

**SCALE OF POINTS FOR JUDGING NGC YEARBOOK AWARD #16
AND WGCF AWARD # 10**

Note: Suggested points for scoring specific sub-sections **are not shown** in parentheses
For further details, refer to the *Guidelines for Preparing a Club Yearbook & Ideas for Club Yearbooks* on subsequent pages or contact the WGCF Yearbook Chair.

I. FORMAT	17 POINTS
A. Book Structure	(3 Points)
1. Practicability; convenient size	1 pt
2. Durability	1 pt
3. Neatness	1 pt
B. Arrangement of Contents	(14 Points)
1. Cover	2 pts
a. Name of Club	1 pt
b. Town, state, year	1 pt
c. If permanent type binder cover is used, please substitute paper cover	
2. Title page	(4 points)
a. Name of club	1 pt
b. Town, state, year	1 pt
c. Number of members	1 pt
d. NGC and organizational memberships	1 pt
3. Subsequent pages	(6 Points)
a. Names and addresses of national president, central region director, state president, district director, chairman, if any	2 pts
b. Club officers	1 pt
c. Club membership roster with complete mailing addresses including zip codes and areas codes, phone numbers and	2 pts
d. Calendar of events other than regular meetings	1 pt

II. PROGRAM CONTENT* - see notes below	83 POINTS
A. Club Meetings	(50 Points)
1. At least seven meetings a year	5 pts
2. WHEN- date of meeting	5 pts
3. WHERE-place of meeting	5 pts
4. WHO- name of speaker	5 pts
5. WHAT- title of speaker's subject	25 pts
6. EXTRAS- roll call, exhibits or social activities (optional)	5 pts
B. Club Projects-	(33 Points)
1. List continuing projects	
a. New projects	5 pts
b. Listing of projects for the current year should be listed separately	2 pt
2. Give location of:	
a. continuing projects	1 pt
b. new projects	1 pt
3. Give description of:	
a. continuing projects	5 pts
b. new projects	5 pts
4. Membership participation in:	
a. continuing projects 25%+	1-3 pt
b. new projects 25%+	1-3 pt
5. Note where subjects of meeting pertain to project work	8 pts
TOTAL	100 POINTS

***PROGRAM CONTENT**

Goals for ideal club programs: Study an activity on some of NGC's objectives; such as, Birds, Blue Star Memorial Highways/Blue Star Memorial Markers, Civic Development, Conservation, Flower Shows, Environmental Concerns, Garden Therapy, High School Junior/Intermediate Gardening, Horticulture, Landscape Design, Legislation, Natural Disasters, Roadside Development, Visiting Gardens, etc.

GUIDELINES FOR CLUB YEARBOOKS

#16A (Clubs) ~ #16G (International Affiliate Clubs)

CATEGORIES:

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

State Awards Chairman submits winning yearbook in each category to Regional Awards Chairman. Regional Awards Chairman, following judging in the region, sends name of winning entries in each category to NGC Awards Committee Member, Debbie Hinchey, 1474 Virginia Court, Anchorage, AK, 99501. dhinchey@alaska.com 907-278-2814 or 907-529-4811 (cell).

FORMAT: Total of 100 points

- **BOOK STRUCTURE: Practical, convenient size for membership, durable, neat. 2 pts.**
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: Include name of club, town, state organization, year, and an appealing design. 2 pts.**
If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **TITLE PAGE: Include name of club, town, state organization, year, number of members (dues paying), and affiliated organizations, (district, region, NGC, other) 2 pts.**
Number of Members: if state and national dues are paid on associate/inactive/honorary members, they are counted in total membership.
- **TABLE OF CONTENTS: Number the yearbook pages and list titles on Contents page. 1 pt.**
- **SUBSEQUENT PAGES: In any order most useful to members and best fit for page placement.**
Information in a club yearbook should be in logical order. National and state info does not have to be in front.
 - **Club Officers & Committee Chairmen. 1 pt.**
 - **Membership Roster with complete mailing addresses, telephone numbers, and e-mail addresses.**
Fax numbers may be included. Don't crowd list. Note: "All area codes 219 and postal zip codes 79943 unless otherwise noted". **2 pts.**
 - **Name of NGC President with state of residence, theme, and projects, (Locate this information at www.gardenclub.org) 1 pt.**
 - **Name, address, phone number, and e-mail of NGC Regional Director, State President, State District Director, Council President (if applicable). List themes for Regional Director and State President. Others are optional. 2 pts.**
 - **Calendar of Events: List dates and locations for district/state/regional/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates. 2 pts.**
 - **Programs: Topics should cover a variety of NGC goals and objectives such as: Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture, Therapy, Recycling, NGC and State President projects, etc.**
 - **At least seven (7) meetings a year 3 pts.**
 - **List date and time of meeting, location with address. 3 pts.**
 - **List name of speaker/s, qualifications (brief), program title. 4 pts.**
 - **Variety of program topics (theme not required). 14 pts.**
 - **Variety of styles of programs (lectures, slides, power point, tours, etc.) 12 pts.**
 - **Variety of speakers (specialists, members, panel, etc.). 14 pts.**
- **Projects: Projects involve membership participation that benefit the community and further NGC**

Goals and Objectives. Some fund raisers (sales of bulbs, bedding plants, herbs, cookbooks, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fund raisers may help promote NGC Member Services as well as publicize our organization and goals.

- List Continuing and New Projects (a club is not required to have new projects). **15 pts.**
- 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.**

Example: Establish a Teaching Garden at Adkins Elementary School - after school program with planned curriculum, 4 days a week from 3:30-5:45 p.m. Laurie Benson, Chairman.

○ **OPTIONS: (no points given)**

- **Some clubs include bylaws, budget, fund raising, 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 the theme.
- **NGC Mission Statement**
- **NGC Conservation Pledge**
- **NGC Environmental Mission Statement**
- **NGC Water Conservation Platform**

IDEAS FOR CLUB YEARBOOKS

Requirements in bold type

FORMAT 15 pts. total

Book Structure: Practical, convenient size, durable, neat 3 pts. Club's choice of size. Stapled, spiral or permanent binder. Neatness: material well placed, ample margins, type large enough to read,

Cover: name of club, town, state, year (design optional) 2 pts. If permanent binder cover is used, substitute with paper cover and include required information on cover, and so note 2 pts.

Title Page: Name of club, town, state, year, number (dues paying) members, affiliated organizations, (district, state, region, NGC, other) 2 pts. Number of Members: if state and national dues are paid on associate/inactive/honorary members, they are counted in total membership. Table of Contents: in front of book is helpful. Number the pages for convenience of members.

SUBSEQUENT PAGES: In any order most useful to members 6 pts. The information in a club yearbook should be in logical order and easy to read. National and state info does not have to be in front.

Club Officers & Committee Chairmen: phone numbers are helpful.

Membership Roster with complete mailing addresses and telephone numbers. Don't crowd list. Hint: "All area codes 219 and postal zip codes 79943 unless otherwise noted"; Fax and email addresses are helpful.

Names and addresses of NGC President, NGC Regional Director, State President, State District Director, Council President (if any). Their themes are optional.

Calendar of Events: it is suggested that you include district/state/regional/national dates to encourage members to attend and to not set conflicting dates.

Options 2 pts: club's choice to include bylaws, budget, fund raising, roll call. NGC/Region/State themes; Club theme if used, should be evident through out the book. Theme may be interpreted with monthly program topics and/or titles, graphics, quotes - does not need to be interpreted in projects.

PROGRAMS (judged upon quality and balance of programs) 50 pts. total

Study on variety of NGC Goals and Objectives such as: Birds, Blue Star Memorials, Butterflies, Civic Achievement, Conservation, Environment, Flower Shows, Floral Design, Historic Preservation, Horticulture, Horticulture Therapy, Landscape Design, Legislation, Litter Control, Roadside Beautification, US & World Gardens, Wildflowers, World Gardening, Youth, etc.

At least seven meetings a year 3 pts.

Date, location/address, time of meeting 3 pts.

Speaker's name, qualifications (brief), program title 4pts.

Programs, workshops, tours furthering NGC Goals & Objectives 40 pts. Give brief word description (lecture, slides, demonstration, hands-on workshop) ex. "Let's Get a Face Lift!" Jane Elmore, owner of Elmore's Nursery, presents a slide program on updating the front entry of your home.

Variety of programs: A good variety attracts and keeps members. A Garden Study Club may have only horticulture and landscape programs, but the programs can be varied. Rather than lecture after lecture, plan a variety of formats such as demonstration, clinic, hands-on workshops, tours, panel of members, forum discussion of all members with a moderator, book review, skits, etc.

Monthly study: in addition to main program, club may have 5-10 minute monthly study, design exhibit, etc. given by member/s.

PROJECTS (judged upon scope of projects) 35 pts. total

Projects involve actual membership participation that benefit the community and further NGC Goals and Objectives (does not include fund-raising or social activities)

List Continuing and New Participating Projects 15 pts. There is no required format to list projects; could separate projects by double spacing, numbering, using bullets, bold face type, etc.

A club is not required to have new projects.

Listing percentage of participation is no longer needed. Referring to a project/s on program page is not required.

Give brief word description of projects; who benefits, location, how community benefits, how members are expected to participate, chairman, etc. List Donations: amount, in-kind donations, to whom, sale of state/NGC products (Vision of Beauty Calendar, state cookbook). 20 pts. Examples:

- Stage a Standard Flower Show, “Spring Fling”, April 29-30 at Plains County Fair Grounds, Janice Adams, Chairman.
- Safe Haven: Teams provide plants and monthly maintenance for the perennial garden at battered women’s shelter. Rosie Leaf, Chairman
- Ames Senior Facility: Members give monthly program at senior residence center, providing refreshments and garden related program for approximately 25 residents. Daisy Dew, Chairman.
- Encourage members to feed birds during the winter...is not a project. “Encourage” is not action.....
- Establish a bird sanctuary at Hill Elementary School with Mrs. Herbert’s 2nd grade. Ivy Green, Chm.
- Support State Projects...is not a project. “Support” is not action. Support how?.....
- Support State Conservation Project with series of three lectures on water-wise gardening at Wilson County Library, June 21, July 23, and August 24, Bubbles Blair, Chairman.
- Annual Style Show and Luncheon, May 9 is not a project. Funds raised are used for speakers, room rent, outgoing president's gift, printing yearbook, etc. and also to fund projects.....
- Scholarship for graduating senior at Mills High School. Funds raised from annual Style Show and Luncheon, May 9, Suzy Bloom, Chairman
- Trent County Food Bank \$ 25.00
- Safe Haven Shelter, 3 Truck loads of compost \$350 value
(loaded from city compost center into member’s cars/trucks)
- Sale of Vision of Beauty Calendars 45 calendars

Could include number of years to show commitment. May give estimated value

Social activities Events that involve members only are not projects—they’re fun and educational, ex. workshops, field trips, garden tours, covered dish luncheons, or an anniversary tea.

IDEAS TO INDIVIDUALIZE CLUB YEARBOOKS (suggestions—not requirements)

Cover: decorative papers available at printers and office supply stores; computer clip art, original artwork, laminated pressed flowers, embossing with brass plate and stylus.

Style: allow most room for most used portions of yearbook—programs and roster; different size and/or bold types to emphasize important material; don’t mix too many font styles to avoid busyness; colored dividers between sections, ribbon bookmark (taped in back).

Frequent Problems: crowded pages; uneven tabs & margins; lack of continuity in style from page to page; typos; illogical placement of material.

Graphics: computer graphics, clip art books from book store, scrapbook stickers; can print in black ink then hand color; do not overuse graphics; use same styles—do not mix cartoons with Victorian.

Monthly pages: make meeting date at top of page larger and easy to see; helpful to allow one page for each month; month at a glance—calendar of events on same page as monthly meeting; roll call subjects; business agenda; quote or short filler to interpret president/club’s theme.

Roster: different colored paper for membership; arranged to open at center fold for quick reference; member’s bio; photos of members taken with digital camera; birthdays; list Judges and NGC Consultants; list offices held in district/state; memberships in other gardening organizations/plant societies.

Other Ideas: former club presidents; design/horticulture/nature tips; awards won last year; club history; club library list; district conservation list; local and state legislators; addresses and telephone numbers of related organizations, e.g. County Extension, Master Gardeners; poems or quotations that interpret theme; coupon to local nursery; questionnaire or data needed by president for year-end report; blank pages for notes.