

AWARDS MANUAL

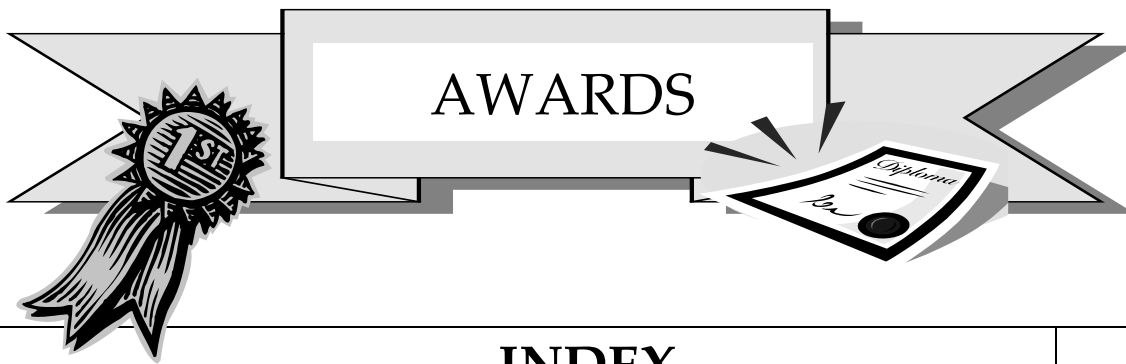


Purpose

This *AWARDS MANUAL* has been prepared as a resource guide for TGCI members. It includes criteria, procedures and deadlines to assist in applying for awards. Awards recognize excellence, outstanding service and contributions in the advancement of state and national garden club objectives. This recognition inspires, motivates and encourages others to further their efforts and apply for awards.

Committee:

Suzanne Potts, Chairman
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**QUICK REFERENCE GUIDE
AWARDS DATA SUMMARY**

(Refer to individual award for COMPLETE information.)

AWARDS	DISTRICT	CLUB/S	INDIVIDUAL	3 PAGE APP. FORM	SPECIAL APP. FORM	BOOK OF EVIDENCE	DUE DATE
Amy Mason Wildflower		X		X			Dec. 1
Annual Civic Fund	X	X					Dec. 1
Bev Kelter Arbor		X		X			Dec. 1
Birds and Butterflies		X	X	X			Dec. 1
Blue Star Memorials	X	X		X (A only)			Dec. 1
Civic Development	X	X		X			Dec. 1
Club Achievement		X			X		Feb. 15
Conservation		X	X	X			Dec. 1
Flower Show Achievement	X	X			X	X	30 days after
Garden Therapy		X	X	X			Dec. 1
Historic Preservation		X		X			Dec. 1
Honeywell Horticultural			X		X	X	Dec. 1
Horticulture	X	X	X				Dec. 1
Land Trust Project	X	X					Dec. 1
Litter and Recycling		X		X			Dec. 1
Member Services Sales	X	X					Feb. 15
Membership Increase	X	X					Dec. 1
Membership & Promotion	X	X				X	Dec. 1
National Garden Week	X	X		X			Dec. 1
National Life Member	X	X					Dec. 1
Publications	X	X					Dec. 1
Roadside Beautification		X		X			Dec. 1
Scholarship	X	X					Dec. 1
Scrapbook		X					Dec. 1
Social Media	X	X					Dec. 1
Yearbook		X					Sept. 1
Youth		X	X	X			Dec. 1

AWARD RULES

AWARDS YEAR: January 1 to December 31 annually (except where noted in the description of awards).

ELIGIBILITY: Districts, clubs or groups of clubs, councils and individuals who are in good standing with The Garden Club of Indiana, Inc. (TGCI) are eligible to apply for any awards.

- i small club: 29 and under members
- ii medium club: 30-59 members
- iii large club: 60-99
- iv ex-large: 100 members and over

PLEASE NOTE: Books of evidence are no longer permitted except where noted.

APPLICATION FORMS:

- There is a three-page limit, using only the front of the page.
- Binders and vinyl sheet protectors are not allowed. Exceptions noted.
- Applications will not be returned. Exceptions noted.
- Applications may be submitted electronically to the appropriate state committee chairman where applicable.
- Clubs may apply for a State award and any corresponding NGC award. When applying for both, the applicant must include one State and two NGC application forms. Clubs may also apply for Central Region awards, for which one application form is required.
- For more information and application forms consult:
 - State Awards: www.gardenclubofindiana.org
 - NGC Awards: www.gardenclub.org
 - Central Region Awards: www.ngccentralregion.org

PROCEDURE FOR APPLYING:

- Complete the application form. Submit the original form, typewritten preferred, three (3) pages, front only, to the appropriate state committee chairman by the deadline. Digital submission preferred. If submitting by mail, include original and one copy, keeping a third copy for your records.
- When the same project is eligible for various awards, submitting exact duplication of the application is not acceptable. However, a project, when merited, may receive more than one award.
- Refer to individual award descriptions for these exceptions:

CLUB ACHIEVEMENT
FLOWER SHOW ACHIEVEMENT
FLOWER SHOW SCHEDULE
HONEYWELL HORTICULTURAL
HORTICULTURE
MEMBERSHIP AND PROMOTION
PUBLICATIONS
SCRAPBOOK
YEARBOOK
YOUTH

DEADLINES: Completed application forms with supporting data showing proof of work done must be sent to the appropriate committee chairman by the **due date** listed in the description of each award. **Late entries will not be judged.**

SCALE OF POINTS FOR JUDGING

EXCEPTIONS: Amy Little Mason Wildflower, Bev Kelter Arbor, Flower Show Achievement, Honeywell Horticultural, Membership and Promotion, Publications, Scrapbook, Yearbook

- Presentation 5 pts:** neat, concise, includes all required information on Application Form (three (3) pages allowed) or the Book of Evidence, if required.
- Achievement 65 pts:** scope of project; need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project; financial report; other.
- Participation 15 pts:** size of club; involvement of members, community, government agencies, professionals, youth, residents in facilities, others. Not all of these have to be involved.
- Record or Documentation 15 pts:** supporting data (as applicable), clear, well-labeled and neatly attached before & after photographs if applicable, landscape plan (does not have to be professionally drawn), financial report, letters of appreciation, community awards, newspaper/magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.

TOTAL POINTS 100

Districts, clubs or individuals seeking awards will benefit, at the beginning of their projects, by contacting the appropriate state committee chairman.

The evaluating committee should tell the Awards Chairman whether or not the award scores 90, which is the minimum for consideration for a first place award.

AMY LITTLE MASON WILDFLOWER

An annual award of \$100.00 and a Certificate of Award will be given, when merited, to the club with the most outstanding project for the protection and/or propagation of wildflowers. It is hoped that this special award will inspire clubs to apply for an available NGC awards: **NPW-1; NPW-2; NPW-3.**

The following categories may be submitted:

1. The Rural Highway or Roadside: Preservation and enhancement of the rural environment.
2. The Urban Highway: Access and entries to towns and cities. Median plantings with native grown plants.
3. Civic Project: This includes the use of native plants and wildflowers in a local area, such as a park.
4. Protection and preservation of an already established natural area with a diversity of native wildflowers.
5. Demonstration area showing the successful propagation of native plants.

Requirements:

1. Submit an application form (see Award Rules).
2. Include before and after photographs showing the progress and completion of the project.
3. A typewritten summary should describe the scope of the project including unique aspects and design features.
4. Membership participation and the role of cooperating organizations should be described.

Scale of Points for Judging:

Compatibility – adaptation to area	25 pts
Conservation	25 pts
Educational	25 pts
Visual appeal	15 pts
Membership and other organizational participation	<u>10 pts</u>
Total	100 pts

Application form (See Award Rules) is to be sent to the **State Wildflower Chairman** by **December 1**.

A committee of three (3) members, including the **State Wildflower Chairman**, shall be appointed by the State President to judge the applications.

ANNUAL CIVIC FUND

Contributions to the Annual Civic Fund go to the District hosting the State Convention and may be used statewide for:

- Garden-related restoration efforts as a result of disasters, such as floods, tornadoes, earthquakes, hurricanes, wildfires, ice storms
- Increasing access to safe drinking water in areas where water is obtained from rivers, ponds, or other sources subject to contamination
- Gardening, landscaping, beautification and/or restoration of local civic areas. Please note: Neighborhood association type projects are not eligible
- Landscaping to beautify Habitat for Humanity properties

Both Districts and clubs are recognized in giving these awards.

- Class A.** District with largest percentage of clubs contributing.
- Class B.** Largest contribution from a District.
- Class C.** Largest contribution from a Club.
- Class D.** A Gold Seal will be given to clubs contributing \$200.00 or more.
- Class E.** A Silver Seal will be given to clubs contributing \$100.00-\$199.00.
- Class F.** All clubs contributing \$25.00 or more receive a certificate.

First, second and third place will be awarded, except in Class D, E, and F.

Contributions from clubs are due to the **Annual Civic Fund Chairman** by **December 1**. Make checks payable to **The Garden Club of Indiana, Inc.** Mark Annual Civic Fund in the lower left corner of the check.

BEV KELVER ARBOR

An award of \$100.00 and a Certificate of Award will be given when merited, to the club with the most outstanding tree program. Additional awards of \$50.00 may be given on occasional years when funding permits. **NGC award available: CS-5**

Requirements:

1. Submit an application form (see Award Rules).
2. Include photographs, financial statement, project summary, publicity, and number of trees planted.
3. Project work to be from January through November of current year, however, it may show evidence of a continuing project.
4. No club may win this award two consecutive years.

Scale of Points for Judging:

Number of trees planted by club members on private property	10 pts
Number of trees planted and significance of club planting projects on public grounds	45 pts
Most significant Arbor Day Service	35 pts
Tree planting and/or environmental education programs with youth	<u>10 pts</u>
Total	100 pts

Application form (see Awards Rules) is to be sent to the **State Trees Chairman** by **December 1**. A committee of three (3) members, including the **State Trees Chairman**, shall be appointed by the State President to judge the applications.

BIRDS AND BUTTERFLIES

Awards are available for overall excellence and balance in a year's program on birds or butterflies for an outstanding contribution to the preservation of bird or butterfly life.

A year's program on birds or butterflies could include: study of Indiana birds or butterflies and their characteristics, habits, economic or aesthetic value; study of plants native to Indiana that are useful to birds or butterflies; study of conditions and practices endangering bird or butterfly life.

Contributions to the preservation of bird or butterfly life by a club or clubs could include: cooperating in any conservation project or legislative measure affecting bird or butterfly life; establishment or promotion of a community sanctuary.

Contributions to the preservation of bird or butterfly life by an individual could include: landscaping for bird or butterfly attraction and protection; maintaining a bird sanctuary or a butterfly habitat.

NGC awards available: EC-4; EC-5.

- Class A.** Club or clubs for overall excellence and balance in a year's program on birds or butterflies
- Class B.** Club or clubs for outstanding contribution to the preservation of bird or butterfly life
- Class C.** Individual club member for outstanding contribution to the preservation of bird life
- Class D.** Individual club member for outstanding project in butterfly attraction and/or preservation
- Class E.** Individual Garden Club for outstanding contribution to the landscaping for butterfly attraction and preservation. Eligible for the **KATRINA VOLLMER BUTTERFLY TRAVELING SILVER TRAY and Certificate of Award**. This tray is to be returned to the State Birds and Butterflies Chairman at least one month prior to the state convention.

First, second and third place awards will be given in each class when merited, except in Class E.

Application form (see Award Rules) is to be sent to the **State Birds and Butterflies Chairman** by **December 1**. A committee of three (3) members, including the **State Birds & Butterflies Chairman**, will judge the applications.

BLUE STAR MEMORIALS

The Blue Star Memorial Markers are in recognition of servicemen and women who have served, are serving or will serve in our nation's armed forces. Clubs desiring to establish, restore or rededicate a site should ask for guidance and assistance from the ***State Blue Star Chairman***.

The large Blue Star Memorial Markers are permitted on the grounds of National Cemeteries, Veterans Administration Medical Centers and any other appropriate civic location. The small Byway Markers are suitable for club or public civic plantings in city, county or state parks, picnic sites, etc. They do not have to be located on dedicated highways. Permission to place and dedicate marker is usually under local or county government. The location is to be reviewed and approved by the NGC Blue Star Chairman as part of the application process.

Legislative action is required for a highway to be approved as a Blue Star Memorial Highway.

Districts, clubs and groups of clubs are recognized in giving these awards.

NGC awards available: L-1; L-2; L-3.

The following classes will apply for both Blue Star Highway and Byway:

- Class A.** Club or group of clubs that does outstanding work in the establishment of a memorial site or the maintenance or restoration of an old site, or both. An award application form is to be sent to the ***State Blue Star Memorials Chairman*** by ***December 1***.
- Class B.** Largest contribution from a district.
- Class C.** Largest contribution from a club.
- Class D.** A Gold Seal will be given to clubs contributing \$200.00 or more.
- Class E.** A Silver Seal will be given to clubs contributing \$100.00- \$199.00.
- Class F.** All clubs contributing \$25.00 or more will receive a certificate.

First, second and third place awards will be given in each class when merited, except Classes D, E and F.

Make contributions payable to **The Garden Club of Indiana, Inc.** Mark check in lower left corner "**Blue Star Memorial.**" Send to the ***State Blue Star Memorials Chairman*** by ***December 1***. A committee of three (3) members, including the ***State Blue Star Memorials Chairman***, will judge the applications for Class A.

CIVIC DEVELOPMENT

This award is offered to a club, clubs or a district making the most significant contribution to community development. Civic projects should inspire and benefit the community as a whole, improve its appearance, advance its civic spirit and educate and alert other organizations toward civic improvement.

Projects may consist of landscape improvement through the planning and planting of parks, civic centers, libraries, schools, hospitals, etc.

NGC awards available: CS-1; CS-2; CS-5.

- Class A.** District project making the most significant contribution to civic development
- Class B.** Club or clubs making the most significant contribution to civic development

Both districts and clubs are recognized in giving these awards.

First, second and third place awards will be given in each class when merited.

Application form (see Award Rules) is to be sent to the ***State Civic Development Chairman*** by ***December 1***. A committee of three (3) members, including the ***State Civic Development Chairman***, will judge the applications.

CLUB ACHIEVEMENT

An award will be presented to the highest scoring club in each class, based on a club's activities from January 1 to December 31.

- Class A.** Under 25 members
- Class B.** 25 to 39 members
- Class C.** 40 to 64 members
- Class D.** 65 to 99 members
- Class E.** 100 members and over

Certificate of Award and **\$25.00** will be given to the first place winner in each class.

Certificates will be presented to second and third place winners in each class.

Club Achievement application form for award available from your **District Director** or on the **State Website**. Send completed report to the **State First Vice-President/President-Elect** by **February 15**. A committee of three (3) members shall be appointed by the State President to judge the applications.

CONSERVATION

Awards may be presented to a club, clubs or an individual for overall excellence in the following suggested conservation activities: a year's program of conservation studies and activities; sponsoring a conservation club; educating an organized group in conservation; wise use of forest and land resources; air and water pollution study programs; any other related project a club may pursue.

Outstanding conservation work by an individual member could include: strong personal involvement in any of the above; educational or legislative activity in conservation; articles written and published on various phases of conservation.

NGC awards available: EC-1; EC-3.

- Class A.** Club or clubs for year's program
- Class B.** Club or clubs promoting conservation among youth
- Class C.** Individual member for outstanding contribution to conservation

First, second and third place awards will be given in each class when merited.

Application form (see Award Rules) is to be sent to the **State Conservation Chairman** by **December 1**. A committee of three (3) members, including the **State Conservation Chairman**, will judge the applications.

FLOWER SHOW ACHIEVEMENT

NATIONAL GARDEN CLUBS, INC. STANDARD FLOWER SHOW ACHIEVEMENT AWARDS

In order to encourage more beautiful Standard Flower Shows which meet the high standard of NGC, a number of Flower Show Achievement Awards are offered. These awards are located on the NGC website:

www.gardenclub.org.

Refer to *HANDBOOK FOR FLOWER SHOWS, 2017*, for full details for Standard Flower Show requirements, scales of points for judging, rules for NGC Awards, etc. It is recommended that every club have a current *HANDBOOK FOR FLOWER SHOWS*. This book must be kept updated according to changes posted on the NGC website.

GENERAL INFORMATION FOR FLOWER SHOW ACHIEVEMENT AWARDS

See *HANDBOOK FOR FLOWER SHOWS, 2017*

The award year is January 1 through December 31 annually and the **due date is 30 days after the show**. Holiday show applications and their supporting data must be in the hands of the **State Awards Chairman on or before December 31**. Allow ample time for delivery to the appropriate chairman BEFORE the State deadline. Application and book of evidence are to be sent to the **State Awards Chairman**.

Standard Flower Shows, Small-Standard Flower Shows and Specialty Flower Shows are eligible for both State and NGC Flower Show Achievement Awards. All shows must meet all Handbook requirements and be evaluated by a minimum of three (3) NGC Accredited Flower Show Judges. **State Flower Shows Schools Chairman** must approve panel of judges. To be eligible for the State Award, the evaluation score must be 90 or above. To be eligible for the NGC Award the evaluation score must be 95 or above.

It is recommended that applications for **both State and NGC Awards** be filed at the same time. The state application form shall be clipped on top of the two NGC application forms (one of which should be permanently attached to the inside cover) in the book of evidence.

Notice of intent to apply for any **Flower Show Award** must be sent to the **State Flower Show Schools Chairman**, the **State Awards Chairman** and the **State President** at least 30 days before the date of the show for their information. **The State Flower Show Schools Chairman** may check schedule if requested to do so. Request three (3) copies of the evaluation scale sheets for the evaluating judges from the **State Flower Show Schools Chairman**.

On the day of the show, give an evaluation form to each of the evaluating judges with a stamped envelope addressed to the **State Flower Show Schools Chairman**. Before the judges evaluate the show, give them the number of entries in the Horticulture and Design Divisions, Special Exhibits and the number of members exhibiting in the show.

The evaluation forms are confidential and are seen only by the evaluating judges, who will mail them directly to the **State Flower Show Schools Chairman**. The evaluating committee should tell the show chairman whether or not the show scores **90**, which is the minimum for consideration for a State award. The show **must score 95** to be considered for a **NGC Award**.

Clubs applying for a Flower Show Award no longer need to state the award number or name on the application form. This is left up to the State Awards Chairman who will try to place each club in a separate category. This does not change any rules or requirements. For example, a Holiday Show would need to have the holiday theme, but if two clubs put on separate Holiday Shows, only one club may win. However, if one show could be placed as a Show staged in a Public Building and the other placed as a Holiday Show, both clubs would then be eligible for awards. Clubs preferring a specific award must inform the State Awards Chairman on a piece of paper which is not permanently attached to the application.

State Flower Show Awards correspond to NGC Flower Show Awards. For detailed information on awards available, NGC applications, requirements and examples of Books of Evidence, see NGC website: www.gardenclub.org/Awards.

GARDEN THERAPY

Garden Therapy is the sharing by garden club members of their gardening knowledge and skills to benefit the physically or learning challenged residents in nursing homes, schools, prisons, low income housing, etc.

A garden therapy program consists of one or more projects conducted on a regularly scheduled basis as a part of the garden club's activity for the year.

- Class A.** Projects and activities WITH persons who qualify
1. Club or clubs
 2. Individual

A garden therapy project is any single unit of gardening activity conducted WITH the individuals. A gardening activity includes all phases of horticulture; the artistic use of plant and other natural materials; the study of birds, wild plants, all natural resources; and all types of horticultural, artistic and educational exhibits and flower shows.

Activity projects are those conducted WITH (subjective) the individuals in which they participate actively. The therapeutic value lies in DOING as well as in the end product. Example: a workshop in which they are assisted in making corsages to wear or give to friends has multiple benefits.

Class B. Therapy service FOR persons who qualify

1. Club or clubs
2. Individual

Therapy service is a service project or projects that are conducted FOR (objective) the individuals but without their participation. The benefit lies in the enjoyment of the results. Example: Corsages made for them to wear or to give to friends. This is of less therapeutic value than Class A.

No club, individual or group of clubs may receive this award for the same project more than two years in succession.

NGC award available: G-3.

First, second and third place awards will be given in each class when merited.

Application form (see Award Rules) is to be sent to the **State Garden Therapy Chairman** by **December 1**. A committee of three (3) members, including the **State Garden Therapy Chairman**, will judge the applications.

HISTORIC PRESERVATION

This award may be presented to a club or clubs for outstanding work on an historic preservation project such as the restoration of a park, a building and/or garden of importance to the heritage of a particular locality. Good landscaping and/or architectural design to enhance the value and significance of the site will be a consideration. Photos of "before" and "after" restoration should accompany application.

Class A. Restoration of grounds

Class B. Restoration of an historic site (restoration of a building on its original grounds)

Class C. Restoration of an historic area (restoration of more than one building on their original grounds)

NGC award available: HP-1.

First, second and third place awards will be given in each class when merited.

Application form (see Award Rules) is to be sent to the **State Historic Preservation Chairman** by **December 1**. A committee of three (3) members, including the **State Historic Preservation Chairman**, will judge the applications.

HONEYWELL HORTICULTURAL

This coveted award is named for Professor E. R. Honeywell. The purpose of this award is to **stimulate greater interest** in horticulture and to recognize those individuals who are contributing most to this phase of garden club work. Only a bona-fide resident of the state of Indiana and an active amateur member of The Garden Club of Indiana, Inc. is eligible for this award. An amateur is one who grows plants for pleasure and whose return from sales, if any, does not equal outlay for seeds and plants.

The Award is given, when merited, to a garden club member who has exhibited outstanding or long-term interest in and promotion of horticulture to the public as well as to fellow garden club members.

Evidence of work done by the nominee must be prepared personally and assembled in one scrapbook. Included in this should be a synopsis of the work done, research, awards won, publicity, photos, etc. Binders and vinyl sheet protectors are permitted.

The **application form** is to be obtained from the **State Honeywell/Horticulture Chairman** or from the State website: www.gardenclubofindiana.org. Application form with supporting data is due to the District Director by **December 1** to bring to the State Winter Board meeting. A committee of three (3) members, including the **State Honeywell Horticultural Chairman**, shall be appointed by the State President, to judge the applications.

A **Certificate of Award** and an **engraved award** will be presented to the winner at the State Convention. The winner will be notified prior to the State Convention.

Scale of Points for Judging:

Stimulating interest in Horticulture	(Within Club, Community and State)	50 pts
Awards won	(Pertaining to Horticulture)	20 pts
Garden Club activities	(Relating to Horticulture)	15 pts
Photos	(Labeled)	10 pts
Publicity		<u>5 pts</u>
	Total	100 pts

HORTICULTURE

DISTRICT: A certificate may be awarded to the District which reports the best horticultural project. The **District Director** may compile a file of horticulture projects reported by at least three-fourths of the clubs in the district. Each club's report shall include a brief narrative description of its CLUB project and supporting data. The District Director must prepare a statement summarizing the work and evaluating the horticultural project and value.

CLUB: A garden club which has carried out a specific horticultural project for one year may apply for this award. The year's program shall include discussions of the plant chosen. *At least two-thirds of the members* shall have grown the plant; evidence of this must be included in the report. Showing at club meetings is to be encouraged; if a club stages a flower show then a class should be included for exhibiting the plant subject. Publicity and pictures of the show shall be included in the data. Pictures of exhibiting at meeting would also constitute evidence.

INDIVIDUAL: This award may be given to an all-around practical gardener who does outstanding gardening in his/her own plot, not necessarily hybridizing. His/her achievement for one year must be described in a full narrative report and well documented by newspaper clippings, pictures and ribbons won in horticultural classes of Standard Flower Shows and plant society shows.

LITERARY EFFORT: This award recognizes a member or a club that writes articles on horticultural subjects. The candidate must apply for this award; submit as supportive data those articles published in the current year. This award may not be given to the same individual or club more than two years in succession.

- Class A.** District doing best horticultural projects
- Class B.** Club doing outstanding gardening project
- Class C.** Individual doing an outstanding gardening project
- Class D.** Literary effort in horticulture
- Class E.** Slide or video program relating to horticulture by an individual, club/s or district

First, second and third place awards will be given in each class when merited.

Application form (see Award Rules) is to be sent to **State Horticulture Chairman** by **December 1**. A committee of three (3) members, including the **State Horticulture Chairman**, will judge the applications.

LAND TRUST PROJECT

Awards are given to both districts and clubs making contributions to the current Land Trust Project adopted by The Garden Club of Indiana, Inc. in cooperation with The Nature Conservancy.

- Class A.** District with largest percentage of clubs contributing.
- Class B.** Largest contribution from a District.
- Class C.** Largest contribution from a club.
- Class D.** A Gold Seal will be given to clubs contributing \$200.00 or more.
- Class E.** A Silver Seal will be given to clubs contributing \$100.00-\$199.00.
- Class F.** All clubs contributing \$25.00 or more receive a certificate.

First, second and third places will be awarded, except in Classes D, E and F.

Make checks payable to **The Garden Club of Indiana**. Write name of the Land Trust Project in the lower left corner of the check. The contributions will be sent to The Nature Conservancy by the State Treasurer. Contributions are due to the **State Land Trust Chairman** by **December 1**. Include district, club and address of donor.

LITTER AND RECYCLING

Awards may be given to clubs for outstanding year's work in litter prevention and recycling. This may mean waging a campaign by the club alone or engaging the interest of organized groups or individuals. This may also include prevention as well as cleaning existing unsightliness, educational or legislative activity and/or many other approaches.

In evaluation, credit is given to the publicity done through newspapers, TV/radio; to the survey made before the project is attempted; to the cooperation of related groups and to overall success of the project.

NGC award available: EC-2.

- Class A.** Best litter prevention project
- Class B.** Best recycling project

First, second and third place awards will be given when merited.

Application form (see Award Rules) is to be sent to the **State Litter and Recycling Chairman** by **December 1**. A committee of three (3) members, including the **State Litter and Recycling Chairman**, will judge the applications.

MEMBER SERVICES SALES

Each club should survey its members for items purchased during the year from NGC Member Services and should tabulate total cash amounts of all purchases.

Awards are presented to the club and the district ordering through NGC Member Services the greatest total cash amounts from January 1 to December 31.

- Class A.** Largest purchases by a district
- Class B.** Largest purchases by a club

First, second and third place awards will be given in both classes when merited.

Submit totals along with receipts/invoices to the **State Member Services Chairman** by **February 15**.

MEMBERSHIP INCREASE

Membership Increase Awards are as follows:

- Class A.** District with the most new clubs affiliating
- Class B.** District receiving the most new members
- Class C.** Club instrumental in affiliating the most new clubs
- Class D.** District increasing its membership by the largest percentage. Eligible for the **Hazel Harley Traveling Trophy**. This **silver bowl** and **Certificate of Award** will be presented annually by the State President at the state convention. This trophy is to be returned to the State Membership Chairman at least one month prior to the state convention.

First, second and third place awards will be given in each class when merited, except in Class D. **State Membership Chairman** compiles information for award.

MEMBERSHIP AND PROMOTION

Awards may be given for the most innovative activity or activities, or most outstanding effort, to increase public visibility; to increase club membership, or to make the public aware of the mission and activities of garden club including membership brochures, leaflets, or any other publication used, as well as any publicity received. (Printed materials, materials for electronic publication and publicity may be attached in their entirety to the application and are not counted as part of the three-page limit.)

National awards available: MP-1.

- Class A.** Single member garden club
 - i small club: 29 members and under
 - ii medium club: 30-59 members
 - iii large club: 60 members and over
- Class B.** Group of member clubs, councils, districts

Scale of Points for Judging:

Presentation	neat, concise, includes all required information	5 pts
Achievement	innovative nature of activities and/or publications; quality of printed materials and contents (includes material to be published electronically); activities to attain goals; planning and execution of activities and/or publication; any successful publicity obtained	65 pts
Participation	size of club; involvement of members, community, professionals, youth, etc., as applicable	15 pts
Record or Documentation	supporting data (as applicable), clear, well-labeled and neatly attached photos, if applicable, any printed material created (can include content placed on websites, social media sites, etc.)	15 pts
	Total	100 pts

First, second and third place will be given when merited. First place awards in each class will be forwarded for regional competition. Regional winners will be announced at the NGC Convention and receive NGC certificates of commendation.

Entries are due to the **State Public Relations Chairman** by **December 1**. A committee of three (3) members, including the **State Public Relations Chairman**, will judge the applications.

NATIONAL GARDEN WEEK

First, second and third place when merited will be given at the state convention for the best promotion of National Garden Week; entries to show community awareness throughout the entire week and include local and/or state proclamations. Refer to the NGC website: www.gardenclub.org.

Class A. Single member garden club

- i small club
- ii medium club
- iii large club

Class B. Group of member clubs

Class D. State Garden Club

- i small state
- ii medium state
- iii large state

NGC award available: MP-2.

Application form (see Award Rules) is to be sent to the **National Garden Week Chairman** by **December 1**. A committee of three (3) members, including the **National Garden Week Chairman**, will judge the applications.

NATIONAL LIFE MEMBER

A gift of \$200.00 to become a National Life Member is shared equally by the NGC Scholarship Fund and the NGC Permanent Home and Endowment Fund. The recipient receives a lifetime subscription to *The National Gardener* magazine and a portion of the contribution is tax deductible.

Class A. District with the most new NGC Life Members

Class B. Club with the most new NGC Life Members

First, second and third place certificates will be given when merited. The application and \$200 is due to the **State National Life Member Chairman** by **December 1**. The **State National Life Member Chairman** compiles the information for the award. For a National Life Member application, contact the **State National Life Member Chairman** or the NGC website: www.gardenclub.org.

PUBLICATIONS (other than yearbooks)

First, second and third place will be given at the state convention for the entries judged best in each category. The first place entries will be forwarded by the Awards Chairman to NGC provided the application forms are properly submitted with the entries. Refer to NGC website for complete rules and proper way of submitting: www.gardenclub.org.

NGC awards available: PUB-1; PUB-2.

Class A. District, Council Publications

Class B. Club Publications

Scale of Points for Judging:

General Character:	
Presentation	5 pts
Achievement	65 pts
Promotes NGC objective/s	15 pts
Record or Documentation	<u>15 pts</u>
Total	100 pts

Application form and entries are due to the **State Public Relations Chairman** by **December 1**. A committee of three (3) members, including the **State Public Relations Chairman**, will judge the applications.

ROADSIDE BEAUTIFICATION

Awards may be given to a club or clubs for outstanding roadside development or improvement. The adoption and accomplishment of a program for permanent roadside beautification shall be the basis for the award. Such a program may be continuous, yet shall have reached an advanced degree of completion prior to the application for the award. A program of roadside development could include: abolishment of dumping; removal of billboards; screening; improvement of unsightly stands or buildings; landscaping; beautification. No club may be eligible for this award more than once for the same program.

NGC award available: NPW-1

- Class A.** Development of a NEW SITE
- Class B.** Improvement of an EXISTING SITE

First, second and third place awards will be given when merited.

Application form (see Award Rules) is to be sent to the **State Civic Development Chairman** by **December 1**. A committee of three (3) members, including the **State Civic Development Chairman**, will judge the applications.

SCHOLARSHIP

Scholarship Patrons, Gold Star and Associate Life Members, contributions, memorials and honorariums comprise the Scholarship Fund. Fifty dollars from Scholarship Patrons and Associate Life Members is contributed to the permanent endowment fund from which only the interest becomes available for current use by eligible students. Fifty dollars from Scholarship Patrons is contributed to the general fund, state life member equity account. Fifty dollars from Gold Star Members is allotted equally between the general fund, state life member equity account, and the annual scholarship account.

Scholarship contributions, memorials, honorariums, Scholarship Patrons, Gold Star and Associate Life Members are combined for these awards. Both districts and clubs are recognized in giving these awards.

Class A. District Contributions

1. Largest contribution from a District.
2. District with largest percentage of clubs contributing.
3. District with the most new Scholarship Patrons.

Class B. Club Contributions

1. Largest contribution from a club.
2. A Gold Seal will be presented to club contributing \$200.00 or more.
3. A Silver Seal will be presented to club contributing \$100.00 to \$199.00.
4. All clubs contributing \$25.00 to \$99.00 will receive a certificate.
5. Largest number of *NEW* Scholarship Patrons from a club.
6. Largest number of *NEW* Gold Star Members from a club.

First, second and third place certificates will be given, except in Class B2, B3 and B4.

Application form or letter requesting Scholarship Patron must be accompanied by a check for **\$100.00**. Application for Gold Star or Associate Life Member must be accompanied by a check for **\$50.00**. Please give club and district to be counted for awards. Make checks payable to **The Garden Club of Indiana, Inc.** and send to the **State Scholarship Chairman**.

Contributions should be sent to the **State Scholarship Chairman** giving club name and district. Make checks payable to **The Garden Club of Indiana, Inc.**, mark Scholarship Fund in lower left corner of check.

Memorials and Honorariums should be sent to the **State Scholarship Chairman**. Be sure to give club name, district, person to be notified and their address. Make check payable to **The Garden Club of Indiana, Inc.**, mark Scholarship Fund in lower left corner of check.

Contributions from clubs or individuals are due to the **State Scholarship Chairman** by **December 1**.

SCRAPBOOK

Scrapbook awards are available to clubs in **two** formats: **PRINTED** and **DIGITAL**. Additional information may be obtained from the ***State Program and Speakers Chairman***. One full year's work is to be judged, based on the individual club's calendar year. Entries, which are judged by a committee, are divided into classes according to the size of membership. ***Above all, keep in mind that this is the history of your club and must be in good taste at all times.***

PRINTED SCRAPBOOK AWARDS

Scrapbooks larger than 8½" x 11" are permitted and may be loose-leaf.

Class A. Under 20 members	Class C. 30 to 44 members	Class E. 70 or more
1. Under 30 pages	1. Under 30 pages	1. Under 30 pages
2. 30 to 80 pages	2. 30 to 80 pages	2. 30 to 80 pages
3. 81 pages and over	3. 81 pages and over	3. 81 pages and over
Class B. 20 to 29 members	Class D. 45 to 69 members	
1. Under 30 pages	1. Under 30 pages	
2. 30 to 80 pages	2. 30 to 80 pages	
3. 81 pages and over	3. 81 pages and over	

SCALE OF POINTS FOR JUDGING PRINTED SCRAPBOOKS FOR STATE AWARDS

FORMAT

40 POINTS

- A. BOOK STRUCTURE** 5 pts
 - 1. Practicability, durability and neatness
- B. ATTRACTIVENESS** 10 pts
 - 1. Embellishments may be used to enhance the appearance of your book. Avoid the use of superfluous material unless it illustrates an activity of the club, sets a mood for a season or report of a meeting or carries out a theme. Avoid a cluttered look.
- C. ARRANGEMENTS OF CONTENTS**
 - 1. Cover 5 pts
 - Name of club, town, year (Design optional)
 - 2. Title Page 5 pts
 - Name of club, town, District, number of members, year (may use cover of yearbook and title page from yearbook)
 - 3. Subsequent pages 5 pts
 - List of club officers, committee chairmen, membership list
 - 4. Monthly program page 5 pts
 - To be mounted with each month's press clippings and pictures
 - 5. Orderly Flow of Material 5 pts
 - Material should flow from month to month. Awards received and projects may be shown separately. Must number pages.

CONTENTS

60 POINTS

- DOCUMENTATION** 20 pts
 - Photographs must have names, date and description of event. Printed publication clippings must have name of publication and date. (Preferably use name and date cut from publication.)
- ACTUAL CONTENTS** 40 pts
 - The scrapbook is a recorded history of your club's work. The contents (photocopies acceptable) should reflect the activities of your club and may include:
 - 1. Photographs may be in color or black and white. Both members and their gardens may be included, plus photographs of all activities.
 - 2. Publicity clippings about club activities and club members
 - 3. Schedules and photographs of flower shows

3. Schedules and photographs of flower shows
4. Correspondence which pertains to some specific activity
5. Awards and ribbons earned by the club or special recognition shown to members
6. A copy of the history of the year, such as might be prepared by the club president, and copies of the annual reports by the various committee chairmen
7. Obituaries, memorials

TOTAL 100 POINTS

First, second and third place awards will be given in each class when merited.

No application form is necessary. Scrapbook due to the **District Director** by **December 1** to bring to the State Winter Board Meeting. Scrapbooks will be returned at the state convention. If the club representative does not pick up the book, it will be given to the club's District Director.

DIGITAL SCRAPBOOK AWARDS

Scrapbook must be PDF format when submitted by email, CD or DVD. If in any other format, club should contact **Program and Speakers Chairman** for instructions to convert the file to PDF and ensure nothing is lost in conversion.

Class A. Under 20 members
Class B. 20 to 29 members

Class C. 30 to 44 members
Class D. 45 to 69 members

Class E. 70 or more members

SCALE OF POINTS FOR JUDGING DIGITAL SCRAPBOOKS FOR STATE AWARDS

Same as above except under Format A:

FORMAT

A. STRUCTURE

5 pts

1. PDF format when submitted by email, CD or DVD. If in any other format, contact chairman for instructions to convert file to PDF. Music and videos are not acceptable.

First, second and third place awards will be given in each class when merited.

No application form is necessary. Submit electronically to the **State Program and Speakers Chairman** by **December 1**. A committee of three (3) members, including the **State Program and Speakers Chairman**, will judge the entries.

SOCIAL MEDIA

An award is offered to a club or district for the most outstanding Facebook page or Website promoting its gardening activities, state and national objectives. The Facebook page or Website must be available for viewing by the public (not just club or district members).

NGC award available MP-3.

- Class A.** District with most outstanding Facebook page
- Class B.** Club with most outstanding Facebook page
- Class C.** District with most outstanding Website
- Class D.** Club with most outstanding Website

First, second and third place will be awarded in each class when merited.

Scale of Points for Judging:

Presentation- Quantity of photos, quantity of posts	25 pts
Interactive- Engages public to respond, encourages sharing of ideas, experiences	35 pts
Achievement- Club/district information present, easy to find, educational	20 pts
Promotion- Promotes club gardening activities, state and national objectives	10 pts
Maintenance- Appears updated	<u>10 pts</u>
Total	100 pts

Application form (See Awards Rules) is to be sent to the **State Website Chairman** by **December 1**. A committee of three (3) members, including the **State Website Chairman** will judge the applications.

YEARBOOK

Awards are available for club yearbooks for the current year.

NGC award available: YB-1.

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

First, second and third place awards will be given in each class when merited. Each club applying for the yearbook award should send its yearbook to the **District Director** by **September 1** to be given to the **State Program and Speakers Chairman** by **September 30**. A committee of three (3) members, including the **State Program and Speakers Chairman**, will judge entries.

No state application form is necessary. **The State Program and Speakers Chairman will prepare two NGC application forms where merited and forward them with the winning yearbooks to the State Awards Chairman no later than January 1. State Awards Chairman submits yearbook winners in each category to the Regional Awards Chairman by the Regional Deadline. The Regional Awards Chairman sends the name of the winning entry in each category (not actual yearbook) to NGC Awards Chairman.**

SCALE OF POINTS FOR JUDGING NGC YEARBOOK AWARD #YB-1

FORMAT:

- **Book Structure** 2 pts
Practical, convenient size for membership, durable, neat. Yearbooks may be stapled, spiral, or 3-ring binders. Material should be well placed with ample margins, and font size suitable for members to read.
- **Cover** 2 pts
Include name of club, town, state organization, year, and appealing design. If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page** 2 pts
Include name of club, town, state organization, year, number of dues paying members, and affiliated organizations (district, state, 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 pt
Number the yearbook pages and list topics on Contents Page.
- **Subsequent Pages** 1 pt
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 pts
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 Chairmen** 1 pt
- **NGC Information** 1 pt
Name of the NGC President, the theme of the administration, and a referral to the NGC website for further information.
- **Other Information** 2 pts
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 referral to the State website.
- **Calendar of Events** 2 pts
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**
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. Meets minimum number of meetings required by state 3 pts
 - 2. List date and time of meeting, location with address 3 pts
 - 3. List name of speaker/s, qualifications (brief), program title 3 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: 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 promote NGC Member Services, as well as publicize our organization and goals. Certain social activities may lead to membership increase. State such in descriptions.

- 1. List Continuing and New Projects (a club is not required to have new projects). 15 pts
- 2. Give brief word description of projects: Include location, name of chairman, how members participate, list of donations (if applicable), in-kind donations (if applicable), plans for maintenance (if applicable), etc. 20 pts

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

TOTAL 100 PTS

YOUTH

Youth Garden Clubs must be sponsored by a garden club affiliated with The Garden Club of Indiana, Inc. Sponsoring clubs should obtain manuals and reference material from NGC Headquarters and should register the club with the **State Youth Chairman**. Only properly registered clubs may apply for awards.

Age requirements:

Preschool – Kindergarten
Grades 1 – 5
Grades 6 – 8
Grades 9 - 12

These awards may be presented for outstanding work in the following:

Class A. Conservation	Class E. Litter Control
Class B. Flower Show Achievement	Class F. Scrapbook
Class C. Garden Therapy	Class G. Yearbook
Class D. Horticulture	

Youth Club Achievement Award: Qualifications for this award will be based on the entire year's work. Program emphasis for each age group should be placed on a balanced program including horticulture, conservation, nature study, flower arranging and flower show practice. This would include meetings, workshops, field trips, scrapbooks, garden therapy and other projects. A **Certificate of Award** and **\$25.00** will be given when merited. Check to be made out to the sponsoring club. If a club has won the award for two consecutive years, it must wait one year before applying for it again.

Clubs sponsoring award winners will receive a certificate. Application form (see Award Rules) is to be sent to **State Youth Chairman** by **December 1**. A committee of three (3) members, including **State Youth Chairman**, will judge the applications

SMOKEY BEAR AND WOODSY OWL ENVIRONMENTAL POSTER CONTEST: For current topic, rules, and due date contact **State Youth Chairman** or NGC website: www.gardenclub.org. A committee of three (3) members, including the **Youth Chairman**, will judge the applications.

Competition Divisions:

1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade

POETRY CONTEST: The contest is open to all students Kindergarten through Ninth Grade. **Special Education: Kindergarten through Ninth Grade.** For current theme contact **State Youth Chairman** or NGC website: www.gardenclub.org.

Contest Rules:

1. All entries must be typed and titled.
2. Include name, address, age and school grade of participant on **back** of entry.
3. Sponsoring garden club and state federation name must also be identified.
4. "Generations of Gardeners" sponsoring garden club may be that of a grandparent.
5. All entries become the property of NGC, Inc.
6. Poems do not have to rhyme.

7. Poems may be traditional verse, acrostics, blank verse, cinquains, diamond poems or Haiku.

Scale of Points for Judging:

Title	10 pts
Content	40 pts
Creativity	30 pts
Style	<u>20 pts</u>
Total	100 pts

Send to **State Youth Chairman** by **December 1**. A committee of three (3) members, including the **State Youth Chairman**, will judge the applications.

ESSAY CONTEST FOR HIGH SCHOOL STUDENTS: The contest is open to all students in the 9th, 10th, 11th, and 12th grades. The contestant must be sponsored by a federated garden club or district. For current topic contact **State Youth Chairman** or see NGC website: www.gardenclub.org. The one entry judged best overall in the essay contest may be awarded the **Richard J. Harley Essay Award (\$50.00)**. Send to **State Youth Chairman** by **December 1**. A committee of three (3) members, including the **State Youth Chairman**, will judge the applications.

THE BORING-WONN HIGH SCHOOL DISTINGUISHED SERVICE PROJECT: (\$50.00) may be awarded to a high school student, grades 9-12, for an outstanding civic project making a significant improvement for public benefit, e.g. environment, conservation, landscape, horticulture, recycling, horticulture therapy, others. A single member garden club, group of member clubs, districts, or a state garden club must sponsor the contest. Send to the **State Youth Chairman** by **December 1**. A committee of three (3) members, including **State Youth Chairman**, will judge the applications.

NGC awards available: Y-1; Y-2; Y-3; Y-4; Y-5; Y-6; YR-1; YR-1; YR-3.

Refer to the NGC website: www.gardenclub.org for additional Youth Awards that may be offered.