



WISCONSIN GARDEN CLUB FEDERATION AWARDS PROCEDURES

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General Information

Awards procedures are those that relate to the details of the administration of Wisconsin Garden Club Federation (WGCF) Awards rather than to parliamentary procedures. They can be adopted as changed by a majority vote of the Executive Committee without previous notice.

The Award Chairman and Committee are responsible for judging and selecting recipients for WGCF Awards as well as selecting and forwarding applications for NGC Awards. The WGCF Awards Committee shall be composed of the Chairman, one assistant appointed by the WGCF President, the Yearbook Chairman, the seven District Awards Chairmen and such WGCF Chairman as the Awards Committee considers necessary. All decisions of the Awards Committee are final and are not subject to review. If any member of the Awards Committee belongs to a club being considered for any award, said member shall abstain from voting.

The Awards year runs from January 1 through December 31, unless specified under the award. All applications should be sent to the WGCF Awards Chairman by December 1. All deadlines must be honored. All new WGCF Awards or any changes must be approved by the WGCF Executive Committee. The cost of engraving all awards shall be assumed by WGCF.

Any award for which no application has been received within ten consecutive years shall be reviewed. State award certificates are provided by WGCF.

If a club is applying for a National Garden Clubs, Inc. award, the application is submitted through the WGCF Awards Chairman. The WGCF Awards Chairman sends the application to NGC. Award applications may be submitted electronically as appropriate. Complete information on NGC Award application procedure is available on the NGC website, gardenclub.org. Unless requested, award applications will not be returned to the applicant.

Chairman Duties

The Chairman shall:

1. Be a member of the Board of Directors.
2. Provide a display or educational materials for the Annual Convention.
3. Work closely with the Treasurer.
4. Verify intent for monetary gifts with the donors prior to January 1 of each year.
5. Keep an accurate file of applications received and awards granted.
6. Receive statistics from the Membership Secretary for the Kuether District Membership Awards and from the Scholarship Investment Liaison for the Murken Memorial Scholarship Fund Award.
7. Consult with the Finance Committee regarding future purchases of trophies and/or the engraving of plaques.
8. Secure an adequate number of ribbons, rosettes, seals, certificates, trophies, and plaques as needed, including the engraving of all trophies.
9. Conduct the annual Awards Committee meeting, generally held the evening before the Winter Executive Committee Meeting.
10. Present applications for the Lydia Shafer, Bronze and Creative Horticultural Achievement Awards to the WGCF Executive Committee for final selection at the Winter Executive Committee Meeting.
11. Present the list of donors of monetary awards to the WGCF Treasurer by March 15.
12. The Treasurer shall confirm donations from award donors prior to the Annual Awards Committee Meeting.

13. Present certificate of appreciation for all award applicants in the event the applicant does not receive an award in that category except Awards 1, 2 and 3.
14. Present all awards at the Annual Convention. The WGCF President may reserve the privilege of presenting the Lydia Shafer, Bronze, Creative Horticultural Achievement and NGC awards.
15. Provide the Editor of Wisconsin Gardens with all changes in awards, award rules and a listing of final awards presented at the Annual Convention.
16. Be current on NGC awards and have a supply of application blanks available for those awards. Submit all applications to the National Awards Chairman by the required date.

Awards Deadlines

The WGCF Awards year runs from **January 1** through **December 31**, unless specified under the award. All applications must be sent to the WGCF Awards Chairman, **postmarked by December 1, unless specified under the award. All applications forms are on the WGCF website under "forms."**

Application Procedures – Books of Evidence

1. Data should be brief, neat and concise. Loose material is attached to pages and secured in a binder or report cover. Plastic covered pages are required with a maximum of three one-sided pages plus the application form (totaling four sides) except for Award # 4 Garden Club of the Year. If submitted electronically, binding and page covers are not required.
2. On cover, print number and name of award, club, district, city and state.
3. The FIRST PAGE must include:
 - a. Name and number of award
 - b. District
 - c. Club name
 - d. Number of members
 - e. Name and address of club president/district director
 - f. Table of Contents (as per award book) required for WGCF awards, NOT to be included in NGC Awards
 - g. Brief description of project
4. FOLLOWING PAGES:
 - a. Typewritten text covering the project
 - b. Existing situation that prompted award application
 - c. Objectives
 - d. Activities to attain objectives
 - e. Results
5. Include in application:
 - a. Participation: size of club, involvement of members, community, government agencies, professionals, youth, residents in facilities and other
 - b. Statements of appreciation: from city officials, development commissions and other cooperating organizations or recipients
 - c. Publicity with date and name of publication
 - d. Progressive pictures
 - e. Yearbook
 - f. Financial report
6. All deadlines are FIRM.

AWARDS Procedures

Top Awards

1. No. 1 LYDIA SHAFER AWARD
2. No. 2 BRONZE AWARD
3. No. 3 CREATIVE HORTICULTURAL ACHIEVEMENT AWARD
4. The following procedure applies to the above three awards.
 - a. Nominations by any individual, club and/or District in the form of a book of evidence must be sent to the District Director of the nominee's District by December 1 for Awards #1 and #3. The same must be sent by October 1 for Award #2.
 - b. The District Director and her/his committee will send one application per award to the WGCF Awards Chairman by December 15 for Awards #1 and 3, October 15 for Award #2.
 - c. The Executive Committee will vote on the award recipients for Awards #1 and #3 at the Winter Executive Committee Meeting. They will vote for recipient of Award #2 at Fall Executive Meeting.

Yearbooks

1. Individual club yearbooks must be sent to the following by December 1:
 - a. WGCF President
 - b. WGCF Yearbook Chairman
 - c. District Director
 - d. District Yearbook Chairman.
2. The yearbook submitted must contain at least six months of the current calendar year or club year.
3. The District Yearbook Chairman will submit a list of top scoring yearbooks in each category to the WGCF Yearbook Chairman by December 1.
4. The books must be scored according to the Yearbook Scale of Points.
5. Selected yearbooks are sent to WGCF Awards Chairman by December 15.

WGCF Flower Show Awards

Awards #12 - #26 are automatically determined from Flower Show Judges' Evaluation Sheets. The WGCF Awards Chairman shall advise the club/district/council if they are eligible to prepare an application for a National Flower Show Award.

1. The WGCF Flower Show Schedule Chairman reviews the schedule.
2. The WGCF Flower Show Schedule Chairman sends the correct Evaluation Sheets and Report of Show forms to the hosting flower show chair.
3. Each judge completes the Evaluation Sheet independently and mails it to the WGCF Flower Show Evaluation Chairman within one week of the show. The Evaluation Chairman averages the scores determining the official score used for award purposes.

National Garden Clubs, Inc. Award Procedures

1. The National Awards year is January 1 through December 31.
2. All National Award applications must be sent to the WGCF Awards Chairman by DECEMBER 1 to enable processing and sending to National Awards Chairman. Christmas Flower Shows have DECEMBER 15 as a deadline.
3. All National applications must be approved by the WGCF Awards Chairman and WGCF President.
4. A brief description of all projects and/or individuals eligible for a National Award (See the National Garden Clubs, Inc website: gardenclub.org) for which there is no equivalent WGCF Award must be sent to the WGCF Awards Chairman. The Chairmen will forward the necessary application blanks.
5. Questions about Award Application Procedures are directed to the District Awards Chairman or the WGCF Awards Chairman before submitting applications or books of evidence. Should the award application be inappropriate, incomplete or incorrect, it can be corrected before mailing thus eliminating cost, loss or damage.

WGCF AWARDS

1. LYDIA SHAFER AWARD

A trophy award to include a crystal bowl, 5x7 inch plaque and check not to exceed \$599 (total value \$775) is presented to the recipient. This is a gift of Mr. Allen Shafer in memory of his wife, given to an individual for distinctive achievement and/or service in WGCF. Award application including only WGCF service should be sent to the District Director by January 1 and must be received by the WGCF Awards Chairman five days prior to the Winter Executive Committee Meeting.

Any additional money received by WGCF from the Shafer Trust, that is not part of the original Lydia Shafer Award, will be placed in the Awards Fund of WGCF to be used for ongoing awards. This additional money is not guaranteed and may be received on an every other year basis.

1. Engrave plaque as below:
 - WISCONSIN GARDEN CLUB FEDERATION – current year
 - Lydia Shafer Award
 - Given to an individual for distinctive achievement and/or service to WGCF.
 - Presented to (name of recipient)
2. Purpose:
 - a. To perpetuate the memory of WGCF President Lydia Shafer (1961- 1963)
 - b. To give recognition to individuals who foster all facets of garden club work and typify the characteristics of loyalty, devotion, leadership and giving of themselves as exemplified in the life of Lydia Shafer
 - c. To honor outstanding achievements in advancement of aims and goals of WGCF
3. Eligibility:
 - a. Must currently be an active member of WGCF
 - b. The nominee may be recommended to the District Awards Committee by any individual member, club or District
 - c. Upon approval of the District Awards Committee and Director, the application is forwarded to the WGCF Awards Chairman by the deadline date
 - d. The accomplishments may be in one or more areas of garden club work on the state level
 - e. The service may extend over a period of years, but at least one phase must be in action within the current awards year
 - f. The contributions must surpass the duties of any office, which may have been or is currently held
 - g. Recipient must be present to accept the award

2. BRONZE AWARD

A plaque award presented to a non-member for exceptional and outstanding accomplishments in any field that advances WGCF objectives.

1. The work should be recognized as a definite and stimulating influence within the state.
2. The recipient must be present to accept the award.
3. The award application should be sent to the District Awards Chairman by **October 1** including a photo of the nominee. Photo may be sent electronically for printing.
4. The WGCF Awards Chairman must receive the application prior to the **Fall** Executive Committee Meeting.
5. The plaque is an 8x10 inch walnut finish plaque/black sub plate on top with a 4x6 inch beveled acrylic over a photo of recipient.

3. CREATIVE HORTICULTURAL ACHIEVEMENT AWARD

(Monetary)

A monetary award of \$100 presented to a member who has made an outstanding horticultural achievement. This may be a contribution to a literary production, book, brochure, TV show or any of the fine arts, development of a new plant variety, creating and sharing an outstandingly beautiful garden or any other related project.

1. The recipient must be present to accept the award.
2. Award application including book of evidence should be sent to the District Director by January 1.
3. The WGCF Awards Chairman must receive the application prior to the Winter Executive Committee Meeting.

4. GARDEN CLUB of the YEAR

(Monetary)

1. A monetary award of \$250 is presented to the garden club whose achievements do the most to promote the objectives of WGCF, as well as supporting its projects.
2. The club's achievements are so distinctive as to merit it being cited as the outstanding garden club of the Wisconsin Garden Club Federation.
3. A club may receive this award once every three years.
4. Application for award #4 is in the form of a Book of Evidence to contain one year's record (12 consecutive months). To include:
 - a. Typed account of achievements
 - b. Yearbook
 - c. Publicity with date and name of publication
 - d. Flyers
 - e. Photographs
 - f. Canceled checks or equivalent showing payments and contributions
 - g. A three- ring binder with plastic page covers is suggested.
 - h. It is possible to score higher than 100 points.
 - i. A MINIMUM OF 90 POINTS is required to win this award.
 - j. The following scale of points is used for judging the Book of Evidence.

SCALE OF POINTS FOR AWARD #4 Garden Club of the Year

#	DESCRIPTION	POINTS Per	POINTS Received
1	WGCF Membership dues to State Treasurer by June 1	1	
2	Club represented at WGCF Annual Business Meeting; list names of attendees)	1	Pt. per attendee
3	Number of Wisconsin Life Members; list names	1	Pt. per name
4	WGCF Scholarship Fund (Minimum donation \$25.00)	1	
5	Sponsor K-12 participant in an educational program at a nature center that provides education combined with outdoor experiences.	1	Per child (max 5 points)
6	Contribute to current WGCF state project (\$25.00 minimum)	1	
7	Work actively with Garden Therapy group.	5	
8	Sponsor Youth Garden Club group (Juniors, Intermediate, High School) or work actively with 4-H club, scout troop, or other youth	5	Per group

9	Paid attendance at Symposium, Flower Show School, Gardening Study School, Landscape Design School or Environmental Studies School within WGCF	1	Per member per symposium per school
10	Attendance or participation in WGCF sponsored projects, (adopted by the Executive Committee/Board of Directors for the current term),workshops or seminars(exclusive of Annual Convention)	1	Per member, per activity
11	Accredited Flower Show Judges Gardening Consultants, Landscape Design Consultants, Environmental Studies Consultants, WGCF Officer and/or Chairman; specify name and titles)	1	Per Title
12	Field trip to outstanding public or private garden or place of horticulture interest; club activity not to exceed more than one event	3	
13	Yearbook submitted to proper chairman	4	
14	Monthly meetings	1	Per meeting (Max 12 pts.)
15	Arbor month recognitions-Programs, planting, school participation	5	
16	Gardening projects of community interest with majority of club members participating. This may be a continuing project. Not more than 3 projects eligible; list projects	10	Per Project
17	Standard Flower Show with majority of club members participating	10	For Club or District Show
18	Member participation in a plant society show; list names and include entry tag.	1	Per Member
19	Planned public design exhibition by a federated garden club using a theme and minimum of 10 exhibits with a majority of club members participating: these may include design, horticulture and educational exhibits. Evidence required.	1	Per individual (max. 15 pts.)
20	Garden Walk with a minimum of three (3) gardens shown, with a majority of members participating	5	
21	WGCF Award application and/or nominations for the current year	1	Per application or Nomination
22	Club website or Facebook page	3	
23	Club program in current year to include an authoritative speaker Historic Preservation, Operation Wild Flower, Membership Promotion, Land Trust, Natural Disasters, Horticulture, Flower Arranging, Environmental Education or any other State/CR or NGC objective	1	Per program

24	Paid Club advertising in <i>Wisconsin Gardens</i>	3	Per Ad
25	New Members during the current awards year	1	Per member
26	Monthly club newsletter	1	Per month

5. RUTH WEST HORTICULTURE AWARD

(Monetary)

1. Amount to be determined by the Ruth West Foundation
2. To the club having the most outstanding horticulture program throughout the current year
3. Notify the WGCF Yearbook Chairman if Club is applying for this award. The Yearbook Chairman presents the applications to the WGCF Awards Chairman prior to the annual Awards Committee Meeting
4. To apply for this award, fill out the WGCF Yearbook Award Application Form and submit it with the club's Yearbook

6. CONSERVATION AWARD

(Monetary)

1. A monetary award of \$250 will be presented to the club having a year of well- balanced conservation activities, including a project.
2. Award is determined by outstanding work in natural resource development, such as watersheds, erosion, reforestation, wildlife refuge, environmental land management, preservation of natural resources, waste awareness and/or promotion of Smokey Bear and Woodsy Owl.
3. Notify the WGCF Yearbook Chairman if club is applying for this award. The Yearbook Chairman presents the applications to the WGCF Awards Chairman prior to the annual Awards Committee meeting.
4. To apply for this award, fill out the WGCF Yearbook Award Application Form and submit it with the club's Yearbook.

7. WISCONSIN CIVIC ACHIEVEMENT AWARD

(Monetary)

1. A monetary award of \$100 will be presented to a club, clubs or District for civic achievement project in any category as listed below. A three page, with photos, Book of Evidence is required.
2. *Civic Achievement* for distinguished civic achievement making permanent improvements for public benefit; e.g. establishing sanctuaries, experimental forests, municipal gardens, landscaping public buildings, natural disaster recovery or other related projects.
 - a. Application must be accompanied by "before and after" photos.
 - b. Project may have started prior to current year but must show results in current awards year.
3. *Preservation of Beauty* for the completion of a historic preservation project such as the restoration of a park, a building and/or garden important to the heritage of a particular locality, state or the nation.
 - a. Good landscaping/architectural design to enhance the value/significance of the site is a consideration.
 - b. Application should be accompanied by "before and after" photos.
4. *Operation Wildflower* for the development of natural areas using wildflowers or a combination of wildflowers and other indigenous plant materials, historic gardens, memorial gardens, nature trails in parks, school grounds, outdoor classrooms, cemeteries and fairgrounds.
5. *Rustic Roads & Historic Trails* for the preservation of a rural environment through a completed Rustic Roads or Historic Trails project
 - a. Substantiating evidence of project required.
 - b. It is mandatory to consult with local legislative authorities.

8. CERTIFICATE OF MERIT

Presented for meritorious project or accomplishment not covered by any other award.

1. Member
2. Club or clubs
3. District

9. KUETHER DISTRICT MEMBERSHIP AWARD

(Traveling Trophy)

1. To the District having the greatest percentage of membership increase figured from Jan 1–Dec 31 of the current year over the previous year.
2. Statistics presented to the Awards Chairman from the Membership Secretary 30 days prior to annual Awards Committee meeting.
3. No application is required.

10. YEARBOOKS

(Monetary)

1. Award provides \$50 to first place in each club division
2. In addition to the General Yearbook Procedure, the following Scale of Points for Judging Yearbooks will be used in WGCF.
3. First, Second, Third and Honorable Mention awards may be presented in each of the following categories:
 - a. Clubs 12 members and under
 - b. Clubs 13-17 members
 - c. Clubs 18-22 members
 - d. Clubs 23-29 members
 - e. Clubs 30 -39 members
 - f. Clubs 40+ members
4. Points needed to score:
 - a. 90+ First Place, only one recipient, unless there is a tie
 - b. 85+ Second Place, only one recipient, unless there is a tie
 - c. 80+ Third Place, only one recipient, unless there is a tie
 - d. 75+ Honorable Mention, all who scored 75+
5. Clubs complete the WGCF Yearbook Award Application Form and send it along with the yearbook to the District and State Yearbook Chairmen.
6. If applicable, also indicate if they are applying for awards #5 Ruth West Horticulture, #6 Conservation, #11 Pat Dvorak Yearbook Theme, #21 Floral Design Program and/or #25 Nancy Gotham Endangered Species.
7. The District Yearbook Chairman presents recommendations to the State Yearbook Chairman prior to the annual Awards Committee Meeting.

GUIDELINES FOR PREPARING A CLUB YEARBOOK

A yearbook should contain **all** the information requested in the guidelines. Take special note of what is **required**, and what is **recommended** and what is **optional**.

FORMAT (Total: 17 points)

1. Book Structure: 3 Points
 - a. Is the structure of the book practical?
 - b. Convenient Size: 1 Point
 - Large enough to be legible and small enough to be easy to carry to a meeting, a recommended size uses an 8 ½ x 11 sheet of paper folded in half cross wise.
 - c. Durability: 1 Point

- Securely bound or well fastened. Generally, ribbons, string or yarn tends to wear out before the year's end; staples or machine stitching is more satisfactory.
- d. Neatness: 1 Point
- Pleasing choice of color ink and paper, evenly cut pages, even margins, numbered pages, identifiable headings, arranged for easy reading. Professionally typeset, photocopied and computer generated books are all considered equally.
2. Arrangement Of Contents: 14 Points
- a. Cover: 4 points
- i. Cover must include the following: Name of CLUB, TOWN, STATE AND YEAR. Even if the town's name is included in the club's name, it must appear again separately.
 - ii. Cover design: No points.
 - iii. Cover design is optional and receives no points in scoring. An attractive cover does enhance the book for the pleasure of the members and may add prestige to the image projected by the club.
 - iv. Permanent covers: For books with permanent binder covers, substitute a durable paper cover for award competition, making sure that all required information is on the temporary cover. Fasten the pages together with metal rings to allow pages to turn easily.
- b. Title Page: 4 points
- i. Title page is required: Must show NAME OF CLUB, TOWN, STATE, REGION, YEAR AND NUMBER of MEMBERS, NGC, INC. and other ORGANIZATIONAL MEMBERSHIPS. Example:
 ORGANIZATION DATE OR FEDERATION DATE
 CLUB NAME
 CITY, STATE
 NATIONAL GARDEN CLUBS, INC., CENTRAL REGION
 WISCONSIN GARDEN CLUB FEDERATION, DISTRICT NAME
 CURRENT YEAR
 NUMBER OF MEMBERS
 - ii. Any other affiliation or memberships, such as, The American Rose Society, or American Iris Society, may also be listed.
 - iii. Do not head this with the term "affiliate of NGC" because NGC has two kinds of adult memberships, "Affiliate" and "Full Member." All states are NGC members; therefore, any club, which is a member of a state federation, is a full member of NGC.
- c. Subsequent Pages: 6 points
- i. Required:
 1. Names and addresses of National President, Region Director, State President, District Director and NGC Chairman (if any in club).
 2. Names and addresses of club officers
 3. Club membership roster, including complete addresses with zip codes, phone numbers with area code and email address
 4. A calendar of events, other than regular meetings, such as NGC and state convention dates, region meeting dates, NGC schools, Arbor Day, Garden Week, etc.
 5. List of new and continuing club projects
 - ii. Recommended:
 1. Table of Contents is not required, if used, it should follow title page.
 2. Names and addresses of club committee chairs
 3. Club's bylaws may be included, however, they will not be point scored.
 4. If a Club Theme is chosen, it should be listed in the yearbook. Reference to the theme should be mentioned in the majority of the meetings. The theme should be on top of program pages where monthly business meetings and programs are announced.

iii. Optional:

1. Themes of above named officers and names and addresses of other national, regional, state and district officers, as desired.
2. Other additions: Pages that are of interest and value to the club members can be added, such as, recognizing club judges and instructors, landscape design, gardening and environmental consultants. Other items may be a statement of club goals, club flower, colors, awards, birthdays, memorials and the club library list.

PROGRAM CONTENT (Total: 83 Points)

- Goals For Ideal Club Program: Study an activity on some of National Garden Clubs objectives: Birds, Blue Star Memorial Highway, Butterflies, Civic Development, Conservation, Environmental Concerns, Flower Shows, Garden Therapy, Habitat for Humanity, Historic Preservation, Historic and Nature Trails, Horticulture, Junior/Intermediate Gardening, Landscape Design, Legislation, National Disasters, National Headquarters, Operation Wildflower, President's Project(s) and any other related objective.
 - Objectives, Projects, Activities: *Activities* are the means for accomplishing *Projects* undertaken for the purpose of fulfilling one or more of NGC *Objectives*. *Example*: Preparing suet ball feeders for the winter season is an *activity* planned as part of the *project* to provide backyard bird sanctuaries, fulfilling the *objective* of aiding in the protection and conservation of natural resources—Birds.
1. Club Meetings: 50 points
 - a. Required:
 - i. At least seven business (monthly) meetings per year (Present at least six meetings per current year in yearbook).
 - ii. When: Print the exact date and time, even if the meeting is always on the same time, day and week of the month
 - iii. Where: Place of meeting, provide the exact address, phone number, even if it is the same each month. If held in a home print host's name, address and phone number and name of co-host, if any.
 - iv. Who: Name of speaker, including credentials and information on type of presentation; example: Mr. Bob Jones is the owner of Creative Designs. He is a Landscape Architect and Botanist. He will present a slide program on "Landscaping Your Garden with Perennials." There will be a question and answer session following his presentation.
 - b. Recommended:
 - i. It is a good idea to allow a separate page per monthly meeting. If not possible, separate each meeting with empty space, a design trim or series of lines. Leaving empty space allows for easier visibility and identification.
 - ii. Business agenda and committee reports should be considered as part of the meeting's program and listed where appropriate.
 2. Club Projects: 33 points

Continuing Projects and New Projects for the current year must be listed separately. A new phase of a Continuing Project can be considered a New Project in itself. *Example*: A *new* rose trellis in a memorial garden, which is maintained as a *continuing* project.

 - a. Required:
 - i. Location, description and membership participation (percent of membership) in both types of projects. A minimum participation of 25% of membership is required.
 - ii. Notation of when subjects of meetings pertain to project work.
 - b. Recommended:
 - i. On page where projects are listed, give each project a number. Using that number on meeting pages to designate where or when project(s) took place.
 - ii. Example: New Project #1 or Continuing Project #3. A code system can be used; NP #1 for New Project #1 or CP #3 for Continuing Project #3.

- iii. Member Speaker–M; Guest Speaker–G. These ideas are optional and ready for innovation.

A yearbook must win top place in WGCF before it can be entered in Central Region competition for A Certificate of Merit. To apply for the Yearbook award #10, send a copy of the yearbook to State President and Yearbook Chairman, District Director and Yearbook Chairman.

PLEASE NOTE: In addition to the Yearbook Award #10, if your club wishes to apply for Award #5, the Ruth West Horticulture Award, Award #6 the Conservation Award, Award #11 Pat Dvorak Yearbook Theme Award, Award #21 Floral Design Award and/or Award #25, Nancy Gotham Endangered Species Award, you must complete the WGCF Yearbook Award Application Form and send it along with the club's yearbook to the District Yearbook Chairman and the State Yearbook Chairman by December 1.

SCALE OF POINTS FOR JUDGING WGCF YEARBOOK AWARD #10

Note: Suggested points for scoring specific sub-sections are not shown in parentheses. Refer to the *Guidelines for Preparing a Club Yearbook* for further details. This is available from the WGCF Yearbook Chairman

I. FORMAT	(17 POINTS)
A. Book Structure	(3 points)
1. Practicability; convenient size	1 point
2. Durability	1 point
3. Neatness	1 point
B. Arrangement of Contents	(14 points)
1. Cover	2 Points
a. Name of Club	1 point
b. Town, state, year	1 point
c. If permanent type binder cover is used, please substitute paper cover	
2. Title page	(4 points)
a. Name of club	1 point
b. Town, state, year	1 point
c. Number of members	1 point
d. NGC and organizational memberships	1 point
3. Subsequent pages	(6 Points)
a. Names and addresses of national president, central region director, state president, district director, chairman, if any	2 points
b. Club officers	1 point
c. Club membership roster with complete mailing addresses including zip codes and areas codes, phone numbers and email	2 points
d. Calendar of events other than regular meetings	1 point
II. PROGRAM CONTENT	(83 POINTS)
C. Club Meetings	(50 points)
1. At least seven meetings a year	5 points
2. WHEN- date and time of meeting	5 points
3. WHERE-place of meeting	5 points
4. WHO- name of speaker	5 points
5. WHAT- title of speaker's subject	25 points

6. EXTRAS- roll call, exhibits or social activities (optional)	5 points
D. Club Projects-	(33 Points)
1. List projects	
a. New projects	5 points
b. Listing of continuing projects for the current year should be listed separately	2 points
2. Give location of	
a. Continuing projects	1 point
b. New projects	1 point
3. Give description of:	
a. Continuing projects	5 points
b. New projects	5 points
4. Membership participation in:	
a. Continuing projects 25% +	1-3 points
b. New projects 25% +	1-3 points
5. Note where subjects of meeting pertain to project work	8 points
TOTAL	100 POINTS

11. PAT DVORAK YEARBOOK THEME AWARD

(Monetary - \$50)

Award is presented to the garden club with the most effective use of a theme displayed throughout their yearbook. The theme should be reflected in the club's programs and activities. To apply for this award, please fill out the WGCF Yearbook Award Application Form and return it with your yearbook to the District and State Yearbooks Chairmen.

FLOWER SHOW AWARDS

Only Standard Flower Shows, Small Standard Flower Shows and Specialty Flower Shows meeting all requirements as set forth in the Handbook for Flower Shows, Revised 2017, *The National Gardener* and the Awards Descriptions and Rules are eligible for WGCF Awards. To be eligible for WGCF Awards, all schedules must be reviewed by the WGCF Flower Show Schedules Chairman. The WGCF Awards Chairman makes the final decision as to which award to apply.

State Flower Show Awards correspond to NGC Flower Show Awards. For detailed information on available awards, application forms, requirements and sample Books of Evidence, see the NGC website: gardenclub.org/awards.

12. CLUB STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. Fewer than 21 members: One education exhibit (more educational exhibits permitted)
2. 21-49 members: One educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section, or Youth/Sponsored Group Section
3. 50-99 members: One Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections, or Youth/Sponsored Group
4. 100 or more members: Two educational exhibits **and** at least two of any combination of additional educational exhibits, Botanical Arts Division sections, or Youth/Sponsored Group Sections

13. CLUB SMALL STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. Fewer than 21 members: One education exhibit (more educational exhibits permitted)
2. 21-49 members: One educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section, or Youth/Sponsored Group Section
3. 50-99 members: One Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections, or Youth/Sponsored Group

14. HOLIDAY STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One member club must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.
2. Spirit of the holidays must be featured.

15. HOLIDAY SMALL STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One member club, with fewer than 100 members, must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.
2. Spirit of the holidays must be featured.

16. PATRIOTIC STANDARD FLOWER SHOW

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One-member club must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section, or Youth/Sponsored Group Section.
2. Two or more member clubs must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
3. United States Flag must be correctly and predominantly displayed.

17. PATRIOTIC SMALL STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One member club with fewer than 100 members must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section, or Youth/Sponsored Group Section.
2. United State Flag must be correctly and prominently displayed.

18. PETITE STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One member club must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.

2. Two or more member clubs must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.

19. PETITE SMALL STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One member club with fewer than 100 members must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.

20. HORTICULTURE SPECIALTY FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One club must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.
2. Two or more clubs must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
3. Council, district, state or region sponsoring organization must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.

21. DESIGN SPECIALTY FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. One club must provide one educational exhibit **and** at least one additional educational exhibit, Botanical Arts Division section or Youth/Sponsored Group Section.
2. Two or more clubs must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
3. Council, district, state or region sponsoring organization must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.

22. PLANT SOCIETY FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. A plant society affiliated with NGC on local/state/regional/National level or NGC organization co-sponsored with non-NGC affiliated Plant Society must provide one educational exhibit - more educational exhibits permitted.

23. NEAR-CLUB STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. Two or more member clubs located near each other must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
2. Clubs must share sponsorship of the show.
3. Councils and Districts are NOT eligible for this award.

24. COUNCIL STANDARD FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. Sponsored by at least three member clubs belonging to an association, federation, group, circle, etc. and recognized by the State Garden Club must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
2. Judges Council/s Standard Flower Show must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.

25. DISTRICT FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. A District/region consisting of fifteen (15) or fewer NGC member clubs must provide one Educational exhibit **and** at least two of any combination of additional educational exhibits, Botanical Arts Division Sections or Youth/Sponsored Group.
2. District/region consisting of sixteen (16) or more NGC member Clubs must provide two educational exhibits **and** at least two of any combination of additional educational exhibits, Botanical Arts Division sections or Youth/Sponsored Groups Sections.
3. District or Region - based on total number of clubs within the area

26. STATE FLOWER SHOW AWARD

Besides the minimum number of exhibits required in the Horticulture and/or Design Division, each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits based on the size of the sponsoring organization.

1. Small state; fewer than 100 member clubs with 10% of adult clubs participating must provide two education exhibits **and** at least any combination of three additional education exhibits, Botanical Arts Division Sections, or Youth/Sponsored Group Sections.
2. Large state; 100 or more member clubs with 10% of adult clubs participating
3. Horticulture Division: minimum of 20 classes with at least 80 exhibits total
4. Design Division: minimum of 20 classes with at least four exhibits in each class.
5. **In addition**, must provide five educational exhibits **and** at least any combination of five additional education exhibits, Botanical Arts Division Sections or Youth/Sponsored Groups Sections.

27. WISCONSIN JUDGES COUNCIL EDUCATIONAL AWARD

Award is presented to an exhibit scoring 95 or above, receiving the Educational Award in a Standard Flower Show, Small Standard Flower Show, Horticulture Specialty Flower Show or Design Specialty Flower Show. It must be the work of a member or members of the garden club. This award is selected from Judges' recommendations as evaluated by the *Handbook for Flower Shows, Revised 2017* Scale of Points and the exhibit photo submitted by the Flower Show Chairman. (Form provided by WGCF Schedule Chairman upon review of schedule.) The Award is an 8" x 10" black finish plaque/with black sub plate on top with Plexiglass mounted over 4" x 6" photo of the exhibit.

28. FLOWER SHOW SCHEDULE AWARD

(Traveling Silver Trophy)

Award is presented to the club, clubs, a judges' council or group of judges' councils or district submitting the best schedule for a Standard Flower Show or Small Standard Flower Show. Evaluation is made on originality of theme and distinction as coordinated throughout the show and upon clear, concise and comprehensive wording of the complete schedule as directed by the *Handbook for Flower Shows, Revised 2017*. Recommendation of the best schedules is made to the Awards Committee by the WGCF Flower Show Schedule Chairman, WGCF Flower Show Evaluation Chairman and Awards Chairman and voted upon at the annual Awards Committee meeting.

SCALE OF POINTS FOR AWARD #28 Flower Show Schedule

Description	Points
Fulfills Standard Flower Show Requirements	20
Originality of theme	3
Overall distinction	7
Theme coordinated throughout schedule (Complete & descriptive wording in a clear concise manner meeting the requirements stated in the most recent edition of the <i>Handbook for Flower Shows</i>)	10
Cover	2
Rules	10
Design Division	15
Horticulture Division	15
Special Exhibits Division	10
Awards	5
Scales of Points	3
Total	100

29. RUTH SMITH EVALUATION AWARD

(Traveling Trophy-Silver Bowl)

1. Award is presented to a WGCF Flower Show Judge writing the best flower show evaluation each year. The award is given to encourage judges to write descriptive reports worthy of each flower show – a neat, concise presentation, allowing the reader a complete “view” of the show. All other portions of the report must be correct: award number, date, name of show, place, score total, signature of judge, etc.
2. The WGCF Flower Show Evaluation Chairman selects the top three flower show evaluations considered best, in her opinion. The chair makes copies of the flower show evaluations, forwarding these three unidentified copies to the following: WGCF Flower Show Schools Chairman, WGCF Awards Chairman and the donor, Ruth Smith. They in turn will assess same, indicating on each copy a number 1, 2 or 3.
3. The judge whose evaluation receives the most votes will receive the trophy for the year at the annual WGCF Convention.
4. When the bowl is engraved completely, it should be given to the judge having her name on it the most often. Then, the award can be retired, or someone can determine if she/he would like to sponsor this award.

30. FLORAL DESIGN PROGRAM AWARD

(Monetary)

A \$100.00 monetary award presented to the club having the most outstanding floral design program for the club year, this may be programming for the entire year or one or two exceptional programs. Notify the WGCF Yearbook Chairman if club is applying for this award. The Yearbook Chairman presents the applications to the WGCF Awards Chairman prior to the annual Awards Committee Meeting. To apply for this award, please fill out the WGCF Yearbook Award Application Form and send it with the yearbook to the District and State Yearbook Chairmen by December 1.

31. “...AND THEN SOME” V.I.P. AWARD

(Certificates)

1. Each year clubs may honor a member for willingness to serve, giving a little extra, *and then some*, to accomplish WGCF goals. A one-page report must accompany the selection stating one or all of the following:
 - a. Member did what was expected of him/her
 - b. Showed consideration and thoughtfulness of others
 - c. Met the obligations/responsibilities “above and beyond”
 - d. Friendliness was shown to others
 - e. Unexpected help was given in an emergency “and then some”

2. The club's Executive Committee should make the selection, unknown to the recipient if possible.
3. Members may receive the award more than one time.
4. Entries are sent to the District Director for elimination and the top entry sent to the WGCF Awards Chairman by December 1.
5. When recipient is chosen, the club will be notified by the District Director and club members should encourage recipient to attend Annual Convention to receive award.

32. SEELIGER ENVIRONMENTAL EDUCATION AWARD

(Monetary)

A \$50.00 award to be given to a local, district or state federated garden club, having an activity or project in one or more of the following areas of environmental awareness.

1. Study laws concerning reclamation and/or recycling
2. Methods of yard waste control and its disposal
3. Research and study of household waste, business and industrial waste in the community, area or state
4. Promotion or public awareness dealing specifically with Solid Waste
5. Education or legislative activity in Environmental Awareness
6. Application to include a Book of Evidence, not to exceed three pages, including a description of the project and photos showing progress and a club yearbook

33. MURKEN MEMORIAL SCHOLARSHIP FUND AWARD

(Traveling Trophy)

Presented to the WGCF District that gives the *greatest amount of money per capita* to the Scholarship Fund, from which the interest provides the funds for scholarships, based upon contributions received from January 1 to December 31.

34. NANCY GOTHAM ENDANGERED SPECIES AWARD

(Monetary)

A \$50.00 monetary award is given to the garden club with the most comprehensive program/s on any endangered species: bird, mammal, fish, insect or plant. Program(s) given may be informational background, how to preserve, conserve or propagate or promote continued existence of said species. To apply for this award, please fill out the WGCF Yearbook Award Application Form and send it with the yearbook to the District and State Yearbook Chairmen by December 1. This award is sponsored by WGCF.

35. KNOX GARDEN CLUB VISIBILITY AWARD

(Traveling Trophy)

1. This award is presented to the club that displays the most outstanding visibility promoting garden club objectives through event(s), project(s) or achievement(s) from January 1 to December 31. (Examples: brochures, booths, shows, sales, parades, plantings, etc.)
2. Documentation is sent to the District Awards Chairman for judging by January 1, the district finalist is forwarded to the WGCF Awards Chairman by January 15. District Visibility Award nominees may receive a Certificate of Merit.
3. Criteria: Select a maximum of two events from a club during the award year beginning Jan. 1 and ending Dec. 31 shall be described.
 - a. Events shall be those with general community exposure with evidence of the exposure.
 - b. Describe the event.
 - c. Describe how many club members participated and in what ways.
 - d. Describe the involvement of other community organizations.
 - e. Include publicity for the event, an example of tickets, poster, etc.
 - f. Include media coverage of the event when available.
 - g. Describe whether the project is new or continuing.
 - h. Book of Evidence, see page 2 of WGCF Handbook Award Procedures.

36. HOPP MEDIA AWARD

(Monetary)

A \$50 award recognizes a media production selected to record a club activity, encourage new membership, document club history and/or promote any other WGCF objective. The chosen media is to be one of the following: DVD, CD, Videotape, Slide or Power Point.

1. Describe the involvement of other community organizations
2. Include publicity for the event, an example of tickets, posters, etc
3. Include media coverage of the event, when available
4. Describe whether the project is new or continuing
5. Book of Evidence, see description of book of evidence earlier in this document