

NCAGC

Presents

**HOW TO WIN
DISTRICT & STATE
AWARDS**

FOR

DUMMIES®



**How To
WINNER'S GUIDE**
to Creating Award-Winning
Programs, Yearbooks & Newsletters

A Reference for the Rest of Us!



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National Capital Area Garden Clubs, Inc.

Developed & Presented By:
Estelle Noone NCAGC 2nd
VP/Awards Chair, and
Melinda Sigal
NCA Communication's Chair,
DII Awards Chair

2020-2021 Awards Program

NCAGC District & State Awards for Dummies

Our State and District Awards Chairs stand ready to answer questions and assist in any way they can. Call or email us with your questions. Contact information is provided below



NCAGC STATE AWARD CHAIR

ESTELLE NOONE

Enoone05@gmail.com

240.401.5064

DISTRICT AWARD CHAIRS

I – INGRID SATELMAJER

iisatelmajer@mac.com

301.754.3719

II – MELINDA SIGAL

melindasuesigal@gmail.com

703.597.5360

III – ANNE STUNTZ

stuntzag@aol.com

703.938.1894, 703.994.9054

IV – SHARON BAUER

bauer16510@aol.com

703.360.9296

Awards Website Links*

State:

For additional information, forms and updates, please go to:

NCAGC Website: <https://ncagardenclubs.org>

Link to Awards: <https://ncagardenclubs.org/award-information/>

Click on “Member Resources” – upper righthand corner

Enter password: 2019NCAGCmem

Click on “Awards” for Detailed information: Directions and Applications for NCAGC,

CAR SGC and NGC Awards

Region: Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC)

Website: <https://www.car-sgc.org/forms-templates>

“Members Only” links to Application Forms and Rules

Password: FLOWERR

National: National Garden Club, Inc. (NGC)

Website: <https://ncagardenclubs.org/awardinformation/>

Member Login - go to “Members Only”

Username: member, Password: conserve



**See your local District or State Awards Chair for updated passwords if these don't work*

Why Apply for Awards?

- Engages membership in your garden club's mission, vision and purpose
- Creates pride and satisfaction while encouraging members to further their hard work and do more
- Develops connections and friendships as members get to know each other better
- Inspires others to pursue noteworthy projects
- Fosters evaluation, praise and recognition of your club's activities and successes
- Brings awareness of club as an asset to your community
- Attracts new members and furthers reputation as an active, award-winning club

Garden Club Awards are Presented Annually in Recognition & Appreciation for Members' Hard Work, Activities & Outstanding Accomplishments

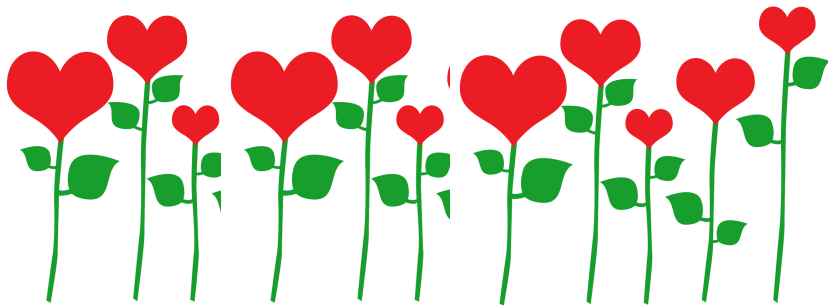


State Overview




Awards Year: Jan. – Dec. 31

- Due dates vary for different awards.
- This year - unless otherwise noted, applications MUST be received by your State/District Awards Chair by Dec 1



REWARDS ARE A GREAT WAY TO MAKE YOUR GARDEN CLUB SHINE

- Our NCA Awards Committee wants to make your job easier regarding rewards
 - Awards Program recognizes clubs & members at District, State, Regional & National Levels
 - We encourage all clubs to participate
 - We will show you how to keep it surprisingly simple and win!
- 

Four Levels of Opportunity to Receive Awards

FOUR LEVELS OF OPPORTUNITY TO RECEIVE AWARDS

- Districts (I, II, III, and IV)
- State - National Capital Area Garden Clubs, Inc. (NCA)
- Region - Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC)
- National - National Garden Clubs, Inc. (NGC)



National Garden Clubs
OFFICIAL WEBSITE



What's Due & When

<u>WHAT</u>	<u>WHO</u>	<u>WHEN</u>
Golden Perennial Bloom Award (See page X for details)	Due to <u>District</u> Awards Chair	6-30-2020
#20 Yearbook Certificate of Merit (See page X for details)	Due to <u>District</u> Awards Chair	12-1-2020
#21 Newsletter Publication Certificate of Merit (See page X for details)	Due to <u>District</u> Awards Chair	12-1-2020
#18 Citation for Outstanding Garden Club Achievement (See page X for details)	Due to <u>District</u> Awards Chair	1-15-2021
Book of Evidence (See page xxx for details) (This is supporting information to go with all awards applications other than this list – see actual award description for details)	Due to NCA <u>State</u> Awards Chair	12-1-2020*
Member Award of Honor (See page X for details)	Due to NCA <u>State</u> Awards Chair	12-1-2020
Applications for all other State, Region and National Awards	Due to <u>State</u> Awards Chair	(See awards manual for due dates)

***Unless otherwise specified**

Submit (2) copies of application form and samples.

All application forms for District & State may be obtained from our website



Forms, Applications & Award Presentations

WHERE TO GET FORMS

Website: <https://ncagardenclubs.org>
<https://ncagardenclubs.org/award-information/>

Click on "Member Resources" – upper righthand corner. Enter password – 2019NCAGCmem

Click on "Awards" for detailed information



Awards

Directions & Applications for NCAGC, CAR and NGC Awards.

NOTE

Applications & Books of Evidence may be submitted electronically or by mail to the State & District Awards Chairs - a hardcopy will be requested if your submission is selected for further opportunity with CAR-SGC and/or NGC

PRESENTATION OF AWARDS

District and State Meetings in March/April (for previous year applications)
CAR-SGC Conference, October (for previous year applications, and current year for Golden Perennial Bloom Award)

Eligibility

- Only clubs that are members of NCA are eligible to apply for a State Award except when the recipients are proposed by the Awards Committee or the Board of Trustees.
- Project or activity may not be submitted for an Award in two consecutive years.
- Application must be received by the Club's District Award Chairman by November 1st.
- Application form is limited to three printed pages - front of pages only.

- If the same project is eligible for various awards, submitting exact duplication of the application is not acceptable.
- Junior Garden Clubs, Intermediate and High School gardeners must be sponsored by a member club.
- Clubs and individual members may apply for one or more awards.
- Only members of the NCA are eligible to apply for a CAR-SGC Award and/or an NCA Award.

Selection Process

- Awards State Committee is comprised of the State Awards Chair, District Awards Chairs, District Directors and Members of the State Executive Board. This Committee judges all award applications for NCAGC awards.
- District Awards Committee members meet in the beginning of December to review Yearbooks, Newsletters and the new Pop-Up Pivot (PUP) Awards, prior to meeting as a group during the week of December 14.
- State Awards Committee members meet the week of December 14 to determine winners for State and to select applications to be sent on to CAR-SGC and NGC.
- Please note that only the State Awards Chair may submit CAR-SGC and NGC Award Applications. Applications sent in by individuals will not be considered for awards.

NCA Cover Page Required for All Awards

Not included in count of total pages allowed

NATIONAL CAPITAL AREA GARDEN CLUBS, INC.
APPLICATION for STATE AWARDS

(Type or print all information)

DATE OF APPLICATION _____ PROJECT COST _____

AWARD NUMBER _____ AWARD NAME _____

NAME OF PROJECT or ACTIVITY _____

CLUB, CLUBS, INDIVIDUAL or ORGANIZATION _____

DISTRICT _____

NUMBER OF CLUB MEMBERS _____ NUMBER of MEMBERS PARTICIPATING _____

CLUB PRESIDENT _____ PHONE _____

E-MAIL _____

ADDRESS _____

PERSON COMPLETING THIS FORM _____

PHONE _____ E-MAIL _____

ADDRESS _____

DESCRIPTION Briefly describe project and its cost reserving detailed information for Book of Evidence. Please indicate size of club, city, and project, noting number of members participating. Submit financial statement within Book of Evidence.

Applications

<https://ncagardenclubs.org/award-information/>



Study Awards List



★ SELECT APPROPRIATE AWARD APPLICATION ★

- Read the application thoroughly,
- There are different applications for NCA, CAR-SGC and NGC. These are available on each of the websites as well as in this guide.
- *Remember to have your passwords available.*
- Don't forget the Cover Page.
- Awards have evaluation criteria. Be sure to supply evidence to satisfy award requirements.

Tell a Good Story!

- Remember that evaluators do not know your club.
- Use words and pictures to bring your story to life as succinctly as possible.
- Why was project important? What was its impact? How many people were involved?
- For many projects, it helps to have “before, during, and after” pictures.
- Use clear and direct language in narrative.
- Make sure application is grammatically correct, spell-checked, and legible.
- Use only 3-single sided pages in total for each application including award application form (plus NCA Cover Sheet). Photos must fit within the 3-page application limit.
- Note: Data may be entered in empty space at bottom of application form. District
- Awards Chair will return your application for revision if it exceed the 3-page limit to clubs.

Preparing Book of Evidence

1. There is a cover sheet plus 3-page limit, using only front of page (Cover sheet is for use of State Awards Chair) - please use 8 ½" x 11" paper.
2. Applications and Books of Evidence may be submitted electronically or by mail to State and District Awards Chairs - a hardcopy will be requested if your submission is selected for further opportunity with CAR-SGC and/or NGC.
3. Forms may be found on NCA website: ncagardenclubs.org (go to Member Resources Section, then "Awards"). Remember you need password,
4. Binders and vinyl sheet protectors are no longer allowed.
5. Submit 2 copies.
6. Applications will not be returned.
7. Cover sheet must contain:
 - National Capital Area Garden Clubs, Inc.
 - Number and Name of NCAGC Award
 - Name of Club – City & State
 - Number of Members in your club to whom National & State Dues are Paid (includes Regular, Honorary, Life, Associate)

CONTINUED NEXT PAGE

★ Preparing Book of Evidence ★

CONTINUED

8. Top of first page must include Number and Name of NCA Award, Name of Club, Number of Members to Whom NGC and NCA Dues Are Paid.
9. Different Guidelines for Flower Shows (Small Standard & Standard).
10. Written Text: Name of Club, City/NCAGC, Inc., Brief Summary, Objectives of Project, Benefit to Community, Accomplishments, Member Participation, Cost of Project, Means of Funding, Continuing Involvement, Follow-Up, Maintenance, involvement with Youth and Other Organization, etc. Be sure to include specific information covered in award description. No Table of Contents. Attach or Insert and Photos/Digital Photos. Landscape Plan do not need to be professionally drawn.
11. When the same project is eligible for various awards, submitting exact duplication of application is not acceptable.
12. There are separate guidelines for Flower Show Books of Evidence and Member Award of Honor.
13. For any award specifying “Documentation required” rather than “Book of Evidence required” in the “Dummies” Manual, use information in Item 10 above as a guideline to provide “who, what, when, where, and why” attributes that are relevant for project or activity described.



Application Judged by Club Size



State applications that are judged according to the size are determined by number of members on whom NGC dues are paid, including garden club members (Active, Associate, Inactive, Honorary, etc.), State Life Members, etc.

DIFFERENT NATIONAL & REGIONAL CATEGORY SIZES

NATIONAL

- i. Small Club: 29 members and under
- ii. Medium Club: 30-59 members
- iii. Large Club: 60-99 members
- iv. Ex-Large Club: 100 members+
- v. (If award permits groups of clubs, councils etc. to apply)

REGIONAL

- Small Club: Up to 25 members
- Medium Club: 26-50 members
- Large Club: over 50 members

Application Judged by Club Size

Yearbook Unique Club Sizes District & State, Regional and National



1. Club under 20 members
2. Club 20-29
3. Club 30-44
4. Club 45-69
5. Club 70-99
6. Club 100-299
7. Club 300 or more



Yearbook Certificate of Merit (State) and Commendation (Regional/National)

Getting Started, Publishing an Award-Winning Garden Club Yearbook

- A yearbook is a handbook club members will treasure all year and continue to refer to for information it contains.
- It is a Who, What, Where, When and How for the next year. Members should be able to go to it whenever they are looking for club information on any of those W's and the H too, of course.
- Does your club have good program content and projects? If so, your book will be of great value to your club and score highly when you send it out to be judged for an award.
- Doing a yearbook solo is a very difficult job no matter how creative and skilled the Yearbook Chair is.
- A good team of dependable volunteers is needed to make the job easier and better.
- We recommend help in a variety of areas: photography, layout, information gathering, design, updating member pictures, contact information, rules/bylaws, proofreading, etc.
- These tasks can be divided and assigned to properly-skilled committee members or Chairs of respective committees.

Yearbook Certificate of Merit (State) and Commendation (Regional/National)
Getting Started, Publishing an Award-Winning Garden Club Yearbook

- The yearbook will, and should, reveal whether planning for the next year is successful or not.
- Putting your information into an organized book form will do that. The method used to do so will depend on the skills of the people on the committee.
- If you are having a problem deciding on the layout, ask your District Chair to see other club books or other similar kinds of booklets.
- Checkout the different ways they are organized. This will give you some ideas of how it can be done.
- If your club already has a yearbook layout to work from, that is a great advantage.

Yearbook Certificate of Merit (State) and Commendation (Regional/National)

Getting Started, Yearbook Checklist

Good results from this checklist may separate the winner from the entries in an award competition

- Is this a functional, easy to use source of information for this year's schedule for all members?
- Does it have unity, originality, and distinction?
- Does it give details about upcoming planned activities (e.g., meetings, projects, fundraisers, parties/get-togethers, etc.) and highlight club accomplishments?
- Does it represent your club and its members well?
- Would this book inspire good attendance and participation all year?
- Would this book make you want to join this club?
- Is it interesting and educational?
- Are you proud of it?



Yearbook Certificate of Merit (State) and Commendation (Regional/National) Guidelines for Yearbook Award

- A **Certificate of Commendation** with First Place recognition may be awarded for outstanding yearbooks in categories, determined by number of members, including Life Members, on whom NGC dues are paid.
- Yearbooks may be accepted for competition on calendar year or club year (same yearbook may be submitted only one time in award's year).
- State Awards Chair submits Yearbook winners in each category to Regional Awards Chair by Regional Deadline.
- Regional Awards Chair then sends name of winning entry in each category – judged in our Region: NY, NJ, PA, OH, DE, MD, and NCA (not actual yearbooks) to NGC's Awards Chair.
- Winners are normally announced at NGC's Annual Conference.

Yearbook Certificate of Merit (State) and Commendation (Regional/National)

How to Apply

- Cover - Complete necessary information on NGC Application Form.
Do not answer questions.
 - Firmly clip two copies of completed application form to inside front cover (send only 1 yearbook).
 - No envelope necessary.
 - Send to your state chair on deadline set by your state.
 - Selection of regional winners in each category will be made at regional level.
- Names of winners in each category will be forwarded to NGC Chair.
 - One application for each size category (based on club membership) for each award may be submitted to NGC Chair. (Budgets no longer needed.)
 - Garden Club applications shall be judged according to size determined by number of members on whom NGC and state dues are paid, including Active, Associate, Inactive, Honorary, etc.

Yearbook Certificate of Merit (State) and Commendation (Regional/National) Getting Started, Yearbook Checklist

SPECIAL NOTE: Because of virtual judging this year, and the Coronavirus Pandemic, please submit your Yearbook, and its applications form as well as all other entries electronically, as a PDF – versus mailing hard copies to your District Chair. If this is a problem, please let your District Chair know. A hardcopy will be requested later, if your submission is selected for further opportunity with CAR-SGC and/or NGC.

Yearbook Certificate of Merit (State) and Commendation (Regional/National)

Judging

FORMAT

- This section is 15 points. Book structure should be practical, a convenient size, durable, and neat. Club can decide on size and how it is to be bound.
- Most popular size yearbook is a booklet, 8.5 inches tall by 5.5 inches wide.
- This can be stapled, spiral, or a permanent binder.
- Set up the margins so they are liberal, and binding doesn't interfere with text.
- Be sure the font is easy to read.
- COVER – TITLE PAGE – TABLE OF CONTENTS are detailed on the next page

PROGRAMS

- Program content is most important section of yearbook. This section awards 50 points.
- That is half of entire score of 100, if perfect. Good programs inform and inspire members and should be suited to needs and capabilities of your membership.
- There must be at least seven business meetings a year.
- A workshop, tour, flower show, or installation cannot be counted as a business meeting unless there is such a meeting following the event.
- Programs should reflect study and activity concerned with some National, Regional and State Garden Club's objectives such as: Birds, Blue Star, Highways, Civic/Community.

Judging

PROJECTS

- Projects are judged upon their scope for 35 total points.
- A list of the continuing and new participating projects may earn up to 15 points.
- There should be a brief word description of the club projects: chairs, location, how others benefit, how members are expected to participate, Fundraising, etc.
- List the club's donations, amount, in kind donations, and to whom.

PROOF READING

- Last, but not least, you will need good proofreaders.
- At least three people should go over the book for content, appearance, accuracy, and punctuation.
- It works well for each proofer to check part in which they have the most expertise.
- Be sure to give proofer enough time to do a good job.
- If you are giving members hardcopies and using a commercial printer, have them make a proof so you can have a final edit before printing.
- Either way, give it to a fresh eye for last proofread.

Yearbook Certificate of Merit (State) and Commendation (Regional/National) Getting Started, Yearbook Checklist

NGC Award
and CAR-SGC



Point Systems for Scoring Yearbooks 2020

FORMAT: 15 points.

- A.** Book Structure: Practicality, convenient size, durability and neatness..... 2 pts
- B.** Arrangement of Contents:
1. Cover: 2 pts
Name of club, town, state, year (design optional). If permanent type of binder is used, substitute with paper cover and include required information on cover, and so note.
 2. Title Page: 2 pts
Name of club, town, state, year, number of members, affiliated organizations (District, State, Region, NGC, other).
 3. Table of Contents 1 pt
Number the yearbook pages and list topics on Contents page.
Subsequent pages (in any order most useful to members) 8 pts
 - Membership roster - 2 pts
 - List of Club officers & Committee Chairmen - 1 pt
 - NGC information - 1 pt
 - Other Information - 2 pts
(Regional Director, State President, State District Director and themes)
 - Calendar of Events - 2 pts
- C. Options:** Club's choice to include bylaws, fund raising, roll call, NGC/Region/State themes; club theme, if used, should be evident throughout the book. No points given.

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.

1. At least seven meetings a year 3 pts
2. Date, location/address, time of meeting 3 pts
3. Speaker's name, qualifications (brief), program title 4 pts
4. Variety of program topics (theme not required) 14 pts
 - A.** Variety of styles of programs (lectures, tours, etc.) 12 pts
 - B.** Variety of speakers (specialists, members, etc.) 14 pts

PROJECTS: 35 points.

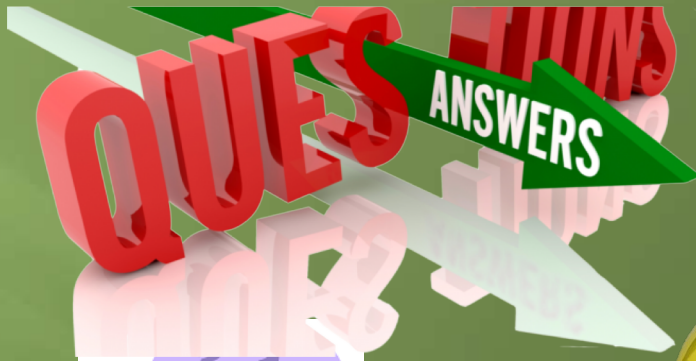
1. List Continuing and New Participating Projects 15 pts
2. Give brief word description of projects: Include location, name of chairman, how members participate, list of donations, in-kind donations, plans for maintenance, Fundraising (sales of bulbs, bedding plants, which may promote NGC Member Services) is allowed..... 20 pts

TOTAL: 100 points

Options: (No points given.)

- Bylaws, budget, fundraising, roll call, former club presidents, members who are life members in state, region, NGC Awards.
- 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.

Q&A



QUESTIONS..... GARDEN CLUE

