

District VII Zoom Meeting "Awards Talk"
Tips to Participate Effectively in Awards System
Wednesday, October 13, 2021

1. What person (club member or non-club member) should be recognized for their outstanding accomplishments/service? What event, program, project, publication, or social media did your club do this year (Jan 1-Dec 31) that was done well?
2. Check (by visual or use Edit/Find function to Search keywords) the Table of Contents and Contents of the 2021-23 NGC Awards Handbook, the most recent CAR-SGC Awards Rules and 2021-23 GCFP Awards Manual and look for most relevant terms.
3. Read each award description carefully seeking a good fit. Especially note those awards with a certificate and CASH award by searching \$ sign.

To Honor Special People, consider GCFP Gold Seal, Silver Seal (can include non-members), Horticulture Excellence, Youth Excellence, Member Award of Honor Awards (State, Regional and National impact). Ask (Kay John) if there is a Personnel resume. Check past club yearbooks, former presidents, or newsletters for bio info. Request letters of recommendations. All become part of a Book of Evidence. Follow the Award specifications exactly.

4. Find the award that fits best. Find its associated Scoring Rubric and any associated guidance documents.
5. On GCFP/CAR-SGC/NGC Application Cover Page, type Award Name and Number at top. Also Type the same on the GCFP Award Name and Number line. *Step #5 is not required for Youth Contest Awards or Flower Show Awards chaired by Paula Mohler or Chris Hawthorne.*
6. Accurately type the formal name of your club, current number of dues paying club members, District number and enter the name and contact information of the person completing the application. Save this page as a .doc or .docx so that the State Awards Chair can correct any errors before sending on to Regional or National.

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7. Open new Word .doc or .docx file and proceed to answer each Scoring Rubric in the **exact order** identified by the Rubric for judges. The weighting of the rubric indicates the importance. Do "flow of consciousness" first, then return to each rubric response and create concise yet complete sentences. Save frequently.
8. Find at least one other club person who also knows the topic and can augment or correct your responses to each rubric.
9. Forward any photos from a camera or mobile phone to your computer. Double click on a photo, copy and paste onto the last application page and add a text box for a short caption. Ask the Library or another club member for help. Save frequently.
10. When done, send to appropriate State Awards Chair as listed in boxed area at bottom of GCFP/CAR-SGC/NGC Award Application Cover Sheet. If sending to Sheri Lowry (GCFPAwardsSLowry@gmail.com), write AWARDS in the Subject line of the email and copy Marilyn Backus (marilyncbackus@gmail.com).
11. Ultimately a winning GCFP first place cover sheet and entry worthy to be forwarded on to compete Regionally or Nationally will be saved as a .pdf file by the GCFP Awards Chair.
12. If all the things above have been done and one still has questions/concerns, **email** Sheri Lowry or Marilyn C. Backus or the other appropriate State Award Chair, leave a phone number along with your questions.