

FFGC Award #11 Yearbook Award

**Due to FFGC 3rd Vice President
November 1st**

Valerie Seinfeld

When writing Awards or creating projects and programs keep our Mission in Mind.

NGC Mission Statement

National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility.

FFGC Mission Statement

To further the education of the members and the public in the fields of gardening, horticulture, botany, floral design, landscape design, environmental awareness through the conservation of the natural resources, civic beautification, nature studies, and to instill in our youth the love of gardening and the respect and protection of the environment.

**Yearbooks are Due to the FFGC 3rd Vice President by November 1st
Please mail your yearbooks and applications directly to the 3rd Vice
President.**

Information needed for the Club's Yearbook can be located on the Florida Federation of Garden Clubs, Inc. website www.ffgc.org and the National Garden Clubs, Inc. website www.gardenclub.org .
For District Information please contact your District Director.

FFGC Award #11 Yearbook

Description/Purpose: To award Garden Clubs/Circle with the most outstanding yearbooks in each of the categories named below. Category is determined by number of members, including Life members, on whom FFGC dues are paid. Winning entries will be sent to Deep South Awards Chairman for judging at that level. If the yearbook wins the DS Yearbook Award, it will be sent to NGC for judging at that level.

Proof of Accomplishment:

Send two copies of the yearbook.

Complete the top portion of the Award Application form and securely fasten two copies inside the front cover.

If a permanent binder is used by club members,

substitute a paper cover with the required information and **make note of this on application.** Staple a 3" x 5" card to the cover with name and number of award, category number, district number, name of club/circle, and city.

Yearbooks will be judged using the Scale of Points listed below:

(For our purposes in this document the point Scale will be In the following pages.)

**Yearbooks are Due November 1st, and are mailed directly
to the FFGC 3rd Vice President.**

Many awards come to FFGC Headquarters and the Application Form is filled out with errors.

Reread everything out loud. First step to editing. Have someone else proof your work.

Award #: should be easy- but often done incorrectly. Double check yourself.

Category or Class: (if there isn't one—don't put one)

Award Name: just copy and paste or type it just like you see it.

District: **Be sure to put the right District #, if uncertain ask someone.**

#Members in Club/Circle: See your Yearbook or ask your treasurer

Name of Garden Club: (THE OFFICIAL NAME) **City:**__ **Date:** The date of Application

or Individual/Group Sometimes the Award is for an individual, be sure to spell the name correctly.

Garden Club President: Be certain all the information is correct. Phone and email

Person preparing the Award: Accurate information , we may be contacting you after the FFGC judging process.

Award #: _____ **Category:** _____ **Class:** ___ Award Name

_____ (1-5) (A-F)
District: ___ #Members in Club/Circle: _____ City: _____ Date: _____

Name of Garden Club or Individual/Group _____
[Enter name exactly as it should appear on any award received]

Garden Club President: _____ Phone: _____ Email:

_____ Person preparing application: _____ Phone: _____ Email: _____

NOTE: Application form is limited to three printed pages, (**this page** and two additional pages) – **front of pages** only unless otherwise noted. (No report cover, binders, or plastic sheets allowed.) Hard copy only; no electronic submissions (unless requested). Application form will not be returned. Copy entry for your files. **Mail 2 copies** of your entry to FFGC Headquarters unless otherwise noted in the award description to arrive no later than FFGC Award Due Date or Special Due Date check the Website. **READ YOUR YEARBOOK RULES CAREFULLY ONLY the FIRST PAGE of AWARD APPLICATION IS USED.**

Mail 2 copies of Yearbook and FFGC Award Application directly to the FFGC 3rd Vice President **DUE DATE November 1st**

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes No Beginning date: Completion date:
2. Have you applied for any other awards for this project? Yes No If yes, list other awards applied for. **(If you are applying for another award for this project... NEVER just used the same exact wording you used with this award on another award.)**
3. Brief summary and objectives of project
4. Involvement of club members, other organizations, etc.
5. Project expenses and means of funding
6. Continuing involvement, follow up, maintenance
7. Is your BOE

#1 - Must have a beginning date that reflects the current year(s) the completion Date can be "Ongoing"- if it is.

#3 - For the Yearbook keep your #3. Summary Brief.

#4 - #6 - Must be reported on.

#7 - is your YEARBOOK

The following is True for every Award Application you submit

Award #: _____ Category: _____ Class: _____ Award Name _____
(1-5) (A-F)

Do you see **Category**: and it has numbers under it... where the line is; one of those numbers between **1 -5** goes there, **IF** the Award has a Category.

Do you see **Class**: and it has letters under it... where the line is; one of the letters **A-F** goes there, **IF** the Award has a **Class**.

If there isn't a **Category** or **Class** you leave the line **BLANK**.

Example of the wording:

Award: An award of \$25 is offered in the following

Categories:

1. Small Clubs/Circles 29 members and under
2. Medium Clubs/Circles with 30-59 members
3. Large Clubs/Circles with 60-99 members
4. Ex-Large Clubs/Circles with 100 members

Award: \$25 may be awarded in each Class listed below.

Classes:

Class A - Club or Circle

Class B - Individual Member

Yearbooks are Due November 1st and mailed directly to the FFGC 3rd Vice President

**The Format of your Club’s Yearbook has freedom for Creativity;
but also some MUST haves.**

Format.....15

Book Structure..... 2

Practical, convenient size, durable, neat
Material should be well placed with ample margins, & font size
suitable for members to read

Cover 2

Include name of club, town, state organization, year, & appealing design

Title Page..... 2

Include name of club, town, state organization, year, # of dues
paying members, & affiliated organizations (district, state, region, NGC)

Table of Contents..... 1

Number the yearbook pages and list topics on this page.

Subsequent pages can be in any order most useful to members & 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

Include complete mailing addresses, telephone numbers, &
e-mail addresses (if applicable).
Avoid crowding.

List of Club Officers & Committee Chairmen..... 1

District, FFGC, Deep South Information..... 2

Include name, contact information, & administration themes
for **District Director, FFGC President, and Deep South Region
Director.** List website addresses for District, FFGC & DS

NGC Information..... 1

Include name & contact information for NGC President.

Include theme & projects. List address, phone number, & website address for NGC Headquarters in St. Louis.

(Locate this information at www.gardenclub.org)

Calendar of Events..... 2

List dates & locations for District, FFGC, DS, & NGC meetings & events. Encourage members to attend & eliminate the setting of conflicting dates.

Programs..... 50

Topics should cover a variety of FFGC & NGC goals & objectives
Indicate if this is a special interest club, e.g. Horticulture, only; Design, only; etc.

Meets minimum number of meetings required by FFGC..... 3

List date & time of meeting, locations with addresses..... 3

List name speakers, qualifications (brief), program title..... 4

Variety of program topics (theme not required)..... 14

Variety of styles of programs (lectures, power point, tours, etc.)..... 12

Variety of speakers (specialists, members, panel, etc.)..... 14

Optional information as needed by your club can be included, but will not be given points.

Total 100

Projects..... 35

Projects involve actual membership participation that benefit the community & further FFGC & NGC Goals & Objectives.

Some fund raisers 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 & goals.

Certain social activities may lead to membership increase.

State such in description.

List Continuing & New Projects (new projects are not required)..... 15

Give brief word description of projects. Include location, name..... 20

Include location, name of chairman, how members participate, list of donations if applicable, in-kind donations if applicable, plans for maintenance, if applicable.

e.g. Establish a Teaching Garden at Atkins Elementary School, afterschool program with planned curriculum, 4 days a week from 3-5pm, Laurie Benson, Chairman.

Location of Information for your Yearbooks:

www.ffgc.org. Look under the Tab MEMBERS then Club Information and forms

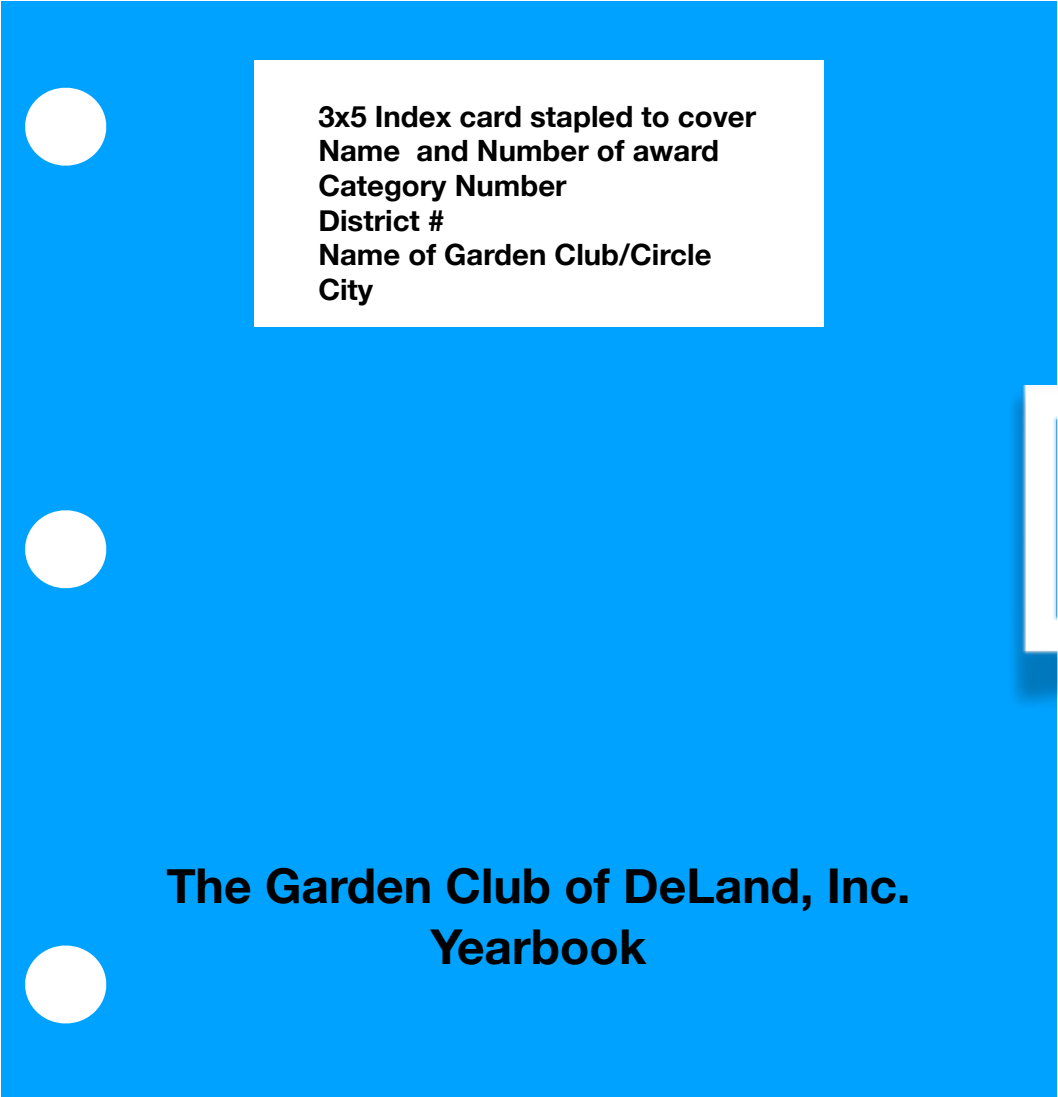
Always check back to the FFGC website to double check that information is still correct or if has it been updated, before you go to print.

www.gardenclub.org National Garden Clubs, Inc. information also has a Yearbook information area, check to see if your information is correct.

District Directors are your go to for District Board contact information.

Proof of Accomplishment:

1. Send two copies of the yearbook.
2. Complete the top portion of the Award Application form and **securely fasten two copies inside the front of each cover.#**
3. If a permanent binder is used by club members, substitute a paper cover with the required information and make note of this on application.
4. **Staple a 3" x 5" card to the cover** with name and number of award, category number, district number, name of club/circle, and city



3x5 Index card stapled to cover
Name and Number of award
Category Number
District #
Name of Garden Club/Circle
City

Inside the front cover, securely fasten Two copies of Award

The Garden Club of DeLand, Inc.
Yearbook