

## NGC AWARD RULES 2009-2011

1. **AWARDS YEAR:** January 1 to December 31 annually. This applies to all projects submitted with application form. All awards may be presented annually, if merited. Any exceptions will be noted.

2. **ELIGIBILITY:** Only National Garden Clubs members are eligible to apply for NGC awards unless otherwise stated in the award description. Members are: member garden clubs, groups of member clubs, State Garden Clubs, NGC Regions, and individual members of garden clubs.

Junior, Intermediate and High School Garden Clubs must be sponsored by a member garden club to be eligible for specific NGC awards.

National Affiliates and Affiliate Members are eligible to apply for Awards as noted.

International Affiliates are eligible to apply for Awards as noted.

3. **DEADLINES AND PROCEDURE FOR APPLYING:** All applications for NGC Awards must be made through the State Awards Chairman (except as noted). All applications must be sent by the State and/or Regional Awards Chairmen to the **NGC Awards Chairman, Bobbie Verser, 705 Stagecoach Village Circle, Little Rock AR 72210-4774** to arrive no later than **January 15**, any exceptions will be noted. Shipment must include complete list of applications from the state.

National Affiliate and Affiliate Members apply directly to: Bobbie Verser - no later than January 15.

International Affiliates: IA Awards Chairman: **Ursula B. DeGomez, p. de las Soldedad #123, La Herradura Estado de Mexico 52784**, by January 15.

Award of Excellence: Sandra Robinson, 960 Maple Grove Rd., London, KY 40744-8955, by November 15.

4. **APPLICATION FORMS:** All applications must be on current NGC forms obtained from the State Awards Chairman (or IA Awards Chairman). The form must be signed by state president and state awards chairman. One application form should be permanently attached to inside cover of the book of evidence and a duplicate form attached with paper clip.

Yearbooks: firmly clip two application forms to the inside front cover; no envelope necessary.

Publication: Submit entry for #3, #13 and #68 in an envelope with one Application secured to outside and one enclosed inside envelope.

### 5. NUMBER OF APPLICATIONS:

Garden Clubs: one application for each size category (based upon membership) for each award may be submitted for evaluation to the NGC Awards Committee

State Garden Clubs: one application for any award category may be submitted for evaluation to the NGC Awards Committee.

Note entry limitations on Awards: #20, 71-74, and Flower Show Achievement Award #5, #25

### 6. CATEGORIES BY SIZE:

Garden Club applications shall be judged according to size determined by number of members on whom NGC and state dues are paid, including Active, Associate, Inactive, Honorary, etc.

i. Small Club: 29 members and under

ii. Medium Club: 30-99 members

iii. Large Club: 100 members and over

State Garden Clubs applications shall be judged according to size determined by number of members on whom NGC dues are paid, including garden club members, Affiliates, State Life Members, etc.

i. Small State: 1999 members and under

ii. Medium State: 2000-5999 members

iii. Large State: 6000 members and over

7. **TROPHIES, MONETARY AWARDS, CERTIFICATES OF MERIT:** Trophies and/or Monetary Awards shall be awarded to highest scoring entry among all applicable categories. Trophies remain on permanent display at NGC Headquarters. The winner of a trophy or monetary award is determined from first place entries in each category. Certificates of Merit shall be presented to overall winners. Awards and

Certificates shall be presented at the NGC Convention, except Flower Show Achievement Rosettes, which are sent directly to the State Awards Chairman

**8. REQUIREMENTS FOR PREPARING A BOOK OF EVIDENCE:**

1. Label on outside cover: number and name of NGC award, category, name of club/s, city and state.
2. Presentation: not to exceed 12 pages (6 pages front and back) The 12 pages may be enclosed in 6 plastic sheet protectors, pages back to back. Material must be attached to pages; no loose materials. Use 8 1/2" x 11" paper and enclose in report cover or 2 pocket folder; no scrapbooks or oversized books. Exceptions are noted.
3. Top of first page include number and name of NGC award, name of club/s, number members on whom NGC and state dues are paid (regular, honorary, life, associate).
4. Written Text: concise; covers all requirements in award description and Scale of Points for Achievement, Participation and Record.
5. Record: photocopies are permitted; yearbook pages are not needed as documentation
6. No Title Page. No Table of Contents. No summary is needed as it appears on the NGC Awards Application Form.
7. When the same project is eligible for various awards, submitting exact duplication of books of evidence is not acceptable.
8. Publications: Submit entry for #3, #13 and #68 in an envelope with one Application secured to outside.

**9. SCALE OF POINTS FOR ALL NGC AWARDS:** (exceptions: Publications & Communications, Flower Show Achievement as noted)

**Presentation 5 pts** neat, concise, includes all required information, does not exceed 6 pages

**Achievement 65 pts** scope of project; need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project; financial report; other.

**Participation 15 pts** size of club; involvement of: members, community, government agencies, professionals, youth, residents in facilities, others

**Record or Documentation 15 pts** supporting data (as applicable), clear, well-labeled and neatly attached before & after photographs, landscape plan, financial report, letters of appreciation, community awards, newspaper/magazine articles, radio or TV script, etc. Photocopies are permitted.

**TOTAL POINTS 100**

**10. ELIGIBILITY:** Eligibility to apply for awards as noted:

- A. Single member garden club - i small club, ii medium club, iii large club
- B. Group of member clubs (councils, districts, etc.)
- C. Individual garden club member
- D. State Garden Club - i small state, ii medium state, iii large state
- E. Affiliates (dues paid directly to NGC)
- F. Individual Affiliate member (member of NGC Affiliate)
- G. International Affiliate
- H. Individual IA member
- I. Region