



## Central Atlantic Region of State Garden Clubs

### Awards Rules - 2019-2021

Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) offers the awards described herein to member garden clubs and individuals. These awards are in addition to those available from National Garden Clubs, Inc. (NGC). The primary purpose of these awards is to recognize excellence above a state level or achievements that:

1. Do not fit an NGC award category
2. Are not large enough in scope for consideration at the NGC level.

Application for CAR-SGC awards is made through the Awards Chairman of each state garden club/federation within the region. The State Awards Chairman sends CAR-SGC applications to the CAR-SGC Awards Chairman designated for that particular award, unless otherwise directed.

- Delaware Federation of Garden Clubs
- The Federated Garden Clubs of Maryland, Inc.
- National Capital Area Garden Clubs, Inc.
- The Garden Club of New Jersey
- Federated Garden Clubs of New York State, Inc.
- Garden Club of Ohio
- The Garden Club Federation of Pennsylvania

**Please Note:** The only NGC award now submitted through the CAR-SGC is **Yearbook** (pages 14-16). Updated information and criteria for judging may be found in the [National Garden Clubs, Inc. Awards Rules, 2019-21](#).

**Youth Awards** on NGC level are now considered under **Youth Programs** (page 10).

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# CAR-SGC Awards to Individuals and/or Clubs

## GENERAL RULES

1. The CAR-SGC awards year shall be January 1 to December 31.
2. Applications shall be in the hands of the CAR-SGC Awards Chairman, **unless otherwise stated**, no later than April 1.
3. Applications should have won a state award or be screened by the State Awards Committee to assure high quality.
4. No club shall win the same award two years in succession.
5. Awards will be presented at the CAR-SGC Fall Conference. Any Books of Evidence may be picked up by the state presidents.
6. Limit of one entry per state per award or per size category (small, medium and large club category).
7. Note that CAR-SGC categories of club size differ from those of NGC.

## SCALE OF POINTS

For all CAR-SGC Awards (unless another scale is listed under a specific award):

- **Presentation 5 points:** Neat, concise, includes all required information on the Application Form (3 sheets allowed) or the Book of Evidence, if required.
- **Achievement 65 points:** 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 points :** Size of club, involvement of members, community, government agencies, professionals, youth, residents in facilities, others. Not all of these must be involved.
- **Record or Documentation 15 points:** Supporting data (as applicable), clear, well-labeled and neatly attached before and after photographs if applicable, landscape plan (does not have to be professionally drawn), financial report, letters of appreciation, community awards, newspaper or magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.

TOTAL 100 POINTS

## Application Forms

The CAR-SGC application form and procedures for applying for awards are available on the website. The application form contains topics to be addressed along with any supporting photographs.

## Procedure

The State Awards Committee shall choose the applicants to be submitted for CAR-SGC awards. The State Awards Chairman will complete a CAR-SGC application form and send to the CAR-SGC Awards Chairman or to the designated chairman under a specific award.

## Monetary Awards

Monetary awards sponsored by CAR-SGC may be subject to change depending on the financial status of the organization.

## CIVIC DEVELOPMENT AND IMPROVEMENT AWARD

CERTIFICATE and \$100 in each category

Categories:

Small Club – up to 25 members

Medium Club – 26-50 members

Large Club – over 50 members

Awarded to a member club for the best project involving civic development and improvement. The project may be one that is completed in one season or may be a completed section of an ongoing project. Accomplishments during the current awards year should be emphasized. Project should benefit or beautify, stimulate civic pride, supply added conveniences or enlarged opportunities for the community. Advice and/or support may be obtained from various sources (city officials, civic groups, landscape architects, nurserymen, etc.)

NOTE: Refer to CAR-SGC General Rules. Send to Chair, Phyllis Besch, 5580 Broadway Street, Lancaster, NY 14086, (716-684-1289) or email to [phyl.4597@gmail.com](mailto:phyl.4597@gmail.com). Deadline: April 1

## ENVIRONMENTAL CONCERN AWARD

CERTIFICATE and \$100 in each category

Categories:

Small Club – up to 25 members

Medium Club – 26-50 members

Large Club – over 50 members

There is a three (3) page limit, using only the front of the page.

Binders and vinyl sheet protectors are no longer allowed.

Applications will not be returned. Exceptions noted.

Application may be submitted electronically to the CAR-SGC Awards Chairman where applicable.

Awarded to a member club for the best effort to create awareness of the need to protect and/or conserve our environment: may be for a completed project/effort or for a completed section of an on-going project/effort.

NOTE: Refer to CAR-SGC General Rules. Send to Chair, Patricia Wilson, 3 Plymouth Road, Westfield, New Jersey 07090-3434, (908-377-5713) or email to [patjohnwilson@hotmail.com](mailto:patjohnwilson@hotmail.com). Deadline: April 1

## THE VIOLET S. THORON AWARD

CERTIFICATE

Awarded annually to a member club, district, or state (having no districts) for an outstanding project in the field of Landscape Design and/or for conducting the most complete and effective program of education in Landscape Design.

May be awarded for a single project or educational program. Project may be one that is completed in one season or a completed section of an on-going project. Work completed during the current awards year should be emphasized. The Judging Committee on the state level shall include an accredited Landscape Design Consultant. The CAR-SGC Landscape Design Representative shall choose a committee to judge the Thoron Award.

NOTE: Refer to CAR-SGC General Rules. Send to Chair, Jane Bersch, 386 Tavistock Drive, Medford, NJ 08055, (609-654-6580) or email to [janebersch@aol.com](mailto:janebersch@aol.com). Deadline: April 1

## JEAN LADSON OUTSTANDING ACHIEVEMENT AWARD

CERTIFICATE and \$100 in each category

Categories:

- Small Club – up to 25 members
- Medium Club – 26-50 members
- Large Club – over 50 members
- Group of Clubs

Awarded to a club or group of clubs presenting the most outstanding garden club work that is not eligible for any other CAR-SGC award. Youth involvement is considered a plus.

NOTE: - Refer to CAR-SGC General Rules. Send to Chair, Jane Bersch, or email to [janebersh@aol.com](mailto:janebersh@aol.com).

Deadline: April 1

## OUTSTANDING EDUCATIONAL EXHIBIT AWARD

CERTIFICATE and \$100.00

Awarded to a garden club or garden club member(s) for an educational exhibit that relates to our national objectives and is designed to instruct. Winning exhibit will be displayed at the CAR-SGC Fall Conference, provided space is available. Application should include: Summary of exhibit, impetus for the exhibit, where and when exhibit was displayed, number of people viewing the exhibit, concrete results of the exhibit (if known). Two photographs may be sent electronically.

NOTE: Refer to CAR-SGC General Rules. Email to Chair, Pat Rupiper, [patrupiper@gmail.com](mailto:patrupiper@gmail.com)

(614-423-8646) Deadline: April 1

## PUBLICITY PRESS BOOK AWARDS

CERTIFICATE OF COMMENDATION in each category

Categories:

- Small club – up to 25 members
- Medium club – 26 – 50 members
- Large club – over 50 members
- Group of member clubs, councils, districts

Certificate may be awarded to winning books of evidence exhibiting quality, quantity, and diversity of coverage in the print media promoting garden clubs and their goals and objectives. Complete the necessary information on the CAR-SGC application form and prepare a Book of Evidence. No limit on the number of pages. NOTE: Refer to CAR-SGC General Rules. Send to Chair, Poss Tarpley, 1705 Belle Haven Road, Alexandria, VA 22307, or email to [posst@aol.com](mailto:posst@aol.com). Deadline: February 23

## MEMBERSHIP INCREASE CERTIFICATE

Awarded to the state garden club/federation showing the greatest percentage increase in paid membership over the previous fiscal year. Regional membership representative determines the results by comparing National Garden Clubs, Inc. paid membership statistics between October 31 of the past and current year.

## CAR-SGC SCHOLARSHIP AWARD

One (1) or more \$1000 Scholarships may be awarded each year and presented at the Fall Conference. Each state may submit one (1) application. The application is sent to the CAR-SGC Scholarship Awards Representative by the July 1 deadline. Applications are judged by three (3) former CAR-SGC Directors chosen by the current Director and current CAR-SGC Scholarship Representative.

### Application Requirements:

The NGC Scholarship Form is to be used. Follow all directions and include the following:

- Application Form
- Complete official academic transcript
- Personal letter from applicant, discussing goals, background, financial need and commitment to chosen field of study (Limited to two typed pages only)
- List of extracurricular activities, honors, recognitions received
- Financial Aid Form
- Three letters of recommendation, focusing on the following, and limited to one typed page:
  1. Scholastic abilities
  2. Character
  3. Work related experience

Send to Chair, Connie Taylor, 512 12th Street, NE, Washington D.C. 20002, (301-928-5820) or email to [cotaylor55@gmail.com](mailto:cotaylor55@gmail.com). Deadline: July 1

NOTE: NGC Scholarship winners are not eligible for the CAR-SGC Scholarship Award.

## GOLDEN PERENNIAL BLOOM AWARD

Certificate and recognition at the CAR-SGC Fall Conference.

Presented to the Regional winner in the State's Perennial Bloom Award competition. To be eligible for the Golden Perennial Bloom Award, clubs must choose their Perennial Bloom candidate(s) and send the application for ONE candidate to the District Director. Deadline: July 1

Up to 4 pages of supporting data may be included, as well as the picture of the winner. Applicants for this award are not eligible for the NGC Award of Honor. District Awards Chairmen, after reviewing all club applications, must select ONE winner from all clubs and send this application to the State Awards Chairman. Deadline: August 1

State Awards Chairmen will select ONE state winner and send this application to CAR-SGC Perennial Bloom Chair, Monica Hansen, 21 Henning Drive, Orchard Park, New York 14127-2816, (716-667- 1434) or email to [johnmonica@verizon.net](mailto:johnmonica@verizon.net). Deadline: August 31

NOTE: Each club is asked to present and plant a tree or shrub in honor of each of their Perennial Bloom Awardees. Complete information for this award, an application and a certificate are available on the CAR-SGC website.

## FLOWER SHOW SCHEDULE AWARD

CERTIFICATE and \$50 in each category

Categories:

- Small Standard Flower Show Schedule\*
- Standard Flower Show Schedule\*
- Youth Small Standard Show Schedule\*
- Youth Standard Flower Show Schedule\*
- Horticulture Specialty Flower Show Schedule\*
- Design Specialty Flower Show Schedule\*

\* Refer to *Handbook for Flower Shows 2017*, pages 7-9,

Awarded to a member club, group of member clubs, district, or council for an outstanding schedule in its category. Schedule shall be for a flower show held during the calendar year (January 1 through December 31). Winning schedule must score 95 or more. The Judging Committee at the state level shall include an accredited Flower Show School Instructor and/or Flower Show School/Symposium Chairman. The CAR-SGC Flower Show School/Instructors Chairman shall choose the committee to judge this award.

NOTE: Refer to CAR-SGC General Rules (page 3)



#### SCALE OF POINTS:

- **Format 15 points:** Terminology clear, presentation complete, concise (10), Font size and type readable (5)
- **Content 70 points:** All information included meets Handbook requirements for category of show entered (40), number and size, awards offered, and season (15), number and type of design classes appropriate for show size, awards offered and season (15)
- **Substantiating Data 15 points:** Schedule requirements, information and classes/awards, organized in a practical and functional manner (10), theme appropriate, workable and evident throughout class schedule (5)

TOTAL 100 POINTS

NOTE: Refer to CAR-SGC General Rules (page 3). Send to Chair, Cecelia Millea, 422 Laurel Creek Boulevard, Moorestown, New Jersey 08057, (856-235-8926) or email [cmillea@msn.com](mailto:cmillea@msn.com).

Deadline: April 1

### CAR-SGC YOUTH EXCELLENCE AWARD

CERTIFICATE OF RECOGNITION and \$50

Awarded to the Youth Garden Club (sponsored by a Member Garden Club) which receives the highest evaluation in proportion to size for the accomplishment of Regional and National objectives. Award is based on submission of a scrapbook documenting the activities of the Club using photographs, publicity, and a printed schedule of the year's programs and projects. There is no limit on the number of pages.

#### SCALE OF POINTS

- **Format 10 points:** Cover, title page, clear, concise presentation, neat
- **Content 60 points:** Photographs and captions, publicity, printed schedule of year's programs and projects
- **Accomplishment of National and Regional objectives 30 points**

TOTAL 100 POINTS

Send state winners to Chair, Barbara Shepart, 6380 Birkewood Street, Columbus, Ohio 43229-2041, (614-906-0533) or email to [dshep6380@sbcglobal.net](mailto:dshep6380@sbcglobal.net). Deadline: April 1

## CAR-SGC / NGC YOUTH PROGRAMS

Flyers for each of these contests may be obtained by logging on to the NGC, website, ([www.gardenclub.org](http://www.gardenclub.org)) clicking on “Youth Programs” and scrolling down to Youth Contests. These Awards are not listed under NGC Awards.

Winning entries will not be returned. They become the property of CAR-SGC/NGC or, in the case of the Smokey Bear/Woodsy Owl Poster Contest, the U. S. Forest Service.

## HIGH SCHOOL ESSAY CONTEST

CERTIFICATE and \$100, National Award \$1,000

Contest is open to High School students attending 9<sup>th</sup> through 12<sup>th</sup> grades. The contest must be sponsored by a single member garden club, group of member clubs, councils or district or a state garden club. All entries become the property of CAR-SGC/NGC.

- Topic for 2019-2020: “Challenges in Preserving our Natural Habitats”
- Topic for 2020-2021: “Adapting our Actions to Protect our Natural Habitats”

Length of the essay must be between 600-700 words. The entry will be penalized if the essay does not conform to the required length. All words are to be counted. Students should write the essay so that it is suitable to be published in the *CAR-SGC Review* or *The National Gardener*.

NOTE: Refer to CAR-SGC General Rules (page 3). Send state winner to Chair, Barbara Brand, 3415 Fairfield Rd., Gettysburg, PA 17325-7366, or email to [babrand@embarqmail.com](mailto:babrand@embarqmail.com). Deadline: February 1

### SCALE OF POINTS:

- Content 65 points
- Knowledge of subject 25 points
- Practicality of proposal 10 points
- Originality 15 points
- Subject matter well organized / clarity of presentation 15 points
- Composition 25 points
- Vocabulary 15 points
- Conformance to length 10 points
- Manuscript 10 points

TOTAL 100 points

## POETRY CONTEST

CERTIFICATE OF RECOGNITION TO 1<sup>st</sup> place winners in Grades K-9

Contest is open to Kindergarten through 9<sup>th</sup> grade, General Education and K-9 for Special Education and English as a Second Language

1. All entries must be typed and titled.
2. Include name, address, age and school grade of participant on back of entry.
3. Sponsoring club and state garden club must also be identified.
4. All entries become the property of CAR-SGC, Inc/NGC.
5. Poems do not have to rhyme.
6. Poems may be traditional verse, acrostics, bland verse, cinquains, diamond poems or Haiku.
7. The theme should not be used in the title.

NOTE: State winners must be to Chair, Vivian Abel, 200 Marticville Road, Lancaster, Pennsylvania 17603-9653, (717-872-0991) or email to [vivianbob@pheasantrunfarmbb.com](mailto:vivianbob@pheasantrunfarmbb.com). Deadline: February 1

### SCALE OF POINTS

- Title 10 points
- Content 40 points
- Creativity 30 points
- Style 20 points

TOTAL 100 POINTS

## SMOKEY BEAR / WOODSY OWL POSTER CONTEST

CERTIFICATE OF RECOGNITION to 1<sup>st</sup> place winners in Grades 1–5

Winning posters will not be returned.

Open to individual student artists in 1<sup>st</sup> through 5<sup>th</sup> grades who are sponsored by a Member Garden Club.

- Smokey Bear posters must be based upon, and include, Smokey's fire prevention message: "Only YOU Can Prevent Wildfires!"
- Woodsy Owl Posters must be based upon, and include, Woodsy's conservation message: "Lend a Hand – Care for the Land!"

Original drawings of Smokey Bear or Woodsy Owl (not both) should demonstrate the applicant's understanding of fire prevention and basic environmental conservation principles. Materials that may be used include crayons, markers, poster paints, watercolors, etc. No three-dimensional, computer-scanned or electronically generated images will be accepted.

The artist's name, address, home phone number, grade level, school, teacher's name, sponsoring local garden club, city and state must be printed on the back of the poster in the lower right-hand corner. (Do not use a dark marker for this information as it may show through.)

#### SCALE OF POINTS

- Originality 20 points
- Design 20 points
- Slogan 20 points
- Artwork 20 points
- Overall Effectiveness of the Message 20

TOTAL 100 POINTS

NOTE: State winners are to be submitted to CAR-SGC Chair, Pat Carnogni, 5432 Collett Road, Shortsville, New York 14548-9608, (585 953-5800) or email to [pjcar@windstream.net](mailto:pjcar@windstream.net). Deadline: February 15

## YOUTH SCULPTURE CONTEST

CERTIFICATE OF RECOGNITION to 1<sup>st</sup> place winners in Grades 4–8

Download Youth Sculpture Entry Form from NGC website.

1. Children in 4<sup>th</sup> through 8<sup>th</sup> grades will be eligible to enter the contest
2. The sculpture is limited to a size that would fit on an 8 ½ x 11 sheet of paper and must be constructed of recyclable, reused, and reduced material
3. Entries should include as many photographs as can be printed on the back of the entry form; (2) 4x6 photographs are recommended
4. Club entries must be sent to State Chairman by your State Deadline. State winners must be sent to the CAR-SGC Chairman by Feb. 1.
5. Youth sculpture contest winners will be asked to submit a high-quality photo of their entry to be used on the NGC website and in other NGC publications.

#### SCALE OF POINTS

- Creative use of materials and self-expression 60
- Description of sculpture and materials used 30
- Craftsmanship and technique 10

TOTAL 100 POINTS

NOTE: State winners are to be submitted to CAR-SGC Chair, Marcia Richard, 1558 Eton Way, Crofton, Maryland, 21114, (410-721-7410) or email to [ewr1220@aol.com](mailto:ewr1220@aol.com). Deadline: February 1

## REGIONAL HERBACEOUS PERENNIAL AWARD

### The American Horticulture Society

Awarded to a Garden Club, Group of Garden Clubs, District, Council or State for an Outstanding Class or Section of Herbaceous Perennials in a Standard Flower Show.

1. Club, District or State Flower Show Chairmen may apply. (Plant societies excluded.)
2. Each State Garden Club/Federation in the CAR-SGC Region is eligible each year to receive one American Horticultural Society Regional Award for a class or section of Herbaceous Perennials in a Standard Flower show held between January 1 and December 31.
3. The award shall consist of an American Horticultural Society Blue Rosette and a Certificate. A donated monetary award may also be presented.
4. The overall exhibit must be of outstanding quality and include a minimum of 20 specimens.  
NOTE: Refer to the Scales of Points in the 2017 ed. *Handbook for Flower Shows*. Schedule may state that application will be made for this award, if merited.
5. Application should include:
  - Date, name of State Garden Club/Federation, name of show, and location.
  - Brief description
  - List of specimens in exhibit botanically named (genus, species, and cultivar).
  - Clear photograph of exhibit including staging; may be sent electronically.
  - Clear photograph of any top awards in exhibit, if applicable; may be sent.
  - Application shall not exceed three pages.
6. The application is sent to each State's Awards Chairman by the state's date.

NOTE: Each state's winning entry is sent to the AHS Regional Awards Chair, Anne Bucher, 3529 Twin Branches Drive, Silver Spring, Maryland 20906, (301-585-1926) or email to [abucher487@aol.com](mailto:abucher487@aol.com).

Deadline: April 1

Six weeks before the CAR-SGC Fall Conference the AHS Regional Awards Chairman sends a list of winners for the rosette (s) and certificate to: American Horticultural Society, 7931 E. Boulevard Drive, Alexandria, VA 22308-1300, Re: AHS Regional Perennial Award

The AHS Regional Perennial Awards will be presented at the CAR-SGC Fall Conference.

# NGC Awards Processed Through the Region

## YEARBOOKS

CERTIFICATE OF COMMENDATION with First Place Recognition

May be awarded for outstanding yearbooks in each of the following categories, determined by number of members, including Life Members, on whom NGC dues are paid. Yearbooks may be accepted for competition on the calendar year or the club year (the same yearbook may be submitted only one time in awards year). No envelope is necessary. State Awards Chairman submits Yearbook winners in each category to the Regional Awards Chairman by the Regional Deadline (CAR-SGC is Feb. 1). The Regional Awards Chairman sends the name of the winning entry in each category (not the actual yearbooks) by March 30 to the NGC Awards Chairman, Pat Young.

USE NGC APPLICATION FOR THESE AWARDS

## YEARBOOK (YB-1)

Categories:

- Club under 20 members
- Club 20-29
- Club 30-44
- Club 45-69
- Club 70-99
- Club 100-299
- Club 300 or more

SCALE OF POINTS

### FORMAT:

- **Book Structure 2 points:** Practical, convenient size for membership, durable, neat. Yearbooks may be stapled, spiral, or a 3- ring binder. Material should be well placed with ample margins, and font size suitable for members to read.
- **Cover 2 points:** Include name of club, town, state organization, year, and appealing design. If a 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 2 points:** Include name of club, town, state organization, year, number of dues paying members, and affiliated organizations (district, region, NGC, other). If state and national dues are paid on associate/inactive/honorary members/, they are counted in total membership.
- **Table of Contents 1 point:** Number the yearbook pages and list topics on Contents page.

- **Subsequent pages:** In any order most useful to members and best fit for page placement. Information in a club yearbook should be in logical order. National and State information does not have to be in front.
- **Membership Roster 2 points:** Complete mailing addresses, telephone numbers, and e-mail addresses (if applicable). Avoid crowding. Suggestion to save space, “All area codes are \_\_\_ and postal zip codes are (\_\_\_\_\_), unless otherwise noted.
- **List of Club Officers and Committee Chairmen 1 point.**
- **NGC information 1 point:** Name of the NGC president, the theme of the administration and a referral to the NGC website for further information.
- **Other information 2 points:** Name of the region director, theme of region and referral to the region website, name of the state president, theme of the state president and a referral to the state website.
- **Calendar of Events 2 points:** List dates and locations for district/state/region/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.

**PROGRAMS:** Topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture Therapy, Horticulture, Design, etc.

- **Meets minimum number of meetings required by state 3 points:** List date and time of meeting, location with address.
- **Speaker’s name, qualifications (brief) and program title 4 points.**
- **Variety of program topics 14 points** (theme not required)
- **Variety of styles of program 12 points** (lectures, tours, etc.)
- **Variety of speakers 14 points** (specialists, members, etc.)

**PROJECTS:** Projects involve actual membership participation that benefit the community and further NGC goals and objectives. Some fundraisers (sale of bulbs, bedding plants, herbs, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fundraisers may help to promote NGC Member Services as well as publicize our organization and goals. Certain social activities may lead to membership increase. State such in descriptions.

- **List continuing and new projects 15 points** (a club is not required to have new projects).
- **Give brief word description of projects 20 points:** Include location, name of chairman, how members participate, list of donations if applicable, in-kind donations if applicable, plans for maintenance if applicable, etc.

**OPTIONS:** (No points given) Could fill available space. Some clubs include bylaws, budget, fundraising, roll call, former club presidents, club theme:

- If theme is used, it should be evident throughout the book. Themes may be interpreted with monthly program topics and/or titles, graphics, quotes. Projects do not need to be limited to theme.
- NGC Mission Statement
- NGC Conservation Pledge
- NGC Environmental Mission Statement
- NGC Water Conservation Platform
- List of members who are life members in state, region, NGC
- Awards received the previous year.

## YEARBOOK (YB-3, YB-5 AND YB-6)

### SCALE OF POINTS

- **Book Structure 3 points:** Practical, convenient size for members, durable, neat. Yearbook may be stapled, spiral, or a 3-ring binder. Material should be well-placed with ample margins and font size suitable for members to read.
- **Cover 3 points:** Include name of organization, state, year, and appealing design. If a 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 2 points:** Include name of group, number of clubs involved, affiliations including NGC, region, state, other. Include name of NGC President, Regional Director, State President with each affiliation.
- **Table of Contents 2 points:** Number the yearbook pages and list topics with respective page number.
- **Subsequent Pages:** Order that is pleasing to your organization and best fit for page placement.
- **Organizational Information 10 points:** List organizational officers and committee chairmen. Include complete mailing addresses, telephone numbers, email addresses, and club affiliation for each.
- **List Addresses:** State garden club website, region website and NGC.
- **Calendar of Events 10 points:** List meeting dates for your organization, for your state meetings, region, and national meetings, as well as schools, symposiums, and special events. This will eliminate the setting of conflicting dates.
- **Bylaws, Policies, and Objectives 10 points**



- **Programs 20 points:** List meeting topics, include dates, time, and place (give address). Give name of speaker. Indicate if program is a presentation, tour, workshop, sharing activity, etc.
- **Projects 20 points:** List projects as continuing or new, including name of chairman, location and description of project. Indicate if fundraising is a part of the project. (Some fundraisers may help with beautifying the community or education of the public, as well as produce revenue for your organization)
- **Member Club Information 20 points:** List of member clubs, including club president names, addresses, phone numbers, e-mail addresses. Include meeting dates for each club. List total number of dues paying members.
- **Options:** No points given: Former presidents, yearly theme, mission statement

NOTE: Send yearbooks and applications to CAR-SGC Chair, Mary Ann Ferguson-Rich, 1166 Broadview Road, Tallmadge, Ohio 44278, (330-630-9625) or email to [mafr43@hotmail.com](mailto:mafr43@hotmail.com), Deadline: February 1