



Plant America ~ Play Outdoors

Awards Handbook

2021-2023

NGC Awards Handbook

2021-2023

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Plant America - Play Outdoors

Dear Garden Club Members:

This handbook has been prepared to provide information that makes submitting award applications easy, answers questions, and serves as a resource for all members. The committee members, your state awards chairman, and I are available for questions and support at all times.

Keep your award handbook close by and use it frequently when preparing applications. Included are a number of resources to make it easier for you to apply for awards. The rubrics to be used for scoring will be helpful in knowing what to include in your application. The FORMS section of the NGC website has fillable forms available for completion and printing.

As our gardening friends in Connecticut remind us, awards serve several purposes. Awards create pride through recognition. They encourage members to do more. Awards bring awareness of a club as an asset to the community and inspire others to pursue worthwhile projects. An active, award-winning club attracts new members.

Garden club projects are vital parts of our communities. The future of garden clubs is secured by the visible work that we do. While we Plant America as we Play Outdoors, let's remember to showcase that work through applying for awards in recognition of the significance of our work.

Diane J. Harbin

NGC Awards Chairman 2021-2023

NgcAwards@gardenclub.org

Please remember:

No individual, single member club, group of member clubs, Council, or Districts may make direct application to National Garden Clubs. All applications must come through your State Chairman and must include the appropriate NGC Application Cover Sheet. All Application Cover Sheets are posted in fillable format on the NGC website under FORMS.

Introduction

The 2021-2023 Awards Committee was tasked with taking a close look at the entire awards program to see where changes might need to be made, especially in bringing the program up to date with the current focus of our organization. All states were given the opportunity to respond to a survey in the summer of 2020 with a subsequent survey in the fall. Results were analyzed and recommendations were sent to the Executive Committee for review. These were accepted and revisions were on their way!

This handbook is the outcome of these many months of work. It is our hope that members across our nation and our International Affiliates will find the awards program easier to manipulate and that this will encourage clubs to apply for more awards. The look is vastly different, and the award numbers have changed, but most of your favorites are right here. Just look through the Chart of Awards (Awards Table on NGC website) and you should be able to find what you need to see where your project fits into the awards program.

When you find an award in the Chart of Awards that seems to fit your project, look in the columns to see if you or your group is eligible to apply for that award and what you must complete for your application. Descriptive details for each award are given in the Category section of this Handbook. Links are provided in the online Awards Table to each Category section.

Scoring was one of the concerns brought forth by our states. Inconsistency in scoring from state to state and region to region seemed to be discouraging for applicants. Therefore, Scoring Rubrics were developed. The descriptors used in each rubric were already stated in the existing awards program. They now have a specific maximum number of points assigned for each descriptor to help keep scoring more consistent across the board. Most awards are scored on the General Scoring Rubric that is shown on page 13 of this handbook. A few are scored on a scale particular to that award. In those cases, you will find the Scoring Rubric immediately following the award description. All levels are asked to utilize these Scoring Rubrics in judging award applications. Just copy the appropriate rubric from the FORMS section of the NGC website and use for your local and state scoring.

Almost 70% of our states responded that awards that are given based on size of club or state should be placed into just three (3) category sizes. To determine how to divide the clubs and states into thirds so that each group would have about the same number of clubs, states were again surveyed. After analyzing the 31 state responses received, the sizes listed on the general information page (page 6) were determined.

Be sure to check the new numbers for the Flower Show Achievement Awards. These award details were just reviewed, and necessary changes made when the New Handbook for Flower Shows was created, so those are current.

The Application Cover Sheet has been revised also and is available in fillable format in the FORMS section of the NGC website. The same is true for the Award of Excellence Cover Sheet. Hopefully the term "Cover Sheet" will help applicants clarify that this page is not counted as part of the award application. States are asked to utilize this form when submitting awards to the NGC Awards Committee. State specific forms will not be accepted.

Most applications will be submitted electronically. The exceptions are listed, of course including all Publications. If there is a specific difficulty with submitting electronically, please contact the Awards Chairman for instructions.

"The Process" on the next page is a quick overview for preparing an application. Everyone working on an application should read over that page. The State and Regional chairman will also need to carefully read the following page of instructions. For any questions, please contact the Chairman or Co-Chairman.

The Process

Review the **General Directions**. Follow those guidelines.



Use the **Chart of Awards** or online **Table of Awards** to decide which award is best for your entry. This tells you who is eligible to apply for that award and the items required.



Go to the **Award Description** for further details. On the NGC website, click on the name of the award category from the Table of Awards to go directly to that award's descriptive information.



After reviewing the description details, fill out the **Application Cover Sheet**. On the NGC website, click on "Application" in the right column to go directly to the cover sheet for that award. Download the blank Cover Sheet to your computer. Be sure to name it something you will remember and put it in a file where you can find it again! Open the new file and fill out each section of the Cover Sheet, using the tab key to move between sections. When it is complete, be sure to save your changes. MAC users open the form in Preview before completing.



Go back to the Award Description and look carefully at the **Scoring Rubric** to see what the judges will look for as they score your entry. Most awards use the General Scoring Rubric which you can find by clicking on the Scoring in the same box to the right of the award name. If your award has a specific Scoring Rubric, it will also be given immediately following the award description. Use this information to help you understand what you should include in your application.



Write your **Award Application**. Be sure to adhere to the page limit and use a clear, easily read font. Include photos when applicable. Insert the photos as you write to avoid the need for adding captions. If you need help with that, ask the Awards Co-Chairman. Ask someone else to read over the completed application for clarity and editing.



Send the Cover Sheet and Completed Application as indicated in your individual State guidelines by the due date required for your state.

***All forms in this handbook are posted on the NGC website in the FORMS section as fillable forms. Scoring Rubrics are also available on the website under the State and Regional Awards Chairmen tab.**

General Information About Awards

The Awards Year is from January 1 through December 31.

Only National Garden Clubs, Inc. members and affiliates are eligible with the exception of applicants for the following:

- Award of Excellence for Non-Members
- High School Distinguished Service Project

All applications must include an NGC Application Cover Sheet and are sent to your State Awards Chairmen who will set due dates for them.

All applications with photos including Youth under age 18 must include a signed Publications Release Form for each young person involved.

See FORMS section
on NGC website.

Judges will not open hyperlinks embedded in any application with the exception of Membership Advancement & Education awards 1 (Membership Awareness), 2 (Social Media/Website), and 3 (Digital Presentation).

All applications will be sent electronically with the following exceptions:

- FD-1 Calendar Arranger of the Year (both digital and print)
- All Flower Show Achievement Award Applications
- MAE-1 Membership Awareness (IF submitting printed material)
- MAE-3 Digital Media Presentation
- MAE-4 Publications
- SR-4 Member of Honor (may be electronic or print)

Electronic applications must be in PDF (preferred) or WORD format.

If a project is eligible for various awards, do not submit an exact duplication of the application.

Applications will not be returned.

The General Scoring Rubric will be used for scoring unless otherwise indicated in award description.

The following Certificates will be awarded:

- Certificate of Merit - overall winner
- Certificate of Commendation - runners up
- Certificate of Appreciation - other award submissions received by NGC

Award size groups are:

	Clubs	States
Small	1- 20 members	1 – 55 clubs
Medium	21 – 50 members	56 - 149 clubs
Large	51 + members	150 + clubs

Questions

Diane J. Harbin, Awards Chairman
NgcAwards@gardenclub.org
706-346-6510

Marilyn McDonnell, Awards Co-Chairman
Mmcdonnell@gardenclub.org
706-495-2416

State Chairmen Information

All applications and State Chairman reports are due to the NGC Awards Chairman, or designated chairman by January 25. You are highly encouraged to use the Scoring Rubrics in your state judging to improve consistency in judging.

Diane J. Harbin, NGC Awards Chairman
NgcAwards@gardenclub.org
11 Ridgewood Rd. SW
Rome, GA 30165-4200

Due Date Exceptions:

- FD-1 Calendar Arranger of the Year due by July 1
- SR 1, SR 2, SR 3 Award of Excellence due by January 1.
- Flower Show Achievement Awards due by January 15

Where to send non-electronic applications, Award of Excellence applications and all Youth Awards:

- FD-1 Calendar Arranger of the Year
Florence Leysse
61 Mountain View Dr.
Cedar Grove, NJ 07009-2011
ngcvob@gmail.com
- All Flower Show Achievement Award Applications
Frances Thrash
2109 Cocoa Circle
Virginia Beach, Virginia 23454-2213
- SR-1, SR-2, SR-3 Award of Excellence
Donna Donnelly
DMDonnelly@gardenclub.org
- All Youth Awards
Tricia Mitchell
trcamitchell@aol.com
- Regional Member of Honor
To the Individual designated by your Region

A complete list of applications received must be submitted to the NGC Awards Chairman by January 25. Also, the State Chairman Report, also due January 25, is provided for that information on the NGC Awards FORMS web page. This report details the total number of applications received for each award and the number forwarded to NGC.

Regional Chairmen Information

Determine Member of Honor from state applications. Send winner by February 20 to:

Lynne Ehnert
lenhart@wi.rr.com
W143 N6828 Aspen Drive.
Menomonee Falls, WI 53051-0925

Yearbooks may be recognized at the Region level only. No NGC Certificates will be provided.

Chart of Awards

	Who is eligible to apply?							What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
COMMUNITY ENHANCEMENTS											
CE 1 Community Gardens	X	X						X			
CE 2 Permanent Community Improvements	X	X						X			
CE 3 Food Bank Donations	X	X						X			
CE 4 Roadside Plantings	X	X	X					X			
CE 5 Beautification Project	X	X						X			
CE 6 Community Project with Native Plants/Wildflowers	X	X	X					X			
CE 7 Blue Star/Gold Star Marker Landscaping	X	X	X					X			
CE 8 Landscaping of Public/Religious Grounds	X	X		X				X			
CE 9 Landscaping of Historic Areas	X	X	X					X			

	Who is eligible to apply?							What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
ENVIRONMENT & CONSERVATION											
EC 1 Conservation Activities	X	X						X			
EC 2 Conservation Education	X	X						X			
EC 3 Wildlife Survival	X	X						X			
EC 4 Water	X	X	X					X			
EC 5 Native Plants & Wildflowers Venue	X	X						X			
EC 6 Organic Practices	X	X	X					X			

	Who is eligible to apply?							What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
FLORAL DESIGN											
FD 1 Calendar Arranger of the Year				X			X				X
FD 2 Floral Design Program	X	X	X	X				X			

Who is eligible to apply?

What is required?

FLOWER SHOW ACHIEVEMENT	Who is eligible to apply?						What is required?			
	Garden Club	Group of Clubs/ Council	State	Region	National Affiliate	*IA	Application	Copy/copies of Publication	Book of Evidence	Other
FS 1 Club Standard Show	X						X		X	X
FS 2 Holiday Standard Show	X	X				X	X		X	X
FS 3 Patriotic Standard Show	X	X					X		X	X
FS 4 Petite Standard Show	X	X				X	X		X	X
FS 5 Club Small Standard Show	X						X		X	X
FS 6 Holiday Small Standard Show	X						X		X	X
FS 7 Patriotic Small Standard Show	X						X		X	X
FS 8 Petite Small Standard Show	X					X	X		X	X
FS 9 Near-Club Standard Show		X					X		X	X
FS 10 Council Standard Show		X					X		X	X
FS 11 District/Region Standard Show		District		X			X		X	X
FS 12 State Flower Show			X				X		X	X
FS 13 Youth Flower Show	X						X		X	X
FS 14 Plant Society Show					X		X		X	X
FS 15 Horticulture Specialty Show	X	X	X	X			X		X	X
FS 16 Design Specialty Show	X	X	X	X		X	X		X	X

*IA have additional Flower Show Awards as well as Virtual Flower Show Awards. See IA section.

Who is eligible to apply?

What is required?

GARDENS	Who is eligible to apply?							What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
G 1 Container Gardens	X					X		X			
G 2 Edible Gardens	X	X				X		X			
G 3 Therapy Gardens	X	X	X	X				X			
G 4 Public Wildlife Gardens	X							X			

Who is eligible to apply?

What is required?

INTERNATIONAL AFFILIATES	IA Garden Club	IA Group of Clubs	Region	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of	Book of Evidence	Other
IA 1 Civic Achievement	X	X				X		X			
IA 2 Youth	X					X		X			
IA 3 Wildflower	X					X		X			
IA 4 Community Beautification	X	X				X		X			
IA 5 Landscaping	X	X				X		X			
IA 6 Conservation Education	X	X				X		X			
IA 7 Therapy Gardens or Projects	X	X				X		X			
IA 8 Digital Media Communications	X	X				X		X			
IA 9 Award of Excellence to an IA Region			X			X		X			
IA 10 Horticulture Activity for Youth Garden Clubs	X	X				X		X			
IA 11 Outdoor Planting with Youth Garden Club	X	X				X		X			
IAFS 1 International Affiliates Standard Flower Show	X	X				X		X		X	X
IAFS 2 Standard Flower Show Promoting NGC Objectives	X	X				X		X		X	X
IAFS 3 Schedule	X	X				X		X			X
IAFS 4 Standard Flower Show Staging Award	X	X				X		X		X	X
IAFS 5 International Floral and/or Horticulture Show	X	X				X		X		X	X
IAVFS 1 Virtual Flower Show						X		X			
IAVFS 2 Virtual Petite Small Flower Show						X		X			
IAVFS 3 Virtual Design Specialty Flower Show						X		X			
IAVFS 4 Virtual Horticulture Specialty Show						X		X			
IAVFS 5 Virtual Flower Show Schedule						X		X	X		
IAVFS 6 Virtual Flower Show Photos: Horticulture Division						X		X			X
IAVFS 7 Virtual Flower Show Photos: Design Division						X		X			X
IAVFS 8 Virtual Flower Show Photos: Botanical Arts Division						X		X			X
IAVFS 9 Virtual Flower Show Photos: Best Quality Photograph						X		X			X

MEMBERSHIP ADVANCEMENT & EDUCATION	Who is eligible to apply								What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other	
MAE 1 Membership Awareness	X	X	X					X	X*			
MAE 2 Social Media/Website	X	X	X					X				
MAE 3 Digital Media Presentation	X	X	X		X			X			X	
MAE 4 Publications	X	X	X		X	X		X	X			
MAE 5 National Garden Week	X	X	X					X				
MAE 6 Membership Increase	Data from NGC; No Application Accepted											
MAE 7 Life Memberships	Data from NGC; No Application Accepted											

*IF APPLICABLE

SERVICE & RECOGNITION	Who is eligible to apply?								What is required?			
	Garden Club	Group of Clubs	State	Region	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
SR 1 Award of Excellence for Non-Members								X	X			
SR 2 Award of Excellence for States			X						X			
SR 3 Award of Excellence for Regions				X					X			
SR 4 Member Award of Honor					X				X		X	
SR 5 Citation for Distinguished Service as NGC President	Determined by NGC Board											
SR 6 Presidential Citation	Determined by NGC President											
SR 7 NGC Award for Major Non-Standard Flower Shows	Ordered from NGC Headquarters six months prior to show date.											
SR 8 Award of Distinguished Service	Award Certificate #5234 may be purchased from NGC Headquarters Member Services											

Who is eligible to apply?

What is required?

YOUTH WORK	Who is eligible to apply?							What is required?			
	Garden Club	Group of Clubs	State	Individual Member	National Affiliate	IA	Non-member	Application	Copy/copies of Publication	Book of Evidence	Other
YW 1 Youth Garden Club Outstanding Sponsor	X							X			
YW 2 Horticulture Activity for Youth Garden Club	X							X			
YW 3 Outdoor Planting with Youth Garden Club	X							X			
YW 4 Environmental Activity with Youth Garden Club	X							X			
YW 5 Junior Garden Club Wildlife Gardening Education Project	X							X			
YW 6 High School Garden Club Outstanding Sponsor	X							X			
YW 7 High School Distinguished Service Project							X	X			
YW 8 Horticulture Education for Youth	X							X			
YW 9 Environmental Education Project with Youth	X							X			
YW 10 Individual Outstanding Service to Youth				X				X			

**NGC Awards Program
 General Scoring Rubric**

Maximum Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **65 Total** _____

Meets NGC Mission & Goals	6	
Scope of project defined	4	
Need identified	7	
Benefit to target (members/recipients/community/etc.)	10	
Accomplishment of goals	8	
Comprehensiveness of work	6	
Activities to attain goals explained	8	
Evaluation of goals reached	4	
Educational	3	
Prior Planning	4	
Very brief history if continuing project (give full credit if not a continuing project)	3	
Other	2	

Participation **15 Total** _____

% of member participation from total size possible (may include any type of support given)	12	
Involvement of others (community, government agencies, professionals, youth, facility residents, others)	3	

Documentation (Photocopies permitted) **15 Total** _____

Clear, well-labeled, neatly attached photos when applicable	4	
Landscape plan when applicable (give full credit if not applicable)	4	
Financial report	5	
Other (letters of appreciation, community awards, publicity, etc.)	2	

100 Total _____

COMMUNITY ENHANCEMENTS

CE-1 COMMUNITY GARDENS

Best in Group: Certificate of Merit + \$100 sponsored by the Garden Club of North Carolina

Given for the most outstanding community or religious garden project that provides green space, and/or opportunities for social gatherings, meditation, beautification, education, recreation or the growing of food.

A – Establishment of a new community or religious garden	B – Continuing participation in a community or religious garden
1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District	1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District
C – Establishment of a new community or religious garden while partnering with another organization.	D – Continuing participation in a community or religious garden while partnering with another organization.

CE-2 PERMANENT COMMUNITY IMPROVEMENTS

Best in Group: Certificate of Merit + \$100 sponsored by Michigan Garden Clubs, Inc.

Given for the most distinguished civic or conservation work furthering NGC objectives and making a permanent improvement for public benefit, e.g., establishing sanctuaries, children’s gardens, municipal gardens, etc. No commercial projects are eligible.

1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District

CE-3 FOOD BANK DONATIONS

Best in Group: Certificate of Merit + \$100 sponsored by Charlotte (NC) Council of Garden Clubs

Given for the largest donation of freshly grown food to a food bank, pantry or other organization providing food to those in need in a community.

A – Donated produce grown by club members.	B – Donated produce from a community garden with which the club is involved.
1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District	1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District

CE-3 Specific Scoring Rubric

Maximum Points
5 Total _____

Presentation

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement

65 Total _____

Scope of Project	10	
Need and Fulfillment	15	
Benefit	15	
Activities to attain goals	10	
Planning	5	
Verification from recipient of quantity received	10	

Participation

15 Total _____

% of member participation from total size possible (may include any type of support given)	12	
Involvement of others (community, government agencies, professionals, youth, facility residents, others)	3	

Documentation (Photocopies permitted)

15 Total _____

Clear, well-labeled, neatly attached photos when applicable	4	
Landscape plan when applicable (give full credit if not applicable)	4	
Financial report	5	
Other (letters of appreciation, community awards, publicity, etc.)	2	

100 Total _____

CE-4 ROADSIDE PLANTINGS

Best in Group A: Certificate of Merit + \$100 sponsored by California Garden Clubs, Inc.

Best in Group B: Certificate of Merit + monetary award up to \$1000

Given for outstanding, permanent roadside beautification. The project may be continuous but must have an advanced degree of completion prior to making application. This award may be given only once for the same project. Projects designed for environmental preservation and enhancement using wildflowers and native plants may be awarded a higher monetary value. These projects may be awarded more than once, but not in consecutive years. Projects may be sited on rural byways, urban highways, roadside rest areas, entrances to towns, medians, etc.

A – Permanent roadside beautification	B – Roadside beautification designed for environmental preservation and enhancement using wildflowers and native plants
<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large 	<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large

CE-5 BEAUTIFICATION PROJECT

Best in Group: A Certificate of Merit + \$100 sponsored by The Garden Club of South Carolina, Inc.

Given for the most outstanding beautification project in a city, town, or neighborhood done on a continuous basis or as a special one-time event. Habitat for Humanity Projects as well as Decoration of Historic Buildings ay be included.

A – Special, one-time event	B – Continuing Project
<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large 	<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large

CE-6 COMMUNITY PROJECT WITH NATIVE PLANTS/WILDFLOWERS

Best in Group: Certificate of Merit + monetary award up to \$1000

Given for establishing wildflower gardens, memorial gardens, or the restoration of historic gardens with emphasis on plant material native to your region. This award will not be given to the same project in two consecutive years.

- 1. Garden Club:
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District
- 3. State Garden Club:
 - Small
 - Medium
 - Large

CE-7 BLUE STAR/GOLD STAR MARKER LANDSCAPING

Best in Group: Certificate of Merit + \$100 sponsored by The Federated Garden Clubs of New York State, Inc.

Given for the most outstanding Blue Star Marker or Gold Star Marker landscape project. The marker may be part of a highway department rest area maintained by the department. The project may have been continuous, but major landscaping must have been completed within the previous two years. The project may be a replacement of a destroyed or long-neglected marker.

- 1. Garden Club:
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District
- 3. State Garden Club:
 - Small
 - Medium
 - Large

CE-8 LANDSCAPING OF PUBLIC OR RELIGIOUS GROUNDS

Best in Group: Certificate of Merit + \$100 sponsored by Nancy Voyles

Given for the most significant contribution in designing a landscape plan, planning the project, and carrying out the plan.

A – Public or commercial property i.e., hospital, library, civic center, park, waterfront, etc.	B – Religious grounds meeting the needs of the congregation
<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): <ul style="list-style-type: none"> Small Medium Large 	<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District (NGC or IA) 3. Individual garden club member (NGC or IA)

CE-9 LANDSCAPING OF HISTORIC AREAS

Best in Group: Certificate of Merit + \$100

Given for the most outstanding historic preservation project. This includes restorations of parks as well as restoration of a building and/or grounds of importance to local, state, or national heritage.

- | |
|--|
| <ol style="list-style-type: none"> 1. Garden Club: <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: <ul style="list-style-type: none"> Small Medium Large |
|--|

ENVIRONMENT AND CONSERVATION

EC-1 CONSERVATION ACTIVITIES

Best in Group: Certificate of Merit + \$100 sponsored by National Capital Area Garden Clubs, Inc.

Given to those conservation activities deemed overall excellent and well-balanced. Includes activities such as conservation education, legislative activities, conservation field projects, natural resource development such as watershed, erosion control, reforestation, wildlife refuge, etc.

1. Garden Club:
 - Small
 - Medium
 - Large
2. Group of Clubs, Council, District
3. State Garden Club:
 - Small
 - Medium
 - Large
4. Individual club member

EC-2 CONSERVATION EDUCATION

Best in Group: Certificate of Merit + \$100 sponsored by The Federated Garden Clubs of Maryland, Inc.

Given for the most comprehensive work and/or study in conservation education.

1. Garden Club (NGC or IA):
 - Small
 - Medium
 - Large
2. Group of Clubs, Council, District (NGC or IA)
3. State Garden Club:
 - Small
 - Medium
 - Large
4. Individual club member (NGC or IA)

EC-3 WILDLIFE SURVIVAL

Best in Group: Certificate of Merit + \$100 sponsored by Kent Garden Club, Grand Rapids, MI

Given for the most comprehensive and effective project for pollinator, bird, or wildlife protection and welfare. This may include habitats or gardens specific to the natural population being supported, sanctuaries, migratory routes, public education project or program, legal and legislative activities, or other.

- 1. Garden Club:
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District
- 3. State Garden Club:
 - Small
 - Medium
 - Large

Please refer to the Scoring Rubric for EC 3 on the following page.

EC 3 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **40 Total** _____

Meets NGC Mission & Goals	3	
Scope of project defined	2	
Need identified	5	
Benefit to target (members/recipients/community/etc.)	6	
Accomplishment of goals	6	
Comprehensiveness of work	5	
Activities to attain goals explained	6	
Evaluation of goals reached	2	
Educational	2	
Prior Planning	2	
Very brief history if continuing project (give full credit if not a continuing project)	1	

Participation **15 Total** _____

% of member participation from total size possible (may include any type of support given)	15	
--	----	--

Community Involvement **30 Total** _____

Involvement of others (community, government agencies, professionals, youth, facility residents, others)	30	
--	----	--

Documentation (Photocopies permitted) **10 Total** _____

Clear, well-labeled, neatly attached photos when applicable	3	
Landscape plan when applicable (give full credit if not applicable)	2	
Financial report	4	
Other (letters of appreciation, community awards, publicity, etc.)	1	

100 Total _____

EC-4 WATER

Best in Group: Certificate of Merit + \$100 sponsored by the Garden Club Federation of Pennsylvania, Inc.

Given for the most outstanding project with an emphasis on water conservation and/or clean water.

- 1. Garden Club:
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District
- 3. State Garden Club:
 - Small
 - Medium
 - Large

EC-5 NATIVE PLANTS AND WILDFLOWERS VENUE

Best in Group: Certificate of Merit + monetary award up to \$1000

Given for the best establishment of outdoor classrooms, nature trails, wildflower walks, etc. with emphasis on wildflowers and native plants to expose and educate the public as to the importance of these plants to conservation and the environment. This award will not be given to the same project in two consecutive years.

- 1. Garden Club (NGC or IA):
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District (NGC or IA)
- 3. State Garden Club:
 - Small
 - Medium
 - Large

EC-6 ORGANIC PRACTICES

Best in Group: Certificate of Merit + \$100 sponsored by Pat Rupiper

Given for the most outstanding project or educational activity emphasizing and employing the use of organic materials and methods in gardening.

1. Garden Club:
 - Small
 - Medium
 - Large
2. Group of Clubs, Council, District
3. State Garden Club:
 - Small
 - Medium
 - Large

FLORAL DESIGN

FD-1 CALENDAR ARRANGER OF THE YEAR

Best in Group: Certificate of Merit + \$100 for each category

Selected by the NGC Vision of Beauty Calendar Committee from digital photos submitted. Photos may be of any type of designs—traditional, contemporary, new trends, seasonal, holidays, etc.

Criteria for entries and entry form are in the current Vision of Beauty Calendar and on the NGC Website in the Forms Section.

NOTE DUE DATE OF JULY 1.

Link from NGC web page Awards Table to Entry Form and details.

A. Individual Flower Arranger of the Year.

B. International Affiliate Flower Arranger of the Year.

FD-2 FLORAL DESIGN PROGRAM

Best in Group: Certificate of Merit + \$100 sponsored by Jeanne Nelson

Given for the most outstanding program or workshop (exclusive of NGC Schools and Symposiums) teaching floral design to club members and/or the public.

1. Garden Club (NGC or IA):
 - Small
 - Medium
 - Large
2. Group of Clubs, Council, District
3. State Garden Club:
 - Small
 - Medium
 - Large
4. Individual club member (NGC or IA)

Please refer to Scoring Rubric for FD 2 on the following page.

FD 2 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **65 Total** _____

Detailed description of program presented	25	
Location, date and time given	5	
Attendance	5	
Research and preparation for program	20	
Materials used/provided	5	
Other relevant information	5	

Participation **15 Total** _____

Size of club	4	
Involvement of members (may include any type of support given)	8	
Involvement of others (community, government agencies, professionals, youth, facility residents, others)	3	

Documentation (Photocopies permitted) **15 Total** _____

Clear, well-labeled, neatly attached photos when applicable	5	
Supporting data	3	
Financial report	5	
Other (letters of appreciation, community awards, publicity, etc.)	2	

100 Total _____

Flower Show Achievement Award Application, Details, and all other required forms are in the FORMS section of the NGC website.

FLOWER SHOW ACHIEVEMENT AWARDS

Requirements for each award in this section are detailed in the Flower Show Achievement Awards Details section later in this Handbook. Please refer to that section for complete application information. A-D refer to club size.

FS-1 CLUB STANDARD SHOW -

A – < 21 members	B – 21-49 members
C – 50-99 members	D – 100+ members

FS-2 HOLIDAY STANDARD SHOW

A – 1 club (NGC or IA)	B – \geq 2 clubs (NGC or IA)
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FS-3 PATRIOTIC STANDARD SHOW

A – 1 club	B – \geq 2 clubs
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FS-4 PETITE STANDARD SHOW

A – 1 club (NGC or IA)	B – \geq 2 clubs (NGC or IA)
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FS-5 CLUB SMALL STANDARD SHOW

A – < 21 members	B – 21-49 members
C – 50-99 members	

FS-6 HOLIDAY SMALL STANDARD SHOW

1 club < 100 members

FS-7 PATRIOTIC SMALL STANDARD SHOW

1 club < 100 members

FS-8 PETITE SMALL STANDARD SHOW

1 club < 100 members (NGC or IA)

FS-9 NEAR-CLUB STANDARD SHOW

2 + clubs (nearby)

FS-10 COUNCIL STANDARD SHOW

A - 3 + clubs

B - 1 + Judges Council/s

FS-11 DISTRICT/REGION STANDARD SHOW

A - \leq 15 NGC clubs

B - \geq 16 NGC Clubs

FS-12 STATE FLOWER SHOW

A - \leq 100 clubs

B - $>$ 100 clubs

FS-13 YOUTH FLOWER SHOW

A - 1 Youth club/group

B - \geq 2 Youth clubs/groups

C - Youth Division of Adult Flower Show

FS-14 PLANT SOCIETY SHOW

Affiliated with NGC

FS-15 HORTICULTURE SPECIALITY SHOW

A - 1 club

B - \geq 2 clubs

C - Country, District, State Region

FS-16 DESIGN SPECIALITY SHOW

A - 1 club (NGC or IA)

B - \geq 2 clubs (NGC or IA)

C - Country, District, State Region (NGC or IA)

GARDENING

G-1 CONTAINER GARDENING

Best in Group: Certificate of Merit + \$100

Given for the most outstanding container or containers of fruits, vegetables, herbs, flowers, or a combination thereof.

A. Single Container grown by a member or club (NGC or IA).	B. Multiple Containers in one location grown by a member or club (NGC or IA).
1. Individual Member 2. Garden Club: Small Medium Large	1. Individual Member 2. Garden Club: Small Medium Large

G-1 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **90 Total** _____

Selection of Container	20	
Selection of Plants	20	
Unity of Container and Plants	30	
Includes consideration of design elements and principles	20	

Documentation (Photocopies permitted) **5 Total** _____

Clear, well-labeled, neatly attached plant list	2	
Supporting data (at least one photo required)	2	
Other (letters of appreciation, community awards, publicity, etc.)	1	

100 Total _____

G-2 EDIBLE GARDENING

Best in Group: Certificate of Merit + \$100

Given for the most outstanding garden of edibles, fruits, vegetables, and/or edible flowers.

A. Garden of edibles grown by a member or club (NGC or IA).	B. Gardens incorporating edibles in an ornamental landscape grown by a member or club (NGC or IA).
1. Individual Member 2. Garden Club: Small Medium Large	1. Individual Member 2. Garden Club: Small Medium Large

G-2 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **90 Total** _____

Garden Plan	15	
Selection of plants	10	
Growth and maturity of plants	10	
Successful incorporation of edibles	15	
Successful production of edibles	20	
Overall health and attractiveness of garden	20	

Documentation (Photocopies permitted) **5 Total** _____

Supporting data clear, well labeled and neatly attached	2	
At least one photo	2	
Other documentation (publicity, letter, etc.) if planted in public location (give full credit if not public location)	1	

100 Total _____

G-3 THERAPY GARDENS

Best in Group: Certificate of Merit + \$100

Given for the establishment or restoration of a garden or gardens to benefit the physically or learning challenged, residents in nursing homes, schools, prisons, low-income housing, cancer centers, etc. by an NGC or IA Club. Includes barrier-free gardens, accessible gardening, community gardens, meditation gardens at a hospital, etc. The goal of these gardens can also be to increase awareness or to give hope.

- 1. Garden Club (NGC or IA):
 - Small
 - Medium
 - Large
- 2. Group of Clubs, Council, District (NGC or IA)
- 3. Individual garden club member (NGC or IA)
- 4. State Garden Club:
 - Small
 - Medium
 - Large

G-4 PUBLIC WILDLIFE GARDENS

Best in Group: Certificate of Merit + \$100 sponsored by The Garden Club of Kentucky, Inc.

Given to the garden club establishing a wildlife garden or gardens at a public place or places, to include signage to educate the public on how to garden for wildlife and the benefits of doing so. Special attention should be given to securing publicity for the project.

- 1. Garden Club:
 - Small
 - Medium
 - Large

Please refer to Scoring Rubric for G 4 on the following page.

G-4 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **40 Total** _____

Meets NGC Mission & Goals	3	
Scope of project defined	2	
Need identified	5	
Benefit to target (members/recipients/community/etc.)	6	
Accomplishment of goals	6	
Comprehensiveness of work	5	
Activities to attain goals explained	6	
Evaluation of goals reached	2	
Educational	2	
Prior planning	2	
Very brief history if continuing project (give full credit if not a continuing project)	1	

Participation **15 Total** _____

% of member participation from total size possible (may include any type of support given)	15	
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Community Involvement **30 Total** _____

Involvement of others (community, government agencies, professionals, youth, facility residents, others)	30	
--	----	--

Documentation (Photocopies permitted) **10 Total** _____

Clear, well-labeled, neatly attached photos when applicable	3	
Landscape plan when applicable (give full credit if not applicable)	2	
Financial report	4	
Other (letters of appreciation, community awards, publicity, etc.)	1	

100 Total _____

INTERNATIONAL AFFILIATES

Miembros afiliados internacionales, haga clic [AQUÍ](#) para ir directamente al sitio web de COMAAI.org para ver los Premios, direcciones y formularios de la IA en español.

IA-1 CIVIC ACHIEVEMENT AWARD

Best in Group: Certificate of Merit + \$100 sponsored by Esther P. DeSalinas

Given for the most outstanding contribution with civic improvement projects, community plantings, landscaping public area (design and plants), growing projects, horticulture workshops for children or adults, comprehensive program in environmental concerns.

IA-2 YOUTH ENVIRONMENTAL EDUCATION AWARD

Best in Group: Certificate of Merit + \$100 sponsored by Gloria Remedi

Given to an IA member club for an environmental education and/or garden project for youth. Monetary award to be divided equally if more than one applicant qualifies.

IA-3 WILDFLOWER AWARD

Best in Group: Certificate of Merit + \$100 sponsored by Eleanor Yates

Given to an IA member club for establishing the most comprehensive planting of wildflowers and native plants in a public area such as a school ground or roadsides.

IA-4 COMMUNITY BEAUTIFICATION

Best in Group: Certificate of Merit

Offered to the most outstanding gardening project developed in schools, churches, hospitals, vegetable; size does not matter but it should further NGC objectives and focusing on civic beautification and conservation.

Judging will be based on Power Point Presentation. See [COMAAI.com](#) for details.

IA-5 LANDSCAPING

Best in Group: Certificate of Merit

Awarded to the most outstanding public landscaping project of gardens developed in a city, town, or a neighborhood, funded privately or commercially in parks, plazas, private or public recreational parks. Project must have the involvement of an NGC entity or Club members.

Judging will be based on Power Point Presentation. See [COMAAI.com](#) for details.

IA-6 CONSERVATION EDUCATION

Best in Group: Certificate of Merit

Awarded to the most comprehensive and educational work, educational exhibit or program in conservation education.

Judging will be based on Power Point Presentation. See COMAAI.com for details.

IA 6 (EC 2) Conservation Education Specific Scoring Rubric

Maximum Total Points

Presentation

20 Total

Power Point Presentation with a limit of 15 slides, each with written description	5	
Each photo described with maximum of 25 words	5	
Title page includes project name, location, name of club or individual.	5	
Written content concise and descriptive of award offered	5	

Definition of Purpose

50 Total

Photos clearly show theme of project	10	
Photos provide educational message, easy to read	10	
Offers internet research links to conservation	10	
Examples provided create sense of interest to viewer	10	
Target specific age group or creates public interest	10	

Achievement

15 Total

Simplicity of exhibit allows different age groups to understand and benefit	3	
Shows that elements of design were considered	3	
Size of exhibiting area provided was well used	3	
Well planned light source was provided to exhibition	3	
Exhibit provides clear message to the public	3	

Participation

15 Total

Explain funding – personal, garden club, sponsors	5	
Project creates impact in the environment of the community	5	
The project shows the participation of club members from one or more clubs	5	

100 Total

IA-7 THERAPY GARDENS OR PROJECTS

Best in Group: Certificate of Merit

Awarded to the most outstanding therapy garden or related activities offered to all ages. Activities may take place at Hospitals, Schools, Orphanages, Elderly Care Homes, working with Special Children and Adults of all ages.

Judging will be based on Power Point Presentation. See COMAAI.com for details.

See Specific Scoring Rubric on next page.

IA 7 (G-3) Therapy Gardens or Project Specific Scoring Rubric

Maximum Total Points

Presentation

15 Total

Power Point Presentation with a limit of 15 slides, each with written description (25 words maximum each)	5	
Title page includes project name, location, name of club or individual.	5	
Written content concise and descriptive of award offered	5	

Definition of Purpose

50 Total

“Before” photos show need for project	5	
Photos convey knowledge of soil, climate, and topography	5	
Microclimate categories identified (full sun, partial shade, shade, deep shade)	5	
Plants selected according to different needs of light	5	
Define if new development or improvement of existing project	5	
Theme defines who will be using the site	5	
Included photo of site map or drawing of site plan	5	
Describe garden ornaments and hardscape planning if needed	5	
This is a Xeriscaping project	5	
Explain available water sources such as small ponds or fountains	5	

Achievement

15 Total

Design adapts to age group of persons benefitting	3	
Elements of design well defined in project – distribution of form, line, texture, and color	3	
Photos of plant selection based on size, height, color, or textures; inform if native plants or trees were used	3	
Inform if light source provided at night	3	
Project provides accessibility for persons with special needs or age group	3	

Participation

10 Total

Explain funding – personal, garden club, sponsors	5	
Project creates impact in the environment of the community	5	

Maintenance

10 Total

Water management is available	5	
Project will have continuous supervision	5	

100 Total

IA-8 DIGITAL MEDIA COMMUNICATIONS

Best in Group: Certificate of Merit

Awarded to the most innovative digital or internet outstanding activities of an IA NGC Region, involving Garden Club Websites, Facebook, and Social Media. It may be awarded to the Region that shows the most outstanding efforts to increase public visibility, club membership and make the public aware of the mission and activities of international garden clubs.

Judging will be based on Power Point Presentation. See COMAAI.com for details.

See Specific Scoring Rubric on next page.

IA 8 (MAE 2) Social Media Excellence Award Specific Scoring Rubric

Maximum Total Points

Presentation

15 Total

Power Point presentation of social media activities (limit of 20 slides)	5	
Page includes photos and written descriptions (limit of 25 words)	5	
Title page includes the name of Club, location, and website if any	5	

Definition of Purpose

50 Total

Includes goals of the Regional Social Media activities	5	
Photos convey online activities offered to regional members	5	
Explains social media participation	5	
Shows articles submitted to or other participation in COMAAI.org	5	
Defines number of Regional members serve in COMAAI's Communications Committee	5	
Photos show Region's participation in Cultural programs	5	
Region has a Chat or a Facebook Page	5	
Region has Instagram or a Blog	5	
Region offers digital training for its members	5	
Photo of regional members offering a tutorial at Tutoriales COMAAI/Uruguay	5	

NGC Educational Outreach

15 Total

Gives number of Educational Schools and Refreshers offered	3	
States Flower Show Schools and Symposiums offered by the Region	3	
Number of Zoom programs offered by Region	3	
States number and total receiving Consultant status	3	
States number and total of Flower Show Judges accredited	3	

Participation

20 Total

States number of 4 or 5 NGC Star Members in Region	5	
Horticultural programs are offered by Region	5	
States number of Flower Shows sponsored by Region	5	
Conventions were offered in the region	5	

100 Total

IA-9 AWARD OF EXCELLENCE TO AN IA REGION

Best in Group: Certificate of Merit

Awarded to the International Region whose volunteer efforts during a period of two years has made outstanding contributions for the betterment of civic development, horticulture therapy, youth activities, conservation, landscape design, horticulture, floral design, or all-around excellence. Award to be given in the final year of each NGC term.

IA-10 HORTICULTURE ACTIVITY FOR YOUTH GARDEN CLUBS

Best in Group: Certificate of Merit

Awarded to the most outstanding and interactive educational project developed by a youth garden club or youth group sponsored by a local garden club

IA-11 OUTDOOR PLANTING WITH YOUTH GARDEN CLUB

Best in Group: Certificate of Merit

Awarded to actual or digital gardening projects, organized as horticultural activities that show the effort to educate and guide youth in teaching about gardening techniques, home vegetable gardens and plant identification.

IAYB YEARBOOK

2 International Affiliate Individual Garden Club
4 International Affiliates Federation
6B International Affiliates Judges Council or Consultants

Best in Group: Certificate of Merit

Awarded to the yearbook that best describes the calendar year. It must contain Club information, programs, events, and activities. It must be practical, a convenient size for members, durable, neat, easy to read and send in a Digital form. Include the name of the organization, logo, club, city, country, and the year it was published.

International Affiliates are also eligible to apply for

FD-1 Calendar Arranger of the Year	FS-16 Design Specialty Show
FS-2 Holiday Standard Show	G-1 Container Gardening
FS-4 Petite Standard Show	G-2 Edible Gardening
FS-8 Petite Small Standard Show	MAE-4 Publications (IA # MP-3)

IA FLOWER SHOW ACHIEVEMENT AWARDS

IAFS-1 INTERNATIONAL AFFILIATES STANDARD FLOWER SHOW

Award: Sunburst Rosette

Given to any IA Standard Flower Show meeting the requirements outlined in the NGC Flower Show Achievement Awards with a minimum of 3 Special Exhibits.

One or more International Affiliate member club/s

IAFS-2 STANDARD FLOWER SHOW PROMOTING NGC OBJECTIVES

Award: Certificate of Merit + \$100

Given for the Overall Winner of the most outstanding Standard Flower Show that promotes the objectives of National Garden Clubs, Inc.

IAFS-3 SCHEDULE AWARD

Award: Certificate of Merit + \$100 sponsored by Idalia Aguilar

Given for the best Standard Flower Show Schedule

IAFS-4 STANDARD FLOWER SHOW STAGING AWARD

Award: Certificate of Merit + \$100 sponsored by Sylvia Wray

Given for the most creative staging in a Standard Flower Show. A minimum of 6 color photographs and a description of the special staging must accompany the application.

IAFS-5 INTERNATIONAL FLORAL AND/OR HORTICULTURE SHOW AWARD

Award: Certificate of Merit

Given to an International Specialized Floral and/or Horticulture Show sponsored by National Garden Clubs, Inc., in recognition of outstanding achievement.

IA VIRTUAL FLOWER SHOW ACHIEVEMENT AWARDS

IAVFS-1 VIRTUAL FLOWER SHOW

Award: Gold Certificate + \$100 sponsored by COMAAI

Given for the best Virtual Flower Show.

IAVFS-2 VIRTUAL PETITE SMALL FLOWER SHOW

Award: Gold Certificate

Given for the best Virtual Petite Small Flower Show

IAVFS-3 VIRTUAL DESIGN SPECIALTY FLOWER SHOW

Award: Gold Certificate

Given for the best Virtual Design Specialty Flower Show

IAVFS-4 VIRTUAL HORTICULTURE SPECIALTY SHOW

Award: Gold Certificate

Given for the best Virtual Horticulture Specialty Flower Show

IAVFS-5 VIRTUAL FLOWER SHOW SCHEDULE

Award: Gold Certificate

Given for the best Virtual Flower Show Schedule

IAVFS-6 VIRTUAL FLOWER SHOW PHOTOS: HORTICULTURE DIVISION

Award: Gold Certificate

Given for the best photograph in the Horticulture Division

IAVFS-7 VIRTUAL FLOWER SHOW PHOTOS: DESIGN DIVISION

Award: Gold Certificate

Given for the best photograph in the Design Division

IAVFS-8 VIRTUAL FLOWER SHOW PHOTOS: BOTANICAL ARTS HORTICULTURE

Award: Gold Certificate

Given for the best photograph in the Horticulture Botanical Arts Division

IAVFS-9 VIRTUAL FLOWER SHOW PHOTOS: BEST QUALITY PHOTOGRAPH

Award: Gold Certificate

Given for the most outstanding and best quality photograph in a Virtual Flower Show

MEMBERSHIP ADVANCEMENT & EDUCATION

MAE-1 MEMBERSHIP AWARENESS

Best in Group: Certificate of Merit + \$100

Given for the most innovative activity, set of 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 clubs. This includes publications such as membership brochures, leaflets, or other publications as well as 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 3-page limit.

- | |
|--|
| <ol style="list-style-type: none">1. Garden Club:
 Small
 Medium
 Large2. Group of Clubs, Council, District3. State Garden Club:
 Small
 Medium
 Large |
|--|

Please refer to the Scoring Rubric for MAE 1 on the following page.

MAE-1 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement **65 Total** _____

Innovative nature of activities and/or publication	20	
Quality of print/digital materials	7	
Quality of content	15	
Activities to attain goals	10	
Planning	5	
Execution of activities and/or publication	5	
Successful obtaining of publicity	3	

Participation **15 Total** _____

% of member participation from total size possible (may include any type of support given)	12	
Involvement of others (community, government agencies, professionals, youth, facility residents, others)	3	

Documentation (Photocopies permitted) **15 Total** _____

Clear, well-labeled, neatly attached photos when applicable	4	
Landscape plan when applicable (give full credit if not applicable)	4	
Financial report	5	
Other (letters of appreciation, community awards, publicity, etc.)	2	

100 Total _____

MAE-2 SOCIAL MEDIA/WEBSITE

Best in Each Group: Certificate of Merit + \$50 sponsored by The Garden Club of Georgia, Inc.

Given for the most outstanding website or social media page promoting the sponsoring organization and NGC objectives. At least a portion of the site/page must be available for viewing by the general public. Include website/media address, who maintains site, frequency of updates, and cost in the application. Ease of navigation will be considered while judging from the address given.

A – Website designed and managed by club members	B – Social media page designed and managed by club member/s
<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large 2. Group of Clubs, Council, District (NGC or IA) 3. State Garden Club: Small Medium Large 	<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large 2. Group of Clubs, Council, District (NGC or IA) 3. State Garden Club: Small Medium Large

C – Website professionally designed	D – Social media page professionally designed
<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large 2. Group of Clubs, Council, District (NGC or IA) 3. State Garden Club: Small Medium Large 	<ol style="list-style-type: none"> 1. Garden Club (NGC or IA): Small Medium Large 2. Group of Clubs, Council, District (NGC or IA) 3. State Garden Club: Small Medium Large

Please refer to the Scoring Rubric for MAE 2 on the following page.

MAE 2 Specific Scoring Rubric

Maximum Total Points

Presentation

25 Total _____

Design/Appearance attractive	8	
Design/Appearance engaging	8	
Design/Appearance easy to view	6	
Layout	3	

Navigation

35 Total _____

Ease of navigation	10	
Navigation system (bar, map, etc.)	5	
Logical flow of pages	5	
Clear page headers	7	
Links active	8	

Achievement

20 Total _____

Club/group information present	5	
Club/group information easy to find	5	
Educational	10	

Promotion

10 Total _____

Promotes NGC objectives	10	
-------------------------	----	--

Maintenance

10 Total _____

Does it appear to be updated?	10	
-------------------------------	----	--

100 Total _____

MAE-3 DIGITAL MEDIA PRESENTATION

Best in Group: Certificate of Merit + \$100 sponsored by The Garden Club of Georgia, Inc.

Given for the best presentation recorded and submitted on any type of digital media supporting any of the following NGC objectives: History/Archives, private or public Garden Tours, Flower Shows, Projects, Programs, or other.

MAE-3 continued

1. Garden Club (NGC or IA):
 - Small
 - Medium
 - Large
2. Group of Clubs, Council, District (NGC or IA)
3. State Garden Club:
 - Small
 - Medium
 - Large
4. National Affiliate (dues paid directly to NGC)

MAE 3 Specific Scoring Rubric

Maximum Total Points

Presentation

60 Total _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Design/appearance	8	
Audio quality	8	
Memorable content and delivery	8	
Creativity	6	
Clear images	6	
Concise information	7	
Easy to view	3	
Easy to comprehend	4	
Logical sequence	4	
Visual effects contribute rather than detract from message	2	

Achievement

20 Total _____

Overall impact (educational, inspiring, persuasive)	15	
Club/group information present and accurate	5	

Promotion

20 Total _____

Clear message	6	
Promotes NGC objectives	10	
Means of distribution	2	
Profits realized, if applicable	2	

100 Total _____

MAE-4 PUBLICATIONS

Best in each Group: Certificate of Merit

Given for the best publication in each group. Notices and flyers for one-time events do not apply. Submissions may be electronic or printed unless otherwise specified.

Newsletters/Magazines/Bulletins distributed at least three-times per year under one editor or manager with three sample issues submitted with application.

Manual or Handbook supporting any of the NGC objectives, i.e., procedural, duties of officers, awards, etc.

Educational Publication promoting any NGC objective, i.e., design, environmental, landscape, gardening, horticulture, therapy, etc.

Other publications promoting any NGC objective.

A – One-two page newsletter	B – Newsletter/Magazine 3-12 pages
<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate 	<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate
C – Newsletter/Magazine/Bulletin 13-24 pages	D – Newsletter/Magazine Bulletin over 24 pages
<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate 	<ol style="list-style-type: none"> 1. Garden Club: Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate

E – Manuals/Handbooks	F – Educational
<ol style="list-style-type: none"> 1. Garden Club: <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: <ul style="list-style-type: none"> Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate 	<ol style="list-style-type: none"> 1. Garden Club: <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: <ul style="list-style-type: none"> Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate

G – Other
<ol style="list-style-type: none"> 1. Garden Club: <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: <ul style="list-style-type: none"> Small Medium Large 4. National Affiliate (dues paid directly to NGC) 5. International Affiliate

Please refer to Scoring Rubric for MAE 4 on the following page.

MAE 4 Specific Scoring Rubric

Maximum Total Points

Presentation **5 Total** _____

Cover sheet included with all sections completed	2	
Brief description of publication	3	

Achievement **65 Total** _____

Educational	8	
Informative	9	
Accurate information	6	
Clarity of subject	5	
Print quality adds to overall appearance	7	
Includes high quality photographs	6	
Includes appropriate, meaningful graphics	4	
Coverage received	6	
General appeal	8	
Indicates that organization is NGC member	6	

Promotes NGC Objectives **15 Total** _____

Promotes at least one NGC Objective	5	
Promotes more than one NGC Objective	10	

Documentation (Photocopies permitted) **15 Total** _____

Number of copies distributed/sold	5	
How distributed	4	
Financial report includes cost of publishing, price if sold	6	

100 Total _____

MAE-5 NATIONAL GARDEN WEEK

Best in Group: Certificate of Merit + \$100

Given for the best overall promotion of National Garden Week. Entry to show community awareness throughout the entire week and include local and/or state proclamations.

- | |
|--|
| <ul style="list-style-type: none"> 1. Garden Club: <ul style="list-style-type: none"> Small Medium Large 2. Group of Clubs, Council, District 3. State Garden Club: <ul style="list-style-type: none"> Small Medium Large |
|--|

MAE-6 MEMBERSHIP INCREASE

Best in each Group: Certificate of Merit + \$100

Given for the top state membership increases as defined in each section. These awards are calculated by the NGC office. No application is accepted.

A – State Garden Club showing the greatest increase in paid membership as of Oct. 31 of the Award Year.	B – State Garden Club showing the greatest increase per capita as of Oct. 31 of the Award Year.
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MAE-7 LIFE MEMBERSHIPS

Best in each group: Certificate of Merit + \$100 sponsored by Bobbie Verser

Given for highest increases in NGC Life Memberships as defined in each section. These awards are calculated by the NGC office. No application is accepted.

A – State Garden Club with the greatest increase in NGC Life Memberships from May 1 – April 30.	B – State Garden Club with the greatest per capita increase in NGC Life Memberships from May 1 – April 30.
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SERVICE AND RECOGNITION

AWARDS FORM 2
Application on the
NGC FORMS web page.

SR-1 AWARD OF EXCELLENCE FOR NON-MEMBERS

The highest award of National Garden Clubs presented to a non-member of NGC and sponsored by a State Garden Club organization/federation. This may be awarded to an individual, organization, or institution that has made a significant contribution toward the advancement of goals and purposes of National Garden Clubs. An individual recipient must accept the award in person. If the winner is an organization or institution, a representative of the organization must accept the award in person. These awards are not given posthumously. Recognition will be given in *The National Gardener*.

Application must include the NGC Application Form for Awards of Excellence, a one-page summary of the applicant’s qualifications, and an additional four pages (maximum) of descriptive text, photos, and photocopies. Six pages total, one sided. Electronic applications are preferred. No binders, vinyl sheet protectors or staples are to be used if sending hard copy.

NOTE DUE DATE OF JANUARY 1.

A – Individual	B – Organization or Institution
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SR 1 Specific Scale of Points

		Maximum Total Points
Presentation	5 Total	_____
Achievement	50 Total	_____
Advancement of NGC, Inc. Goals	35 Total	_____
Supporting Data	10 Total	_____
	100 Total	_____

SR-2 AWARD OF EXCELLENCE FOR STATES

AWARDS FORM 2
Application on the
NGC FORMS web page.

Best in Each Size Category: Certificate of Merit + \$500

Given annually to recognize distinguished work in a state for a coordinated activity or project in accordance with the programs and objectives of NGC in which State Garden Club members from many areas in the state have participated. A state may not win this award more than once for the same project unless a significant new phase or activity has been added to the project. If this is an ongoing, long term project, recent involvement must be reflected in the application. The Award of Excellence should be projects that are unique and superior in their scope and execution. If there are no applicants in one membership size division, another application may be considered, if equally outstanding, to be awarded in another size division. Applications may be a maximum of 6 printed pages, one-sided.

SR-2 continued

NOTE DUE DATE OF JANUARY 1

State Garden Club:
Membership up to 999
Membership 1,000 – 2,999-
Membership 3,000 – 7,999
Membership over 8,000

SR 2 Scale of Points

Maximum Total Points

Presentation	5 Total	_____
Outstanding, Unusual or Distinctive Project	60 Total	_____
Advancement of NGC Goals	25 Total	_____
Supporting Data	10 Total	_____
	100 Total	_____

SR-3 AWARD OF EXCELLENCE FOR REGIONS

AWARDS FORM 2
Application on the
NGC FORMS web page.

Best in Group: Certificate of Merit + \$500

Given during the second year of an Administration, this recognizes distinguished work in a Region for coordinated activity in accordance with the programs and objectives of NGC in which all states in the Region have participated. IAs are also eligible for this award from the IA. IA details are given on the COMAAI website.

Application must include the NGC Application Form for Awards of Excellence, a one-page summary of the applicant’s qualifications, and an additional four pages (maximum) of descriptive text, photos, and photocopies. Six pages total, one side. Electronic applications are preferred. No binders, vinyl sheet protectors or staples are to be used if sending hard copy.

NOTE DUE DATE OF JANUARY 1

SR 3 Scale of Points

Maximum Total Points

Presentation	5 Total	_____
Outstanding, Unusual or Distinctive Project	60 Total	_____
Advancement of NGC Goals	25 Total	_____
Supporting Data	10 Total	_____
	100 Total	_____

SR-4 MEMBER OF HONOR

Best in Each Region: NGC Certificate and Pin; recognized in *The National Gardener*

Given to one member in each Region whose volunteer efforts during a period of five or more years has made outstanding contributions to club and community in one or more of the following areas:

- Civic development
- Horticulture therapy
- Youth activities
- Conservation
- Landscape design
- Horticulture
- Floral design
- All around excellence

Eligibility: Any member of a State Garden Club who has NEVER been a member of the NGC Board of Directors.

Application, 5 pages maximum, one-sided, must include:

- Title page
 - Name of State Federation and Region
 - Area(s) of nominee's outstanding contribution/s
 - Name, complete mailing address, phone number of nominee
 - Sponsoring club name, president's name, address, and signature
- Short, typed description of nominee's accomplishments, 1 page
- Supporting information
 - Maximum 3-page outline listing accomplishments of nominee (including offices and chairmanships held)

Application may be sent electronically. If mailed, must be secured in a folder. No loose pages accepted on hard copies. Click on Where to Send above. NOTE DUE DATE OF FEBRUARY 20.

SR-5 CITATION FOR DISTINGUISHED SERVICE

Award: Citation for Distinguished Service and token of appreciation

Given at end of term to National Garden Clubs, Inc. President in appreciation of notable achievement and guidance by that President.

SR-6 PRESIDENTIAL CITATION

Given by NGC President to those who have performed outstanding service to NGC.

SR-7 NGC AWARD FOR MAJOR NON-STANDARD FLOWER SHOWS

Award: NGC Seal hung on green ribbon (2 per show)

Given, with approval from the show committee, at a major non-standard flower show e.g., The New England Spring Flower Show (Massachusetts), The Philadelphia Flower Show, The Atlanta Botanical Gardens Flower Show (Atlanta), etc.

A – Finest exhibit in the Horticulture Division	B – Finest exhibit in the Design Division
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Winning exhibits must be blue ribbon winners scoring 95 or more and selection made by three NGC Accredited Flower Show Judges. Presentation to winners shall be by the President of the host State Garden Club or an NGC Officer when possible.

Request letters are to be sent to NGC Headquarters six months in advance of the show date.

SR-8 AWARD OF DISTINGUISHED SERVICE

Award : Certificate #5234

Presented by local garden clubs to businesses, industrial establishments, schools, youth clubs, civic organizations, etc., who are not affiliated with a garden club, for ongoing or completed projects.

No application required.

Purchase Certificate #5234 from Member Services, NGC Headquarters, St. Louis, MO

YOUTH WORK

YW-1 YOUTH GARDEN CLUB OUTSTANDING SPONSOR

Best in Group: Certificate of Merit + \$100 sponsored by James Pavelka

Given to the NGC member club sponsor of a youth club which has been most successful in promoting all phases of garden club work with youth. Applications must indicate grade of club, sponsor club name, list of programs presented to the youth, meeting dates, and number of youth involved. This award is not to be duplicated with any other Youth Work award.

A – Grades 1-3	B – Grades 4-6
C – Grades 7-9	D – Other

YW-2 HORTICULTURE ACTIVITY FOR YOUTH GARDEN CLUB

Best in Group: Certificate of Merit + \$100

Given to the NGC or IA member club sponsor of a youth club for the most outstanding horticulture activity. Applications must indicate grade of club, sponsor club name, list of programs presented to the youth, meeting dates, and number of youth involved. This award is not to be duplicated with any other Youth Work award.

A – Grades 1-3	B – Grades 4-6
C – Grades 7-9	D – Other

YW-3 OUTDOOR PLANTING WITH YOUTH GARDEN CLUB

Best in Group: Certificate of Merit + \$100 sponsored by Wisconsin Garden Club Federation

Given to the NGC or IA member club sponsor of a youth club for the most significant effort in planting and growing horticulture in an outdoor area. Participants may seek advice from any source but must do the actual gardening themselves.

A – Grades 1-3	B – Grades 4-6
C – Grades 7-9	D – Other

YW-4 ENVIRONMENTAL ACTIVITY WITH YOUTH GARDEN CLUB

Best in Group: Certificate of Merit + \$100 sponsored by the Garden Club of Ohio, Inc.

Given to the NGC member club sponsor of a youth club for the most outstanding project in the field of environmental concern, e.g., horticulture, landscaping, anti-litter, restoration, conservation, other.

A – Grades 1-3	B – Grades 4-6
C – Grades 7-9	D – Other

YW-5 JUNIOR GARDEN CLUB WILDLIFE GARDENING EDUCATION PROJECT

Best in Group: Certificate of Merit + \$100

Given to the Youth Garden Club with the most notable project or projects educating the public on the benefits of gardening for wildlife.

A – Grades 1-3	B – Grades 4-6
C – Grades 7-9	D – Other

Please refer to Scoring Rubric for YW-5 on the following page.

YW-5 Specific Scoring Rubric

Maximum Total Points

Presentation

5 Total _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement

40 Total _____

Meets NGC Mission & Goals	3	
Scope of project defined	2	
Need identified	5	
Benefit to target (members/recipients/community/etc.)	6	
Accomplishment of goals	6	
Comprehensiveness of work	5	
Activities to attain goals explained	6	
Evaluation of goals reached	2	
Educational	2	
Prior planning	2	
Very brief history if continuing project (give full credit if not a continuing project)	1	

Participation

15 Total _____

% of member participation from total size possible (may include any type of support given)	15	
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Community Involvement

30 Total _____

Involvement of others (community, government agencies, professionals, youth, facility residents, others)	30	
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Documentation (Photocopies permitted)

10 Total _____

Clear, well-labeled, neatly attached photos when applicable	3	
Landscape plan when applicable (give full credit if not applicable)	2	
Financial report	4	
Other (letters of appreciation, community awards, publicity, etc.)	1	

100 Total _____

YW-6 HIGH SCHOOL GARDEN CLUB OUTSTANDING SPONSOR

Best in Group: Certificate of Merit + \$100

Given to the NGC member club sponsor of a High School Gardeners Club that has carried out the best all-around gardening project. Applications must indicate grade/s of club, sponsor club name, list of programs presented to the youth, meeting dates, and number of youth involved.

YW-7 HIGH SCHOOL DISTINGUISHED SERVICE PROJECT

Best in Group: Certificate of Merit + \$100 (1st Place), \$50 (2nd Place)

Given 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. The project must be sponsored by an NGC member club, group of clubs, district, or State Garden Club.

YW-8 HORTICULTURE EDUCATON FOR YOUTH

Best in Group: Certificate of Merit + \$100

Given to an NGC member club for the best promotion of gardening for youth, based on the belief that youth should be educated to become future horticulturists.

- | |
|--|
| <ol style="list-style-type: none">1. Garden Club:
 Small
 Medium
 Large2. Group of Clubs, Council, District3. State Garden Club:
 Small
 Medium
 Large |
|--|

YW-9 ENVIRONMENTAL EDUCATION PROJECT WITH YOUTH

Best in Group: Certificate of Merit + \$100 sponsored by the Florida Federation of Garden Clubs, Inc.

Given to the NGC member club for the most outstanding project in the field of environmental education involving youth.

- | |
|--|
| <ol style="list-style-type: none">1. Garden Club:
 Small
 Medium
 Large2. Group of Clubs, Council, District3. State Garden Club:
 Small
 Medium
 Large |
|--|

YW-10 INDIVIDUAL OUTSTANDING SERVICE TO YOUTH

Outstanding Individual: Certificate of Merit + \$100 sponsored by the Arkansas Federation of Garden Clubs, Inc.

Given to the Individual NGC member who has given outstanding service to youth as a leader of a Youth Garden Club in any grade category through High School.

Individual garden club member
