social Media submissions is the Name of the Website/Social media Page. This should be the first piece of information given after identifying your club and the award name in your narrative. Make it easy to identify, highlight it, and confirm that the website/social media address is accurate.

Clear and well-focused cell phone pictures are perfectly acceptable and easy to insert into narrative text.

- Pictures need to be labeled
- Individuals identified left to right
- If the award is for an individual and a picture is requested, the picture should be a flattering pose of the individual and not a group photo.

The quality and clarity of your awards application will improve if you follow these guidelines.

Applications will be easier to judge and track electronically. Receiving, tracking and judging awards applications is very time consuming and a lot of work. These guidelines will help make the job easier. Thank you in advance for your help!

Marilyn Small, Uwchlan Garden Club, I
GCFP Awards Chair, 2023-2025

Sheri Lowry, The Garden Club of Johnstown, VI
GCFP Awards Vice Chair

7/2024

GCFP DISTRICT AWARDS

1. EXCEPTIONAL HORTICULTURIST — to JoAnn Celaschi by August 1 [Exceptional Horticulturist Link](#)

This award is given at your district meeting in September to a club member who has shown themselves to be an exceptional horticulturist. The Exceptional Horticulturist will have their name placed in the GCFP Book of Exceptional Horticulturists.

Qualifications:

Experience - Candidate should grow a variety of plant materials such as trees, shrubs, annuals, perennials, houseplants and be able to discuss with others how to grow these plants.

Education - The candidate should be well read and aware of books, magazines, flower and garden catalogs and how to use the internet for information on horticulture. Also, the candidate should be aware of the National Garden Clubs Inc schools and programs. Hopefully the candidate has attended one or more of the schools provided by the National Garden Clubs, but this is NOT a requirement.

Sharing - The candidate should share their knowledge and experience with friends and garden club members as well as other civic and community organizations when called upon to do so. They should be able to represent the GCFP as a knowledgeable source of information.

There is no specific form to fill out for this award, but you will need to submit a brief description (no more than 3 pages and no smaller than 11 pt font) of the type of garden that they maintain, the types of plants they grow, any accomplishments that they achieved, any programs that they presented on the subject of horticulture to their club or other clubs and/or organizations. Pictures are also encouraged.

2. DISTRICT LAURELS – to your District Awards Chair or District Director by August 1

(Printable Award Certificate is 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 August/September 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

Laurels can be mailed or emailed to District Awards Chair or District Director. For each laurel, include the following:

1. Club name, date of application, category of award (see above listed categories)
2. Name of nominee
3. Be brief, but supply enough information on the nominee’s work to justify application.
4. Name of club president and person nominating

3. PERENNIAL BLOOM AWARD (DISTRICT, GCFP/CAR-SGC) – [Special Application](#) [PB Link](#)

(See [2023-2025 CAR-SGC Awards Rules](#)) [carsgc.com](#)

(Printable Award Certificate is on GCFP website and may be used by the District Directors.)

CLUB DEADLINE: January 15 - Clubs may nominate long time members **to their District Awards Chair and/or Director** using the GCFP/CAR-SGC/NGC Award Application Cover Sheet **AND** most current, [special PB application form](#) (GCFP website Awards Page) and available from the CAR-SGC and GCFP websites - “Awards,” CAR-SGC Perennial Bloom Application.” Having held an officer position in the club is not necessary, but documentation of any office, chairmanships, participation or influence should be noted.

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

STATE DEADLINE: April 1 - The Awards Chair sends the GCFP PB winner’s application to the CAR-SGC Perennial Bloom Chair. The CAR-SGC Perennial Bloom Winner 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.

4. FORGET-ME-NOT HONORARY AWARD (DISTRICT) – to District Awards Chair or District Director Aug 1

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](#)

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 (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!

DEADLINES: Clubs to District Awards Chair and/or District Director by August 15

District Director to State Awards Chair by August 31 – please include picture

(Printable Award Certificate is on GCFP website and may be used by the District Directors.)

DD sends their district's chosen Forget-Me-Not's **write up and picture** to the State Awards Chair (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.

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

(Refer to 2023-2025 [NGC Awards Handbook](#) and [CAR-SGC Awards Rules 2023-2025](#).)

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 have made outstanding contributions to club and community** in one or more of the following areas:

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

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

This award requires an **electronic 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
- Supporting information: Maximum 5-page outline and evidence listing accomplishments of nominee, including offices and chair positions

This Award of Honor application and 5-page maximum BOE MUST BE SENT ELECTRONICALLY. Special NCG Application on the [NGC website](#).

DEADLINE: DECEMBER 1 to State Awards Chair Marilyn Small, copy to Sheri Lowry

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 _____

PUBLICITY PRESS BOOK AWARD (GCFP/CAR-SGC) (See [CAR-SGC Awards Rules 2023-2025, 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: January 15. A **Book of Evidence (no page limit)** should be sent to the State Publicity Press Book Chair 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 an 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

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

Total 100 Points

DEADLINE: JANUARY 15 to Publicity Press Book Chair Becky Zeeger

YB-1 CLUB YEARBOOK (GCFP/CAR-SGC) (Refer to [CAR-SGC Awards Rules 2023-2025, p. 14-15](#))

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 the outside of the envelope.

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

FORMAT: 15 points

Book Structure	2
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. 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 paper cover and include 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 total membership.	
Table of Contents	1
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
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

PROJECTS: 35 points

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
(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, 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 to Yearbook Chair Iris Cisarik**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 for each category on General Rubric Page 11)

- Presentation**10
- Achievements** and lasting accomplishments70
- Documentation** and Substantiating data, Letters of commendation
or appreciation, photographs, publicity, other20

Total - 100 points**DEADLINE: January 15 to State Awards Chair Marilyn Small, copy to Sheri Lowry**

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 for each category on General Rubric Page 11)

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

Total – 100 points

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

GCFP AWARD FOR CONSERVATION/ENVIRONMENT

OPERATION WILDFLOWER AWARD – Deadline January 15

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 to State Awards Chair Marilyn Small, copy to Sheri Lowry

GCFP AWARDS FOR HORTICULTURE

ELIZABETH POTTS AMIDON HORTICULTURE AWARD – Deadline January 15

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. 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 11)

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

Total - 100 points

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

GCFP CLUB HORTICULTURE ACHIEVEMENT AWARD – Deadline January 15

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
- D. Other substantiating evidence
- E. 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

GCFP HORTICULTURE EXCELLENCE AWARD – Deadline January 15

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 to State Awards Chair Marilyn Small, copy to Sheri Lowry

GCFP AWARDS FOR FLOWER SHOWS

GCFP MINI FLOWER SHOW RECOGNITION AWARD - Deadline December 1

May be awarded **to a garden club** for a **continuing program of mini-flower shows** staged at the regular club meetings (minimum of 4 shows per year).

The hard copy Book of Evidence should include:

- A. Flower show schedules
- B. Pictures with captions
- C. Number of entries
- D. Club Yearbook
- E. Publication: Facebook, newsletter, etc.

SUBMIT TO: State Flower Show Evaluation Chair Deb Stumpf

SCORING RUBRIC

Presentation, neat, concise 20

Achievement and scope of accomplishment 50

Documentation, supporting data, photos, publicity, yearbook 30

Total - 100 points

DEADLINE: December 1 to Flower Show BOE Evaluation Show Chair Deb Stumpf

GCFP SUPERIOR FLOWER SHOW AWARDS - GREEN AND GOLD RIBBON - Deadline December 1

Will be presented **to a garden club** whose Flower Show Evaluation scores 90 points or above and submits an **Electronic Book of Evidence**. The State Flower Show Evaluations Chair will advise the club if it scored 90 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 2023-2025 Flower Show Achievement Awards beginning on Page 25 and the FORMS section of the NGC website.)

PENNSYLVANIA FLOWER SHOW AWARDS

Presented at Standard Flower Shows Only

DEADLINE: December 1

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.

GCFP/CAR-SGC Flower Show Schedule Award – Electronic and Hard Copy Submission with Special Application to Margie Bucci

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](#)) 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 2023-2025](#), p. 8.

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.

Flower Show Book of Evidence (See Pg. 28) – **Electronic with Special Application to Deb Stumpf**

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 on the [NGC website](#).

GCFP AWARD FOR LANDSCAPE DESIGN

GCFP LANDSCAPE DESIGN RECOGNITION AWARD – Deadline October 1

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.

For name and address of the current Landscape Design Chair, see the Directory Issue of the *Keystone Gardener*, (summer, odd-numbered years).

If merited, three Certificates of Commendation may be given each year.

Applications should include:

- A. Landscape design plan
- B. Documentation, Photographs
- A. Brief description of the site

DEADLINE: October 1 to State Landscape Design Chair

SPECIAL STATE AWARDS

GOLD SEAL AWARD – Deadline January 15 to State Awards Chair

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 pendant chain or neck ring. Winner will be invited to attend the Awards Ceremony at the GCFP Convention and be officially recognized.

DEADLINE: JANUARY 15. The Book of Evidence and appropriate applications must be sent to the **State Awards Chair.**

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 11)

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

Total - 100 points

SILVER SEAL AWARD – Deadline January 15 to State Awards Chair

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.

SCORING RUBRIC: Same as the Gold Seal Award.

DEADLINE: January 15 - Book of Evidence and appropriate applications must be sent to the State Awards Chair Marilyn Small.

THE GOVERNOR'S TROPHY – Deadline January 15 to State Awards Chair

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, 8 ½ by 11 size paper.**
 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. 2026 for 2025 club year
- Rotation repeats every three years.**

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 11)

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, 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; 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.	
	Total - 100 points

DEADLINE: January 15 to State Awards Chair Marilyn Small

SPECIAL RECOGNITION STATE AWARD – Deadline January 15

Certificate of Merit 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 awards year only. Please be specific on dates.**

SCORING RUBRIC - (Use definitions for each category on General Rubric Page 11 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 Fundraiser for Scholarship or Community Project
- H.** Any Other Project or Event that Promotes GCFP Objectives

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

GCFP CLUB PROGRAM AWARD – Deadline January 15

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 for each category on General Rubric Page 11 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 to State Awards Chair Marilyn Small, copy to Sheri Lowry

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.**

Complete one current GCFP/CAR-SGC/ NGC Application Cover Sheet or GCFP FS Schedule Form from the GCFP website, and apply by postal mail.

DEADLINE: January 1 - Submit to the appropriate State Awards Chair for Yearbook or FS Schedule

GCFP YOUTH YEARBOOK AWARD

May be awarded to:

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

SCORING RUBRIC

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

DEADLINE: December 1 to Yearbook Chair Iris Cisarik

GCFP YOUTH FLOWER SHOW SCHEDULE AWARD – Electronic Submission

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).

DEADLINE: December 1 to Flower Show Schedule Chair Margie Bucci

MRS. MAXWELL W. STEEL YOUTH ACHIEVEMENT AWARD

May be awarded to a Federated Garden Club for a year's **outstanding activities** that promote club, State 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 11)

Horticulture Activities	25
Growing projects, designing with plant material, workshops, field trips, other	
Environmental Activities	25
Recycling, litter, pollution, birds, butterflies, conservation, poster and/or essay contest, other	
Membership Participation	10
Size of club 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	

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

YOUTH CONTESTS

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

All youth contest entries must provide the NGC Publicity [Release Form](#) with application.

POETRY CONTEST

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

Certificate of Recognition to NGC 1st place winners in Grades K-12

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. **The NGC Publicity [Release Form](#) must be provided for each.**

1. 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.
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, blank verse, cinquains, diamond poems or Haiku.

NOTE: Any poems with content deemed inappropriate should be immediately disqualified, and the student should be notified of the disqualification.

Inappropriate content would include: sexually explicit, violence, death, pessimism, or hate.

SCORING RUBRIC

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

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

Total - 100 points

YOUTH SCULPTURE CONTEST

Download Youth Sculpture Entry Form and Rules from 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.
3. Entries should include as many photographs as can be printed on the back of the entry form; (2) 4 x 6 photographs are recommended.
4. Club entries must be sent to State Chair by the State Deadline. State winners must be sent to the CAR-SGC Chair 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 for each entry.**

SCORING RUBRIC

- Creative use of materials and self-expression..... 60
 - Description of sculpture and materials used..... 30
 - Craftsmanship and technique 10
- Total - 100 points**

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

SMOKEY BEAR / WOODSY OWL POSTER CONTEST – See [NGC SBWO Youth Poster Contest](#)

Certificate of Recognition to NGC 1st 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 will not be returned. **The NGC Publicity [Release Form](#) must be provided for each entry.**

- 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.

Printed on the back of the poster in the lower right-hand corner: artist's name, address, home phone number, grade level, school, teacher's name, sponsoring local garden club, city and 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 summer of the prior year at

<https://gardenclub.org/smokey-bear-woodsy-owl-youth-poster-contest> .

(Rubric on next page)

SMOKEY BEAR / WOODSY OWL Continued

SCORING RUBRIC

- Originality20
- Design.....20
- Slogan20
- Artwork.....20
- Overall Effectiveness of the Message20

Total - 100 points

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

HIGH SCHOOL ESSAY CONTEST – Deadline December 1

2024-2025 TOPIC: Refer to [CAR-SGC Awards Manual](#) p. 9 for current theme.

Certificate and \$100 for GCFP 1st Place Winner; CAR-SGC Award \$150 for 1st Place Winner
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 National Gardener*, 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, Inc. [release form](#) for publication 5

Total - 100 points

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

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

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 within 21 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

GCFP COMPREHENSIVE AWARD

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

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 1st, 2nd and 3rd places will be recognized and included in the computation of club totals.

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.



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 _____ Ongoing

Attach completed application. Unless noted in specific award description, all applications are limited to 3 single-sided pages **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."

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@aol.com

Margie Bucci
64 Brown Road
Blairsville, PA 15717
724-840-7072

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

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

Appoint a capable club member to be your show photographer. Make sure that they have a list of all the awards and take pictures of them all. Have several shots of everything so you have the clear photos you will need. Also, take good pictures of the staging, horticulture, designs, and educational exhibits.

2. READ UP

Read all the Flower Show Achievement Award information on both the GCFP and NGC websites. Make a copy of the NGC Flower Show Achievement Award [Evaluation Form](#). Go to

- NGC website www.gardenclub.org
- Awards and Grants
- Awards Application Details (scroll down)
- Award Category -- Flower Show Achievement

Here you will find all the forms you will need and an excellent example of a Book of Evidence.

GCFP website has information in the [Awards Manual](#) Pages 16-17.

3. COMPOSING YOUR DIGITAL BOOK

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

If you are emailing the file, please convert it to a PDF. This compacts the file and makes it easier to email.

Make sure you check the file after you convert it to make sure the spacing and pages are correct. Copying your file to a flash drive does not require you to convert it to a PDF. If you mail it, it will be returned to you. Make sure you can add to the file.

Do NOT send a READ ONLY file. I will be adding the judges evaluations to the files.

4. WHAT TO INCLUDE

- One [GCFP application](#) and one [NGC application](#)
- Cover Label
- Title page
- Table of Contents
- Show Description
- Show Data
- Clear pictures of everything including the staging
- Before and After Publicity
- **NO MORE THAN 20 PAGES**
- You MUST include a DIGITAL copy of your schedule

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

Please email books to: logansmimi56@yahoo.com

Mail books to: Deb Stumpf

5170 Redwood Drive
Indiana, PA 15701-9491