

2021-2023 GCFP AWARDS MANUAL



Garden Club Federation of Pennsylvania (GCFP) Awards

**The 2021-2023 National Garden Clubs NGC Awards Handbook
describes new National Award Numbers, Award Names
and Awards Process followed by GCFP
and
MUST be Read First!**

**2019-2021 CAR-SGC Awards Rules describes many Regional Awards, including
Yearbook and Youth Contests**

**Additional Copies available from:
GCFP Website www.pagardenclubs.org**

This Manual may be duplicated

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2021-2023

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STATE AWARDS: THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

GCFP follows NGC Awards Handbook 2021-23 and “The Process” described on page 5 and 6 and uses its eight numbered categories of NGC Awards. All National Garden Clubs, Inc. (NGC), Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) and Garden Club Federation of Pennsylvania (GCFP) Award entries are first judged at the GCFP level. The State (GCFP) Awards listed in this Manual do not usually duplicate any National (NGC) or Regional (CAR-SGC) Award listed in the **NGC Awards Handbook 2021-23** and **2019-2021 CAR-SGC Awards Rules**.

GCFP Categories by Size: In order to recognize as many of our federated clubs, events and people for their contributions, GCFP will continue to judge all applications according to the four size categories of members (**Small <30, Medium 30-59, Large 60-99 and Extra-Large Club 100 or more**) as determined by the number of members on whom NGC and State/District dues are paid (Active, Inactive, Associate, Honorary). Consult the Club Treasurer for the current number of club members at the time of application. The State Chair will re-categorize if necessary or as required those winning applications sent on to regional or national competition.

GCFP/CAR-SGC/NGC Award Application Cover Sheet 2021-23: Most entries must be accompanied by one emailed **GCFP/CAR-SGC/NGC Award Application Cover Sheet** found on the GCFP website (www.pagardenclubs.org). Use up to 3 pages following the Cover Sheet to fully describe a person, project or program addressing the four elements (Presentation, Achievement, Participation and Documentation) of the NGC General Scoring Rubric (NGC Awards Handbook 2021-2023, p. 12) and on page 6 of this GCFP Awards Manual, unless otherwise noted in the specific award description. *The General Scoring Rubric is the former Scale of Points with points ascribed to its elements. Responses to the former six questions on all 3 older Application Forms are no longer requested as of August 2021.*

The NGC Mission and Goals: National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility. *A club, person, event, project and program further the Goals of the NGC by doing the works described in each award in the NGC, CAR-SGC and GCFP Awards handbooks.*

The 2021-23 Award Deadlines and State Award Chair Committee files (under Directories) on the GCFP website show when the GCFP Award entries in this Manual, with/without Books of Evidence, are usually due, and to whom to send the appropriate State Awards Chair by **January 15th**.

A Book of Evidence (BOE) is required for: Operation Wildflower Award, Member Award of Honor, Governor’s Trophy, Gold Seal and Silver Seal Awards. Submit, by email, the NGC/CAR-SGC/GCFP Award Application Cover Sheet with the three or more pages of description, unless otherwise specified in the award requirements/rubric.

How to Prepare a Book of Evidence (BOE)

- a. Use a light-weight, theme type binder of solid color. Scrapbooks, loose leaf notebooks and oversized books are not acceptable. This is not needed if BOE can be sent by email.
- b. Presentation/Data should be neat and concise, clean-cut edges and no loose clippings.
- c. Documentation/Supporting data should be permanently affixed to the pages, and might include:
(Continued)

1. Statements/letters of appreciation
 2. Publicity with dateline and name of newspaper or publication. Copied material and material reduced in size is acceptable in a BOE.
 3. Radio and/or TV scripts
 4. Progressive i-phone types of pictures should be clear and in focus, showing the project in various stages of development, and consistently labeled with one style label throughout.
 5. Financial statements showing expenses and/or income.
 6. Yearbooks, if included, should be placed in an envelope permanently attached to the inside of the back cover.
- d. Flower Shows must use GCFP Award Application Form for Flower Shows and the associated BOE has other specific requirements described in “NGC Flower Show Achievement Award Evaluation Form” on the NGC Forms page at <https://gardenclub.org/school/forms-library>.
- e. NGC “Youth Contests” have their own application forms found on the NGC website.

Current year awards will be presented to club presidents and individuals at the annual GCFP Convention the following year. District Directors will accept awards in the absence of a club’s president.

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GCFP DISTRICT AWARDS

District Laurels (Awards Certificates are on GCFP website and may be used by the Districts.)

These are non-competitive awards that may be given to qualified District or individual club members. These awards encourage and recognize outstanding accomplishments that are “above and beyond” the regular duties of office or committee. Be selective in your choice of nominees. Consider persons who have never been recognized and honored for superior service to club, District or Federation. **Each District will set its own deadline date and indicate which District Chairperson should receive application forms.** The District Awards Committee will review applications and determine whether the activity or project merits a Laurel. Laurels will be presented to the selected recipients and/or clubs at the Annual District Meeting held in the fall of each year. There are no limitations on the number of Laurels that may be given to a club by the District. Each District may introduce its own special “Laurels” to say, “thank you”.

Members of clubs may be recognized for outstanding activity in the following:

- A. Club Programming:** well-balanced, including study and/or activity in the following: Horticulture, Artistic Floral Design, Conservation and at least one phase of Civic Activity, *e.g.*, Junior Gardening, Horticulture Therapy, Conservation, Civic development
- B. Conservation**
- C. Civic Development**
- D. Horticulture Therapy** (actual work with patients)
- E. Horticulture Therapy related services,** such as beautification of grounds, providing decorations, etc.
- F. Horticulture** – honor the outstanding horticulturist
- G. Junior, Intermediate or High School Gardening**
- H. Landscape Design**
- I. Scholarship**
- J. World Gardening**
- K. Any other State or National objective** such as promotion of special types of horticulture, specialty gardens, educational workshops, public relations. (Continued)

Applying for District Laurels

Use a separate sheet of paper for each application and include the following:

1. Club name, Date of application, Category of award (see above listed categories under A and B)
2. Name and address of Nominee,
3. Name, address, and phone number of Club President and of person filing the application.
4. Be brief, but supply enough information on the nominee's work to justify application.
5. Signature of Club President

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District/GCFP Forget-Me-Not Honorary Award

This district award recognizes long- standing members who make our organization special because of their club dedication and club community service. Each club, using the GCFP/CAR-SGC/NGC Award Application Cover Sheet and application process, may nominate ONE member by December 1 to their District Director, who selects one District winner based on the following information provided for each candidate.

Criteria for selection. Describe how the nominee fits the criteria (1-6):

1. Member in good standing for 10 plus years
2. Active participation in club activities (meetings, design, horticulture)
3. Active participation in club community activities
4. Regular attendance at meetings and functions
5. Promotes GCFP, CAR-SGC, & NGC values
6. Loves her garden, Big or small!

The District Director sends the chosen Forget-Me-Not's application and picture to the State Awards Chair by January 15th. If the District winner (with their partner is an option) registers for the Day 2 evening award ceremony, she/he may be recognized at the annual convention by being announced and seated at an honor table. The State Awards Chair will assure that each winner's name, club, service years, special accomplishments and photograph is published in the KG Online and that each receives a certificate honoring them.

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District, GCFP/CAR-SGC (Golden) Perennial Bloom (PB) Award

(See 2019-2021 CAR-SGC Awards Rules)

Clubs may nominate long time members to their District Awards Chair and/or Director by July 1 using the GCFP/CAR-SGC/NGC Award Application Cover Sheet and most current, **special PB application form** available from the CAR-SGC and GCFP websites. Having held an Officer position in the Club is not necessary but documentation of any office, chairmanships, participation or influence should be noted.

Each District sends one entry to the State Awards Chair to compete for the GCFP Perennial Bloom Award by August 1. The Awards Chair sends the GCFP PB application to the CAR-SGC Perennial Bloom Chair by August 31. Clubs are encouraged to plant a tree or shrub in their nominee's honor and to recognize them with a District PB Certificate.

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NGC/CAR-SGC/GCFP GENERAL SCORING RUBRIC

Presentation

5 Total _____

Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specific 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 _____

% 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 _____

GCFP/CAR-SGC/NGC (SR-4) Member Award of Honor Award (See 2021-2023 NGC Awards Handbook)
Best in Each Region receives a NGC Certificate and Pin and is 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.

This award requires a GCFP/CAR-SGC/NGC Award Application Cover Sheet and a Book of Evidence Application, 5 pages maximum, one-sided, that 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)

The application may be sent electronically. If mailed, it must be secured in a folder. No loose pages accepted on hard copies. NOT: DUE DATE OF FEBRUARY 20 to NGC.

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GCFP/CAR-SGC Flower Show Schedule Award Use the GCFP FS Schedule Award Application Cover Sheet and mail with FS Schedule. Refer to the Scale of Points for Evaluating Standard Flower Show Schedules (Form 29-(3/2021) which is directly related to Schedule Evaluations. Those Schedules scoring 95+ will be forwarded according to CAR-SGC's categories. See 2019-2021 CAR-SGC Awards Rules, p. 8-9.

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GCFP/CAR-SGC Publicity Press Book Award (See 2019-2021 CAR-SGC Awards Rules, p.6)

Certificates of Commendation in each category may be awarded to winning Books of Evidence exhibiting quality, quantity and diversity of coverage in the print media promoting garden clubs and NGC goals and objectives.

Deadline: A **Book of Evidence (no page limit)** should be sent to the State Publicity Press Book Chair by January 25th with **two** GCFP/CAR-SGC/NGC Award Application Cover Sheets with required information, one firmly attached to inside front cover and a second form clipped to outside. **Include a Self-addressed envelope with postage applied for return of the Book of Evidence.**

Categories:

- A. Single member garden club (small club, medium club, large club)
- B. Group of member clubs, council, district (Continued)

- C. State Affiliate (dues paid to GCFP)
- D. Group of member clubs, councils, districts

Requirements for Preparing Publicity Press Book

1. Label on outside cover; number and name of award, category, name of club/s, city and state.
2. Submit in a report cover or folder sized 8 ½” x 11” or 9” x 12.” No heavy scrapbooks or oversized portfolios. Plastic page protectors may be used. **There is no limit on the number of pages.**
3. Material may consist of any of the following: Newspaper, magazine, newsletter, notices or flyers of one-time events, clippings from printed publications (Ex: state or regional official publication, The National Gardener, etc.), name and date of publication over each article. Clear photocopies are permitted; reduced photocopies of large or lengthy articles are permitted. Downloading of published newspaper articles from the internet is permitted.
4. Clippings evenly cut. No loose clippings are permitted.
5. Each published item must contain the name of the organization and/or individual/s identified as a member of the organization. Underline the first mention of the organization or individual/s in each article.
6. Articles should include who, what, when, where, etc.; publicity should relate to organization’s or individual’s projects and/or activities and promote garden club objectives.
7. Page numbers and Table of Contents are not necessary. Contents should be affixed in chronological order, January 1 to December 31.

SCORING RUBRIC

Presentation	15
Meets all requirements, neat	
Quality	40
Articles well written, publicity related to projects and/or activities	
Quantity	25
Articles for each month (take into consideration dark months), use of various publications and media (newspaper, magazine, newsletters, other)	
Diversity	20
Local, council, district	

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YB-1 GCFP/CAR-SGC Club Yearbook (See 2019-2021 CAR-SGC Awards Rules)

Size Categories:

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

Complete two GCFP/CAR-SGC/NGC Application Cover Sheets for this award and send by postal mail to the GCFP Yearbook Chair. One Sheet is folded inside the yearbook, which is inserted in a brown envelope having the second Cover Sheet taped on its outside. (Continued)

SCORING RUBRIC (For judging the Yearbook Only-no other description of yearbook is required.)

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.)

Continued

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.**

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GCFP AWARDS FOR CIVIC ACHIEVEMENT

(Recognizing Individuals)

Myrrel R. Overdorff Community Action Award

CERTIFICATE and \$100

May be awarded to an **individual garden club member** whose **achievements in his/her community** have brought honor to the recipient and to the garden club of which he/she is a member. This award is not just for garden club work. Application **must** be prepared based on the following: A brief description of the individual's work within the garden club and specific achievements in his/her community. Include: photographs and publicity, letters of Commendation or appreciation, other substantiating data

SCORING RUBRIC (Use definitions in each category on page 3's General Rubric)

Presentation -----	10
Achievements and lasting accomplishments -----	70
Documentation and Substantiating data, Letters of commendation or appreciation, photographs, publicity, other -----	20
Total -	100 points

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Historic Restoration Award

CERTIFICATE and \$50

May be awarded to an **individual garden club member** who has shown dedication to the continuing challenge of **reclaiming and/or preserving an historic site**. To qualify for this award, the site does not have to be developed, but must be recognized by local, state or national authorities. Answer all questions.

SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)

Presentation	10
Achievement and Significance of Project	50
Participation and Extent of Involvement	30
Documentation and Proof of Accomplishment	10

Total – 100 points

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GCFP AWARD FOR CONSERVATION/ENVIRONMENT

Operation Wildflower Award

A Certificate of Merit may be awarded to an **individual garden club member** in recognition of his/her active participation and effective leadership in promoting the use of wildflowers and native plants, establishing wildflower/native plant gardens and/or protecting Pennsylvania’s native plants and/or trees. Efforts of the individual should extend into the community. **Book of Evidence should include a complete description of the work done, its impact and lasting effects**. Include photographs, publicity and other substantiating data.

SCORING RUBRIC - Use Scale for Elizabeth Potts Amidon Award found in next award.

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GCFP AWARDS FOR HORTICULTURE

Elizabeth Potts Amidon Horticulture Award

May be awarded to an **individual garden club member** whose efforts towards the advancement of horticulture are so outstanding and far-reaching as to merit being cited as the **most** outstanding horticulturist of the Garden Club Federation of Pennsylvania.

Application should include:

- A. A brief description of accomplishments
- B. Pictures with captions
- C. Pertinent data, such as publicity or letters (May be reduced in size)
- D. Any other substantiating evidence

SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)

Presentation , neat and concise.....	20
Achievement and scope of accomplishment.....	50
Documentation , Supporting data, photos, publicity.....	30

Total - 100 points

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GCFP Club Horticulture Achievement Award

May be awarded **to a club or club member** for a series of outstanding horticulture programs, minimum number is seven (7), over a single club year. May be structured as lectures, workshops, demonstrations, garden visits or any combination of these activities but they **must** occur at a club meeting or scheduled outing.

Application should include:

- A. Brief description of meetings
- B. Pictures and publicity
- C. Other substantiating evidence
- D. Club Yearbook, as published

Use SCORING RUBRIC for Elizabeth Potts Amidon Horticulture Award.

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GCFP Horticulture Excellence Award

May be awarded to a **garden club member** who **specializes in one type of gardening** such as rock gardening, herb gardening, indoor gardening, vegetable gardening, annual and perennial gardening, etc. It may also be given to a member who **specializes in growing a particular plant** such as roses, African violets, lilies, etc.

Application should include:

- A. Brief description of specialty
- B. Pictures with captions
- C. Publicity, if possible
- D. Documentation, Any other substantiating evidence

Use SCORING RUBRIC for Elizabeth Potts Amidon Horticulture Award.

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GCFP AWARDS FOR FLOWER SHOWS

GCFP Mini-Flower Show Recognition Award

May be awarded **to a garden club** for a **continuing program of mini-flower shows** staged at the regular club meetings.

The Book of Evidence should include:

- A. Flower show schedules
- B. Pictures with captions
- C. Number of entries
- D. A Club Yearbook

SUBMIT TO: State Flower Show Evaluation Chair

SCORING RUBRIC

A. Presentation , neat, concise	20
B. Achievement and scope of accomplishment	50
C. Documentation , Supporting data, photos, publicity, yearbook	30
Total - 100 points	

GCFP Superior Flower Show Awards - Green and Gold Ribbon

Will be presented **to a garden club** whose Flower Show Evaluation scores 90 points or above and submits a Book of Evidence. The State Flower Show Evaluations Chair will advise the club if it scored 95 points or more so that a club may prepare a Book of Evidence eligible for one of the National Flower Show Awards. (Refer to NGC Awards Handbook 2021-2023 Flower Show Achievement Awards beginning on page 24 and the FORMS section of the NGC website.)

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GCFP Flower Show Staging Award - Gold Ribbon

This award may be given **to the club or clubs scoring 90 or above** on the following

SCORING RUBRIC: (*** Revised and accepted at Judges Council Annual Meeting April 28, 2003*)

- A. Staging carries out the theme of the show in an artistic and creative manner 15
- B. Floor plan presents a good traffic pattern with adequate unobstructed aisles and has a well-balanced appearance 15
- C. Entrance is inviting and easily identified 10
- D. Lighting is sufficient for the area 10
- E. Exhibits in the horticulture section are uncrowded and in appropriately sized containers 10
- F. Entries in the design division are well-spaced and easily viewed 10
- G. Signage is attractive, legible and appropriate in size 10
- H. Over-all show presented a high standard of excellence, which includes Beauty, Harmony, Expression and Distinction..... 20

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PENNSYLVANIA FLOWER SHOW AWARDS

Presented at Standard Flower Shows only

The Pennsylvania Flower Show Awards listed below may be included in your flower show schedule but the schedule **must be approved by the District Flower Show Schedule Chair**. Following that Chair's approval, you may apply for the award ribbons from the GCFP State Headquarters, Elizabeth Pinkham at PO Box 205 Lampeter, PA 17537-0205; 717-737-8219 (M&W 8AM- Noon, 1-3PM. (Closed Holidays)

GCFP205@gmail.com. The ribbons may be awarded at the show at the discretion of the judges.

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A. Education and/or Conservation Silver Award - Silver Ribbon

This award may be given to an educational exhibit of exceptional quality, clearly labeled and informative. This exhibit need not score 95 points. An **educational and/or conservation exhibit** cannot receive both the National Garden Clubs and GCFP State Award concurrently. The award must be listed in the show schedule and requested on the awards application form. Only one ribbon may be awarded in a show.

B. Junior Flower Show Award - Orange Ribbon

This award may be given for an all-Junior Standard Flower Show held independently or in the same building as a senior show. The award will be given **to the sponsoring Senior Garden Club** at the time of the show. The show must be of unusual merit. Winners of this award are eligible to apply for the NGC Flower Show Achievement Award (FS-17C) Youth Flower Show and/or the GCFP Flower Show Achievement Award. The award must be listed in the awards list in the show schedule and requested on the awards application form.

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C. Special Recognition Award - Yellow and Blue Ribbon

This award may be given to an **exhibit scoring 95 points or more in any artistic design class** as long as it is not listed as eligible to receive a top National award. There may be only one Special Recognition Award given in a show. The award must be listed in the Awards list in the show schedule and requested on the awards application.

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GCFP AWARD FOR LANDSCAPE DESIGN

GCFP Landscape Design Recognition Award

May be given to an institution, organization or industrial establishment, such as business, school, hospital, etc. for outstanding landscape planting. **This is not a competitive award for work done by a garden club.** An on-site inspection and judgment will be made by a committee selected by the GCFP Landscape Design Chair. The application must be submitted to the State Landscape Design Chair **by October 1st.** See the Directory Issue of the *Keystone Gardener*, (summer, odd-numbered years) for the name and address of the current chair. If merited, three Certificates of Commendation may be given each year.

Applications should include:

- A.** A landscape design plan,
- B.** Documentation, Photographs
- C.** Brief description of the site

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SPECIAL STATE AWARDS

Gold Seal Award

May be awarded to an individual garden club member whose efforts toward the advancement of garden club work have had far reaching influence. **Efforts of the individual should extend beyond the immediate garden club and community and into other portions of the state or beyond.** These efforts should have a lasting influence and should enhance the Garden Club Federation of Pennsylvania and its objectives. The recommendation requires a substantial Book of Evidence. The **Book of Evidence** should include a complete description of the work done by the individual, accomplishments, lasting quality of work, far-reaching qualities of individual's efforts, photographs and publicity. Winner shall receive a Gold Seal charm (with year and initials engraved) on a pendent chain or neck ring. Winner will be invited to attend the Day 2 evening award ceremony to be recognized. The meal will be paid by GCFP. (Continued).

The Book of Evidence and appropriate applications must be sent to the State Awards Chair no later than January 15.

SCORING RUBRIC (Use definitions in each category on page 3’s General Rubric)

Presentation	10
Neat and concise, meets requirements, Cover, title page, table of contents	
Achievements	70
Worthiness, scope of accomplishments, lasting influence, far-reaching effect	
Documentation and substantiating data	20
Photographs, publicity, other	
Total - 100 points	

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Silver Seal Award

May be awarded **to an individual other than a garden club member, or to an organization or institution, other than a garden club**, for special contributions toward the advancement of the work of garden clubs. A **Book of Evidence** is required with a brief description of the work of the individual or organization, photographs and publicity, if available, and any other substantiating evidence. **A Book of Evidence and appropriate applications must be sent to the State Awards Chair no later than January 15.**

SCORING RUBRIC - Same as the Gold Seal Award.

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The Governor’s Trophy

May be awarded **to a Federated Garden Club**, which has distinguished itself by providing a year of well-balanced club programs, exceptional civic activity, club projects in all areas of conservation, and activity in State projects as defined in the Scoring Rubric. The winner shall receive a crystal engraved vase, *which becomes the property of the winning club*. The club also receives a certificate of recognition for being the most outstanding garden club in its size category in the state.

How to Apply:

1. The **Book of Evidence (BOE)** and two copies of the current GCFP/CAR-SGC/NGC Application Cover Sheet must be received by the State Awards Chair no later than **January 15**.
2. The Book of Evidence should be prepared in accordance with the National rules beginning on page 1-2 of this Manual. **The BOE for Governor’s Trophy may have 25 pages, 50 surfaces.**
3. In providing evidence of work planned and completed, include one or two club yearbooks (if your club year does not correspond to the calendar year).
 - **Small Clubs** (up to 29 members) may apply in Jan. 2024 for 2023 club year
 - **Medium Clubs** (30-99 members) may apply in Jan. 2022 for 2021 club year
 - **Large Clubs** (over 100 members) may apply in Jan. 2023 for 2022 club year**Rotation repeats every three years.** Refer to the *Keystone Gardener* and the GCFP website for current size eligibility.

(Continued)

SCORING RUBRIC (Use definitions in each category on page 3's General Rubric)

Presentation	5
Neat and concise	
Club Meetings	15
At least 9 meetings a year, well-attended, well-balanced, garden-related programs with emphasis on horticulture: includes workshops, garden tours, field trips, exhibits.	
Civic Activities	45
Flower Show, Community Planting and/or Landscaping, Horticulture Therapy, Arbor Day or Tree Project, Work with Youth, Community Involvement	
Conservation Activities	15
Birds and/or Butterflies, Litter Control and/or Recycling, Pollution, Air and/or Water Wildflower and/or Nature Study	
Club Organizational Activities	10
Published Yearbook, Published Newsletter (at least 2 per year) Reception for new members during the year, Club Attendance at District and State Meetings	
Club Supported State Projects	10
World Gardening; contributed to and/or promoted Scholarships; given by the club, contributed to State Scholarship, and/or promoted and sponsored, an applicant for a State or National Scholarship.	
	Total - 100 points

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Special Recognition State Award

Certificate of Merit may be awarded to a **club or district** for outstanding achievement in one of the fields of interest listed below. **No club may win in the same field two years in succession.**

SCORING RUBRIC (Use definitions in each category on page 3's General Rubric to describe the Project or Event)

- A. Beautification of Community Areas
- B. Parks
- C. Tree Plantings, Arbor Day Activities
- D. Holiday Project or Event
- E. Plant Sale, Garden Mart, Herb Fair
- F. Garden Tour
- G. Special Fund Raiser for Scholarship or Community Project
- H. Any Other Project or Event that Promotes GCFP Objectives

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GCFP Club Program Award

For an outstanding, original, garden-related **program** at a single meeting or It **may be awarded to the presenters of such a program:**

- A. Garden club member
- B. Two or more garden club members

Program must stimulate interest in the purposes and objectives of the GCFP and NGC. **Applications may be submitted for any of the following categories:**

- A. Horticulture
- B. Landscape Design
- C. Garden Tours
- D. Indoor Gardening
- E. Flower Arranging
- F. Horticulture Therapy
- G. Conservation
- H. Arbor Day
- I. Birds, Butterflies, etc.
- J. Litter, Recycling
- K. Workshop
- L. Environmental Concerns

SCORING RUBRIC (Use definitions in each category on page 3's General Rubric to describe the Program or its Presenters)

Presentation, Format	10
Neat, concise, informative	
Achievement, Participation, Program Content	80
Quality (20), distinction (5), educational value (40), Member interest (15)	
Documentation, Substantiating Data	10
Publicity (5), photographs (5)	
Total - 100 points	

GCFP YOUTH AWARDS

YOUTH AWARDS LISTED IN THIS SECTION DO NOT CORRESPOND TO ANY NGC AWARD

To be eligible to apply for almost all youth awards at the State, Region and/or National level, all garden clubs must register the youth group they sponsor **with the State Youth Contest Chair** and submit annual dues for the youth group to the State Headquarters. See the Youth Registration form on GCFP website.

The winners of the youth awards listed in this section, cannot be forwarded to National for consideration. ****Please refer to the NGC and CAR-SGC Awards Handbooks for other National Youth Awards and Youth Contests judged at the Regional Level.**

1. Complete one current GCFP/CAR-SGC/ NGC Application Cover Sheet or GCFP FS Schedule Form from the GCFP website, and apply by postal mail.
2. Submit to the appropriate State Awards Chair for Yearbook or FS Schedule to arrive no later than January 1.

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GCFP Youth Yearbook Award

May be awarded to:

- A. Junior Garden Club (1st through 6th grade)
- B. Intermediate Garden Club (7th through 9th grade)
- C. High School Garden Club (10th, 11th and 12th grades)
- D. An established group (school, scout troop, etc.) with whom a member garden club has consistently been working.

SCORING RUBRIC

Presentation, Format	10
Content	20
Meetings (at least 6-9)	20
Programs, field trips, community projects, etc.	50
	Total - 100 points

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GCFP Youth Flower Show Schedule Award

May be awarded to:

- A. Junior Garden Club (Grades 1-6)
- B. Intermediate Garden Club (Grades 7-9)
- C. High School Garden Club (Grades 10-12)
- D. An established group (school, scouts, etc.) with whom a member garden club has consistently been working.

SCORING RUBRIC Use CAR-SGC Awards Manual - FS Schedule Award rubric (Form 29-(3/2021).

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Mrs. Maxwell W. Steel Youth Achievement Award

May be awarded to a Federated garden club for a year's **outstanding activities** that promotes club, State and National objectives with a school, scout, 4-H, or established Junior and/or Intermediate youth group.

SCORING RUBRIC (Use definitions in each category on page 3's General Rubric)

Horticulture Activities	25
Growing projects, designing with plant material, workshops, field trips, other	
Environmental Activities	25
Recycling, litter, pollution, birds, butterflies, conservation, poster and/or essay contest, other	
Membership Participation	10
Size of club a consideration	
Documentation, Supporting Data	10
Pictures, finances – summary of income and expenses, letters of appreciation, publicity, other	
Achievement	30
Overall excellence, well-balanced activities	
	Total - 100 points

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YOUTH CONTESTS

Poetry Contest (See 2019-2021 CAR-SGC Awards Rules 9/1/2019)

CERTIFICATE OF RECOGNITION TO 1st place winners in Grades K-9

Excite and encourage our Youth (Kindergarten-Ninth Grade) to express and explore their creative thoughts through different types of poetry. NGC's Poetry Contest enables our Youth to embrace their creativity through the art of writing. Be imaginative and join the winners to see your poetry in a printed booklet. See National Garden Clubs, Youth Contest at www.gardenclub.org/poetry-contest for current rules and theme.

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, blank verse, cinquains, diamond poems or Haiku.
7. The theme should not be used in the title.

SCORING RUBRIC

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

TOTAL 100 POINTS

Send entries to the Youth Contest Chair(s).

Youth Sculpture Contest (See 2019-2021 CAR-SGC Awards Rules)

CERTIFICATE OF RECOGNITION to 1st place winners in Grades 4–8.

Download Youth Sculpture Entry Form and Rules from NGC website at www.gardenclub.org/youth-sculpture-contest

1. Children in 4th through 8th grades are eligible to enter the contest.
2. The sculpture is limited to a size that would fit on an 8 ½ x 11 inch sheet of paper and must be constructed of recyclable, reused, and reduced material. Height should be proportional to width.
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 the 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. The NGC Publicity Release Form must be provided.

SCORING RUBRIC

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

TOTAL 100 POINTS

Send entries to the Youth Contest Chair(s)

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Smokey Bear / Woodsy Owl Poster Contest (See 2019-2021 CAR-SGC Awards Rules)

Certificate of Recognition to 1st place winners in **Grades 1-5**.

Students sponsored by a Member Garden Club are invited to participate in this Poster Contest sponsored by the U.S. Department of Agriculture Forest Service and the National Garden Clubs, Inc. Winning posters, with the NGC Release Form, will not be returned.

- 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.)

Rules and entries for the next contest are usually released in August of the prior year at <https://www.gardenclub.org/youth-contests> .

Send entries to the Smokey Bear and Woodsy Owl (SBWO) Poster Contest Chair.

(Continued)

SCORING RUBRIC

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

TOTAL 100 POINTS

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High School Essay Contest (*This Contest has been suspended for 2021-2022. Otherwise, see 2019-2021 CAR-SGC Awards Rules*)

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

All entries must be sponsored by a single club, group of clubs, councils or districts, or a state garden club and is open to high school students, grades 9 through 12. All entries become the property of CAR-SGC/NGC.

Length of essay: Between 600-700 words and addresses an Essay Prompt. The entry will be penalized if the essay does not conform to the required length. All entries must be typed and titled. Students should write the essay so it is suitable to be published in the *CAR-SGC Review* or *The National Gardener*.

SCORING RUBRIC

Content = Total 60 points:

- Knowledge of Subject: 10 points
- Thesis statement: 10 points
- Practicality of Proposal: 10 points
- Originality: 15 points
- Organization, clarity of subject matter and presentation: 15 points

Composition = Total 20 points:

- Grammar and punctuation: 10 points
- Vocabulary and spelling: 10 points

Manuscript = Total 20 points:

- Conformance to length: 5 points
- Cover Sheet includes: Name, Address, Phone Number, School Attending, Grade, List of Activities, and Sponsoring Club (Photo Optional): 5 points
- Entry is submitted via email in PDF document format: 5 points
- Entry includes NGC, Inc. release for publication and website form: 5 points

Note: The entry should be sent via email attachment as a PDF file.

Send entries to the GCFP Youth Contest Chair(s); observe the State Deadline.

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NON-COMPETITIVE STATE AWARDS

No application is required.

GCFP Club Membership Award

Certificate and \$100 awarded to the member garden club in each category who has the **greatest number of new members** in the calendar year; based upon paid memberships in the GCFP office as of ten (10) days prior to the annual meeting and convention. **This is not a membership increase award.**

Categories:

Small Club – up to 29 members

Medium Club – 30 to 99 members

Large Club – over 100 members

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Cynthia Calhoun Convention Attendance Award

May be awarded to a garden club having the **largest percentage of full-time registrants** at the Annual Convention. The Convention Registrar will determine the recipient from convention registration records. In the case of a close decision, the distance traveled will be considered. Also consider categorizing clubs greater than 10 and less than 10 members.

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GCFP Comprehensive Award

Certificate may be **awarded to the District whose clubs and individuals received the most GCFP awards in the current award year. Awards won by the District, if applicable, shall be included.** The State Awards Chair shall select the winner after calculating all State awards given between January 1 and December 31. District Laurels will not be counted.

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KEYSTONE GARDENER/KG Online Literary Award

May be awarded to an **individual garden club member** for an original poem or composition selected for publication in the **Keystone Gardener or KG Online**. The subject must be garden-related or promote State and National objectives. The composition may be about a garden club experience or a garden club member. Picture(s) may be included but are not required. Send articles at any time to the Editor of the **Keystone Gardener or KG Online**. There is no limit to the number of entries. All articles of literary value, published during the calendar year (January 1 - December 31), will be eligible. Articles submitted by the GCFP Board of Directors concerning their office or chair are not eligible.

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To complete this form electronically, please download and save a blank copy to your computer. Open the saved copy and complete each line. Save again as .doc or .docx. Begin typing your report on the next pages. Save and Send.



Pennsylvania GCFP / CAR-SGC / NGC Award Application Cover Sheet



State Award Number: ____ State Award Name: ____
 NGC Award Number: ____ NGC Award Name: ____
 CAR-SGC Award Number: ____ CAR-SGC Award Name: ____

Name of Group/Club/Individual Applying for Award: ____
 If club, current number of members: ____ Award Size Group: ____ S ____ M ____ L ____ X-L
If state (GCFP), number of clubs: 108 Award Size Group: ____ S ____ M ____ L

Contact Name: ____ GCFP District: ____
 Email: ____ Phone: ____
 Address: ____
 City: ____ State: ____ Zip: ____

Region: Central Atlantic State: Garden Club Federation of Pennsylvania (GCFP) # Members: 4,700
 State Awards Chair: Sheri Lowry
 Email: gcfpawardslowry@gmail.com Phone: 814-243-3456
 Address: 334 Gardner Street Johnstown, PA 15905-2328

Is this project _____ New OR _____ Continuing from previous work?
 Beginning date: ____ Expected completion date: ____ OR _____ Ongoing

Attach completed application. Unless noted in specific award description, all applications are limited to 3 single-sided pages. (Plus, this cover sheet.) No report covers, notebooks, etc. allowed. Follow descriptors on Scoring Sheet/Rubric to prepare an accurate, complete report.

All applications are to be submitted electronically unless otherwise noted in the award description. Send to the State Awards Chair by the requested due date. Only NGC awards submitted through State Chairmen will be accepted.

MAE-4 Club Newsletter Publication Awards – send to Joyce Peterson, requires hardcopy application
 Club Yearbook Awards – send to Iris Cisarik, requires hardcopy application
 Publicity Press Book Awards – send to Georgieann Dettinburn, requires hardcopy application
 MAE-1 Special Publications and MAE-3 Digital Media – send to Sheri Lowry, requires hardcopy applications
All Other GCFP, CAR-SGC and NGC Awards – send to Sheri Lowry, requires Email applications
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Use Award Application for Flower Show (FS) Awards (in Appendix) – send to Deb Stumpf, requires hardcopy application
Use FS Schedule Award Application (in Appendix) – send to Charlotte Chrissey, requires hardcopy application
Use Other Application for Smokey Bear/Woodsy Owl (SBWO) Poster Contest - Paula Mohler, requires hardcopy application
Use Other Application for other Youth Contests (Poetry, Sculpture) – to Chris Hawthorne, requires hardcopy application

**NOTE: The State Awards Chair reserves the right to amend the Award # or Name, Size Categories on this form and/or forward worthy applications to the most appropriate NGC or CAR Award, as necessary.*

The Garden Club Federation of Pennsylvania

Application for State Flower Show
**** * Schedule Award * * ***

Mail one (1) copy of this application
and one (1) Flower Show Schedule to:

Charlotte Crissey
P O Box 100, 169 Bentwood Drive
Elton, PA 15934-0100
814-242-4198 cacrissey@gmail.com

Title of show _____

Date held _____

Type of show _____
(Regular standard, small standard, holiday, home, etc.)

Name of club _____

Number of members _____

District _____ Email Address _____

Individual sending application _____

Address _____

Date of application _____

I affirm that this Standard Flower Show was held and judged and that the above
information is correct.

Signed _____
Club President

4-21