AWARDS

HOW DO YOU BEGIN? WHAT DO YOU SUBMIT?

Each club should have an Awards Chairman, someone who will study this Awards Guide and decide which awards fit into the club's program and projects. The Awards Chairman in turn, encourages club members and **specific chairmen** to cooperate in meeting the awards requirements.

Frequently, the clubs that win the most awards are clubs **in which one individual is responsible for award applications as a method of achieving recognition for club activities. This person may be the President, the Awards Chairman, or an assigned Project Chairman.**

Activate the club's awards program in the following ways:

1. Study the on-going and new activities of the club.

2. Consider which awards coincide with your club's programs.

3. **Plan ahead:** Begin immediately once a project is decided upon by collecting information and photos of: Goals of the project, budget, communication, publicity, photos, community and club members participating, etc. Collecting this info along the way makes it easier to submit the award. When your project is close to completing, review your data to see if it is in accordance with the specific award. Carefully study award requirements in this Award Guide. It is advised not to wait until the last minute.

4. Many GCI (state) winners are eligible to be sent on to NGC by the GCI Awards Chairman. The GCI Awards Chairman is the **ONLY** representative to send awards on to NGC. Consider the descriptions as found in *The National Gardener*, Sept/Oct., Fall issue or issues of subsequent odd number years, or the National Garden Club website (http://www.gardenclub.org/Awards.aspx) when compiling your 3-page GCI Award Application or Book of Evidence required in Flower Show Awards**.**

5. Carefully read *Garden Glories* taking note of state award additions and corrections. The State Award Guide is listed under forms on the GCI website of: **gardenclubsofillinois.org.**

6. Updated information is often included in the state president's mailings, *Garden Glories*, and in the Members e-mail Bulletin**. Club presidents are also encouraged to alert their Award chairmen of any new information.**

7. Please note the deadline dates! Frequently, clubs fail to win an award because the deadline is missed and required materials are **not postmarked on the appropriate date.**

The state awards chairman is responsible for all State, Region and NGC awards. The chairman's name and address appears in the *Garden Glories* board roster. Contact him/her directly whenever you need assistance pertaining to awards. He/she also supplies necessary application forms. All applications for awards go to him/her, with the exception of special awards that may be handled instead by special chairmen such as those for Publicity Press Books, VIP and some Annual Youth-Related awards. Club presidents will be duly informed.

Your club and your members deserve to be recognized and The Garden Clubs of Illinois wants to see what is being done in our state clubs and recognize their efforts with an award when merited.

STATE AWARD RULES

1. The state award year is from January 1 through December 31. For awards which include activities continuing after the stated deadline, the Book of Evidence (**if required**} should include the schedule of activities for the complete year**. Awards requiring 3-page applications should also cover the complete year.**

2. Questions regarding any award should be directed to the state award chairman or special chairman identified for a specific award.

3. Follow the rules regarding Book of Evidence **(if required)** as outlined on pages 15-16.

4. Only individuals, garden clubs, etc. that are members in good standing of The Garden Clubs of Illinois are eligible for awards.

5. Non-members are eligible for awards or certificates when specified as eligible for a particular award.

6. Affiliates with paid memberships are eligible for Special Achievement Awards as determined by the GCI board and state award chairman.

7. Eligible applicants (club, district, councils, and individuals) may apply for more than one award if all qualifications are met.

8. If a continuing project**, the GCI Award Application form or one that requires a Book of Evidence** must be based on work accomplished during the current award year.

9. In the event a project may be eligible for several awards, **the GCI Award Application form or one that requires a Book of Evidence** submitted to support the data for each award being applied for must focus on that particular award.

10. An individual, club, district, or council that wins a top award in any category may compete for the same award the following year, unless otherwise specified.

11. Youth Garden Clubs must be sponsored by an adult club to be eligible for awards.

12. A GCI Award Application form and GCI Award Application Coversheet must be included with each award application. The forms may be obtained from headquarters, the GCI website or the state awards chairman.

13. The state awards chairman has the Flower Show Evaluation Forms for flower show judges. Three separate signed evaluation forms are necessary and should be obtained **at least 60 days before the show. Contact the Awards Chairman in advance to determine who will serve as a member of the Evaluation judges. Completed Judges Evaluation forms are mailed by judges directly to the state awards chairman.** The chairman includes these forms in the Flower Show Book of Evidence.

14. The state awards chairman also has the forms for Award #13 (Educational Exhibit), #15 (Table Design) and Award #16 (Staging). These forms are also available from the GCI website.

CLUB YEARBOOKS
Criteria for Preparing and Scale of Points

Yearbooks are judged by club size using the scale of points listed on this page. It is the same point scoring system used for judging yearbooks at the national level. State award winning yearbooks will be forwarded to the Central Region Awards chairman for both Central and National competition. All clubs are encouraged to submit their yearbook for competition. Please include both the GCI Award Application form and GCI Award Application Coversheet.

FORMAT – 15 points

1. Book Structure **(3 pts)**
   a. Practical
   b. Convenient Size
   c. Durable
   d. Neat
2. Arrangement of Content
   a. Cover **(2 pts)** (if permanent binder is used, substitute with paper cover and include required information on cover and note accordingly)
   b. Name of Club (town, state, year
   c. Subsequent pages **(6 pts)** (These may include (in any order most useful to members): club officers; club membership roster with complete mailing addresses and telephone numbers; names and addresses of NGC President, Regional Director, State President, State District Director, Council President (if any), Calendar of events
3. Options **(2 pts)**
   a. Club's choice to include bylaws, budget, fund raising, roll call. NGC/Regional/State themes; club theme, if used, should be evident throughout the book.

PROGRAMS – 50 points

Programs are judged upon quality and balance of programs. Study on a 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 Gardening, Wildflowers, Youth, etc.

1. At least seven meetings a year **(3 pts)**
2. Date, location/address, time of meeting **(3 pts)**
3. Speaker's name, qualifications (brief), program title **(4 pts)**
4. Programs, workshops, tours furthering NGC goals & objectives **(40 pts)**
   Give brief word description (lecture, slides, demonstration, hands-on workshop, etc.)

PROJECTS – 35 points

Judged upon scope of project(s). Projects should involve actual membership participation that benefits the community and furthers NGC goals and objectives (does not include fund raising or social activities).

1. List Continuing and New Projects **(15 pts)**
2. Description of projects **(10 pts)**
   Briefly describe who benefits, how the community benefits, how members participate, Describe what members do as part of the project, location of project, list chairman, etc.
3. List of donations **(10 points)**
   List amount, in-kind, to whom, sale of state/NGC products (Vision of Beauty calendars, cookbooks).

TOTAL POINTS – 100

HOW TO PREPARE A BOOK OF EVIDENCE

Please remember that ONLY Flower Show Awards require a Book of Evidence. It can be the most challenging part of the award submission. Including it as the final component of your Flower Show project will make the BOE process move smoothly.

Preparation of an acceptable award-winning Book of Evidence is an integral part of the work of the Club's award chairman. Books of Evidence for all activities, unless otherwise noted, held on or before October 20 must be in the hands of the state awards chairman by November 1.

Exception: For all events held after October 20, the deadline is January 1; **however, the Awards Chairman MUST be notified by November 1 of the intent to submit an award application by January 1 for events held between October 20 and December 31**.

Award application forms may be obtained from Headquarters, the GCI website, the club president's packet, or the state awards chairman or special chairman when applicable (for example: Judges Council, Landscape Design Council, or Youth Related Awards).

Use theme or a 3-ring binder to include all required documentation. Attach envelope to inside back cover, sized to fit Flower Show Schedule and Evaluation forms. No more than 20 sides (10 pages front and back) with all contents secured. Use clear protective page covers that do not extend beyond the cover. Attach state application form to inside of front cover with paper clip. Do not glue or paste. The Book of Evidence should convey a total descriptive picture of the show in pictures and text to the awards committee in a simple concise manner. **Follow carefully the sequential order of requested information** (see #3 Contents below).

Important: The show must have been evaluated by three judges and scored 90 or above in order to be eligible for a state award and 95 and above for a National award. Evaluation forms are inserted by the awards chairman. Judges evaluations count 75% and the Book of Evidence 25%.

Begin by collecting materials required for an award at the onset of the project. Maintain accurate financial records; take pictures before and after, collect letters of commendation and evidence of "networking" with other groups. Assembling your club's book will be easier and more successful if this is done. Committee members judging your project or flower show often must rely on the Book of Evidence for the information they need to make a fair decision. ***Follow the rules below carefully!***

PRESENTATION

Use a lightweight, solid color, sturdy theme-type binder (no scrapbooks, file folders or paper pocketfolders). Books of Evidence must withstand several handlings in the process of judging and, when eligible, mailing to regional and national chairman for judging.

Pictures should be of good quality and selected in a way to "tell a story". Be sure all photographs are labeled. Pictures may be digital and printed directly on the page. Added graphics, art work, or colored paper, are unnecessary and may detract. Photocopies are permitted.

BOOKS ARE LIMITED TO 10 PAGES (including picture pages) FRONT AND BACK FOR A TOTAL OF 20 SIDES. Use 8 1/2" x 11" paper. Attach material to pages. May use glue stick or double-faced tape to avoid wrinkling. NO LOOSE ITEMS. May use top loading sheet protectors but do not exceed the cover size. **Information should be easy to read with at least 1" margins top/bottom/sides, double-spaced, and a minimum of 10 pt. font**. Written text should be concise and cover all requirements of the award description.

OUTSIDE COVER
The outside cover should have a typed or printed label that includes 1) the number and name of state award (do **not** use the NGC award name and number); 2) the name of the applicant club(s), council, district, or individuals, and 3) complete address. Nothing else belongs on the cover.

PAGE ONE
Page one should begin with the number and name of state award, the name of club/s or district applying for the award, and the number of members in the club on whom state dues are paid (regular, honorary, life, associate). The project description should follow immediately after this heading on page one.

APPLICATION FORM AND SUMMARY
Clip (not stapled) to the inside of the cover a state application form and a 3-5 sentence summary typed on a separate sheet.

A Book of Evidence must be prepared when submitting any Flower Show Award