

The Federated Garden Clubs of Connecticut, Inc.

AWARDS MANUAL – 2011



This Awards Manual is the property of the individual club and should be filed in the President's Notebook, to be passed on to your successor. Additional copies may be purchased from The Federation Office.

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FROM THE FEDERATED GARDEN CLUBS OF CONNECTICUT, INC.

This Awards Manual is prepared to inform you of the Awards process. It contains the deadlines to be aware of, the procedures for preparing and submitting Books of Evidence, and the suggested criteria for Awards. The Awards Chairman and Committee Chairmen stand ready to answer questions and assist in any way they can.

We know that you, the members of The Federation, are active. It is our goal to recognize your projects and to reward you for work well done. Your efforts to protect and conserve our natural resources, preserve our heritage, support our communities, and promote civic beauty deserve to be acknowledged.

Your Board of Directors strives to coordinate, stimulate, and encourage ever higher standards in all aspects of garden club work. In recognition of clubs and members efforts, awards are granted annually by The Federation, National Garden Clubs, Inc., and the New England Region.

The awards process begins with the Annual Report forms mailed to the clubs in January. We urge all clubs to complete these forms **in detail**, and return them promptly. A Chairman may call your club to encourage your club to prepare an NGC Application Form for appropriate projects. You may decide to compile one on your own, as well.

State awards do not require application forms, but they may increase your chances for awards. **National Garden Clubs and New England Region do require them.** It is in the best interest of your club to prepare one. See page 3 for a copy of the NGC Application form. The form is available at www.gardenclub.org under Awards.

Applications are due to the appropriate Board Chairmen no later than 31 May. The Awards Committee meets in mid-June, at which time the committee decides which projects and accomplishments fit the criteria for the various Federation Awards, and also for State and National ones.

Applications sent to the Awards Chairman are sent to Regional and National by the stated deadlines (see p 3). Applications submitted by 31 May would be eligible for Federation and Regional Awards at the October Awards Meeting, and may be sent to National the following January, to be in competition for awards given at the NGC Convention in the spring. If the majority of the work was done in the calendar year just prior to the January of submission, an application may be compiled in the fall and sent to the Awards Chairman by December 15 go directly to NGC. (*See the discussion of Awards deadlines on page 3.*)

Note: **Federation club sizes** are: Small: 1 - 29, Medium: 30 - 59, Large: 60 and over
NGC club sizes are: Small: 29 and under, Medium: 30 - 99, Large: 100 and over
These numbers include all members for whom your club pays dues to FGCCT, and therefore to National Garden Clubs.

Your FGCCT Awards Committee:

Awards Chairman, 2nd Vice President, Chairmen of Civic Development, Environmental Awareness/Conservation, Flower Show Evaluation, Garden Therapy, Historic/Memorial/Public Gardens, Horticulture, Program, Public Relations, and Youth Committees.

AWARDS YEAR

NATIONAL GARDEN CLUBS – 1 January through 31 December annually (see below)

NEW ENGLAND REGION – 1 June through 31 May annually

THE FEDERATION – 1 June through 31 May annually

except:

Nominations by 15 June – Gardening Consultants Council Award – see page 11

Nominations by 15 June – Landscape Design Council Award – see pages 12-13

Nominations by 15 August – Tribute Awards -- to Second Vice President – see page 7

15 November – Yearbook – to Yearbook Chairman – see pages 17-18

15 December – Newsletters – to Public Relations Chairman – see page 16

25 January – Press Books – to Public Relations Chairman – see page 16

Note: If your project is finished after 1 June, and fits with an NGC Award, send it to the Awards Chairman by 15 December, for possible submission to NGC. This will not preclude the eligibility for a state or regional award the following year.

PROCEDURE

AS YOU PREPARE YOUR APPLICATION,

CONSULT THE APPROPRIATE POINT SCALE

Project Applications must be sent to appropriate Federation Chairman by 1 June. Projects may have been started prior to current year, but must be completed to show results and majority of work in current awards year. *If your project is one you feel should go to National, then Application should be sent to Awards Chairman by 15 December, covering work done in that calendar year.*

The Awards Committee meets in June to review applications, and makes decisions about Federation and Regional Awards. Applications for National and Regional Awards are made ONLY through The Federation Awards Chairman. Only one application in any category will be considered by National and Regional Awards Committees. National Awards are published in *The National Gardener* fall issue in odd numbered years, and are also available at www.gardenclub.org. New England Region Awards are listed on their web site at www.ngcner.org.

National Garden Club Standard Flower Show Awards: All questions about NGC Flower Show Awards should be directed to the Judges Council Flower Shows Evaluation Chairman, Judges Council Chairman or the Awards Chairman. To be eligible for an NGC Flower Show Award, your show must be evaluated and score 95 or more, at which time you will be asked to prepare a Book of Evidence, which may go to NGC. There are also Federation Flower Show Awards (see page 33). Much additional information about Flower Shows is included in this book starting on page 17.

To prepare a Book of Evidence for a STANDARD FLOWER SHOW see pages 20 and 33.

HOW TO PREPARE AN NGC AWARDS APPLICATION

- A copy of the National Garden Clubs (NGC) form (also used by FGCCT and NER (New England Region) is below. Follow the directions on the form, using one side of three sheets. For FGCCT awards send your completed form to the appropriate FGCCT Chairman. NER and NGC applications go directly to the FGCCT Awards Chairman.
- When the same project is eligible for various NGC awards, submitting exact duplication of application is not acceptable.
- Publications: Submit entry for awards #3, 13, 27,63, and 68 in an envelope with one application secured to outside.
- **This form is also to be used for FGCCT and NER applications.**

It is highly recommended that you also visit the NGC website www.gardenclub.org, and the NER website www.ngcner.org and make use of their even more detailed information. Below is the NGC Awards Form as it appears on the NGC website.

NGC Awards Application 2011-2013

Award #: Award Name:

Submitted by:

(Enter name exactly as it should appear on any award received)

Name of State Garden Club:

State Awards Chairman

Phone:

Number of members in club

Date:

Number in State Garden Club

E-mail:

1. Application form is limited to three printed pages – front of pages only. **No** report covers or binders allowed. **No** plastic sheets allowed.
2. Application forms will not be returned. (Exception: publication (books), CD/DVD). Copy entry for your files.
3. **State Awards Chairman** must send entries (mail or electronically) to NGC Awards Chairman to arrive no later than **January 15**.
Bobbie Verser – 705 Stagecoach Village Circle – Little Rock, AR 72210-4774 – bobbieverser@att.net – 501-455-2488

Please complete each topic, if applicable. Use numbering below when completing form.

1. New project: Yes___ No___ Beginning date: Completion date:
2. Brief summary and objectives of project:
3. Involvement of club members, other organizations, etc:
4. Project expenses and means of funding:
5. Continuing involvement, follow-up, maintenance:
6. Attach or insert photos, digital photos, and/or landscape plan (does not have to be professionally drawn).

Scale of Points for All NGC Awards are listed on pages 9 through 16

Flower Show information is listed on page 17 et seq.

THE FEDERATED GARDEN CLUBS OF CONNECTICUT AWARDS

BRONZE MEDAL (*established 1935*): This is the highest award given by The Federated Garden Clubs of Connecticut, Inc. to an individual, couple, group or club for outstanding accomplishments in upholding the aims and purposes of The Federation. No officer, committee chairman, or member currently serving on the Board of The Federation shall be eligible for consideration for this award. This award is granted by a majority vote of the Board of Directors of The Federation at the July Board meeting. Nominations shall be made in writing to The Federation Awards Chairman. The Bronze Medal is not necessarily given each year.

AWARD OF HONOR (*established 1959*): The award may be conferred on a garden club or council of garden clubs which, over a period of five years, has maintained a record of exceptional achievement in upholding the aims and purposes of The Federation. A CLUB OR COUNCIL DOES NOT APPLY for this award. The various clubs' achievements are point scored by the Chairman of the Advisory Council, and granted by a two-thirds vote of the Board of Director at the July Board meeting. No club shall receive this award in two consecutive years. The traveling awards shall be offered as follows: LARGE CLUB (over 60 members) – a silver bowl; MEDIUM CLUB (30 - 60 members) – a pewter bowl; SMALL CLUB (up to 29 members) – a pewter bowl.

ELLEN CARDER MEMORIAL AWARD: (*established January 1971*). In recognition of Mrs. Carder's interest and achievements in the field of horticulture, this award, in the form of a suitable book, shall be given annually to a garden club member for noteworthy horticulture achievement. The recipient shall be chosen from suggestions by the general membership, at the discretion of The Federation Awards Committee. Recommendations should be made in writing to the Awards Chairman or the Horticulture Chairman.

LUCILLE SCHAVOIR AWARD (*established 1978*): This award, a traveling silver bowl, may be awarded annually to a club for outstanding garden club work during the awards year. The Federation Awards Committee makes the recommendation from the club projects submitted to the committee chairmen.

MARY FRENG SHERLEY MEMORIAL AWARD (*established 1988*): This traveling silver bowl may be awarded annually to an individual or club for horticultural excellence. The recipient shall be chosen at the discretion of The Federation Awards Committee from suggestions made by the general membership.

PRESIDENTS' BOWL: A traveling silver bowl awarded to a club for an outstanding community project. Donated in honor of all past State Federation Presidents by Sally Shumway (1983-1985).

AWARD OF EXCELLENCE: The following traveling silver trophies may be presented annually:

Award of Excellence in **Civic Development**

- To a **small** club (1 to 29 members)
- To a **medium** club (30 to 59 members)
- To a **large** club (60 or more members)

Award of Excellence in **Garden Therapy**

- To a **small** club
- To a **medium** club
- To a **large** club

Award of Excellence in **Historic Preservation and Memorial Gardens**

- To a **small** club
- To a **medium** club
- To a **large** club

CONNECTICUT ARBOREAL AWARD: Traveling silver bowls presented for an outstanding Arbor Day project.

To a **small** club (*established 2005*)

To a **medium** club (*established 2005*)

To a **large** club (*established 1984*)

LILLIAN M. RATHBUN AWARD (*established 1990 by the Lyme Garden Club*): A traveling silver bowl may be awarded annually to an individual involved in all phases of garden club work. The recipient shall be chosen at the discretion of The Federation Awards Committee from nominations submitted by the general membership to the Awards Chairman before June 1.

PAULINE B. TYLER AWARD (*established 1990 by The Federation Board of Directors*): A traveling silver bowl may be awarded annually to an individual, couple, garden club or group for excellence in promoting conservation or legislation. The Awards Committee shall choose the recipient from names submitted to the State Conservation Chairman or Awards Chairman by June 1.

YOUTH AWARD OF EXCELLENCE (*established 1993*): A traveling silver tray may be awarded to a club for outstanding work with a Junior Garden Club.

LUCKNER YOUTH AWARD (*established 1993*): A traveling silver bowl may be awarded to a club for outstanding work with a youth group in a school setting.

ENVIRONMENTAL AWARENESS AWARD (*established 1993*): A traveling silver tray may be awarded to a club or individual for outstanding involvement in areas of environmental awareness.

AWARD OF EXCELLENCE IN HORTICULTURE (*established 1998*): A traveling pewter tray may be awarded to a club for outstanding horticulture activity.

NELL M^CGUINNESS MEMORIAL AWARD (*established 2001*): A traveling silver tray established by the Guilford Garden Club in recognition of Nell M^CGuinness' love of floral design. It is to be presented to a member of The Federated Garden Clubs of Connecticut, Inc. for the most outstanding floral design at the Federated Garden Clubs Flower Show held at the Connecticut Flower and Garden Show.

LEE BAUERFELD AWARD (*established 2002*): A traveling silver cup, established by the Branford Garden Club, may be awarded annually to a club or individual for an outstanding civic project that benefits the community both aesthetically and environmentally, and is designed to encourage further improvement.

JOYCE P. HARRIS AWARD (*established 2002*): A traveling pewter bowl awarded for outstanding horticulture achievement in the recipient's club and community. It may be awarded to an individual or a group.

CONSERVATION AWARD (*established 2002*): A traveling silver tray established in memory of Jeanne Lena (1981 - 1983) may be awarded to an individual, couple, or group for excellence in conservation. The Awards Committee shall name the recipient from suggestions submitted to the State Conservation Chairman or the Awards Chairman by June 1.

THE MARY LONCIN FLOWER SHOW AWARD(*established 2004*) \$100 and a traveling pewter bowl and certificate will be awarded to the club [or divided among the participating clubs] for the top evaluated Standard Flower Show in the State. This will be determined by the highest number of points given to a show by the evaluating panel. In case of a tie, the Evaluations committee will make a

decision using the Books of Evidence as criteria. This award was established by FGCCT Past President Mary Loncin to honor her love of floral design and to encourage Connecticut garden clubs to continue that art by holding Standard Flower Shows.

YEARBOOK AWARD OF EXCELLENCE (*established 2004*) may be given to the yearbook that scores 98 or higher. This award is not necessarily given every year, and cannot be awarded to the same garden club in two consecutive years. In the event of a tie, the yearbook cover will be the determining factor. (*See pp 10-11 for scoring*).

TAPESTRY OF DESIGN AWARD (*established 2006*): A traveling pewter vase, awarded to a club for an unusual or outstanding Flower Show, Program, Event Project, or combination of such that promotes the art of Floral Design.

CIVIC CREATIVITY AWARD (*established 2007 by the Suffield Garden Club*) A traveling pewter bowl, awarded to a club for an unusual or outstanding and creative project in the area of civic development.

THE TERRY STOLESON CREATIVE DESIGN AWARD (*established 2007 by Creative Arrangers of Connecticut*) A Rosette of orange and purple ribbons and certificate to be awarded at the CT Flower & Garden Show for the outstanding creative design.

THE ELISABETH SWAIN PROPAGATION AWARD (*Established in 2009 by FGCCT*) A Rosette of green and lime green ribbons and a certificate is given at the CT Flower & Garden Show for an outstanding named horticulture winner scoring 95 or above, propagated by the exhibitor.

HABITAT FOR HUMANITY LANDSCAPE AWARD (*established 2007 by Meg Bremer*) A traveling pewter watering can, awarded to a club for an outstanding landscaping or educational project. *Note: A Book of Evidence is NOT required for this award. See p. 12 for details..*

LANDSCAPE DESIGN COUNCIL AWARD FOR EXCELLENCE IN DESIGN: (*established 1982*) may be given to an individual, a group, or an organization, who has promoted superior design standards through a planned, implemented, and well-maintained landscape. The categories are selected annually. *See pp 13 - 14 for details.*

THE LOVE-LY GARDEN AWARD (*established 2006 in memory of Penny Jarvis*): A Watering Can and a certificate are given by the Gardening Consultants Council, for a garden created with love. The recipient is selected by the Council Awards Committee from recommendations submitted to the Council Chairman by June 15. (*See p 11 for details.*)

THE PENNY JARVIS GARDENING STUDIES SCHOOL SCHOLARSHIP is given annually to a student of this school. (*See www.ctgardenclubs.org for details*)

PUBLICATION AND WEBSITE AWARDS may be awarded annually in the form of certificates. (*See pages 16-18.*) Radio and TV; Publicity Press Book; Promotion of National Garden Week; Website; Video/CD/DVD/Flash Drive; Newsletter; other publications including: manuals and handbooks, educational, horticulture, design, history, membership brochure, calendar, other (cookbook, etc.). *See p 15 et seq for scoring.*

TRIBUTE AWARDS may be awarded to members who have made outstanding contributions in the following categories: Civic Development, Conservation, Design, Garden Therapy, Horticulture, Landscape Design, and Youth. A Tribute Award for All-Around Excellence is also offered. Any member of a Federated Garden Club is eligible. Recommendations should be sent to the Second Vice

President/Membership Chairman by August 15th. Recommendations may also be included with the Annual Reports returned to Board Chairmen.

CERTIFICATE OF ACHIEVEMENT: This award may be conferred upon an individual, a member club, or group of member clubs of The Federation, or an individual, organization, or institution not affiliated with The Federation. It is awarded for outstanding contributions in the following areas:

1. **Civic Development:** Certificate may be awarded for the improvement and beautification of a community. It may also be conferred for planning and planting projects at public buildings or roadsides which may be continuing, yet shall have reached an advanced degree of completion.
2. **Conservation:** For conservation projects, but not limited to soil, water, air, wildlife and plants, but also for conservation of natural resources in the community and state.
3. **Environmental Awareness:** For environmental education projects of exceptional merit, for natural resource restoration projects, and for environmental improvement projects.
4. **Garden Therapy:** For sharing garden knowledge and skills for the therapeutic benefit of individuals of all ages who are ill or disabled.
5. **Historic and Memorial Gardens:** For restoring, establishing, and/or maintaining a garden as a memorial or one which is historically significant.
6. **Horticulture:** For Horticultural Achievement of permanent importance.
7. **Youth Activities:** For promotion of any phase of work with youth by a garden club, fulfilling State and National requirements.
8. **Landscape Design:** For an achievement and /or promotion of significant importance.
9. **Garden Club activity not included above:** Other activities may be eligible to receive this award.

CITATION: May be conferred for any of the preceding Certificate of Achievement categories.

GOOD DEED CITATION (*established 1980*): A thoughtful gesture of goodwill aptly describes this Citation, which recognizes an unusual worthwhile project that otherwise does not fit into the award categories. This might be a small or large one-time project, or a yearly one. Application should be made to The Federation Awards Chairman before June 1.

SPECIAL CERTIFICATE: May be awarded to a club for a project that does not meet the requirements of the preceding categories. Application should be made to The Federation Awards Chairman before June 1st.

CLUB CERTIFICATE OF APPRECIATION (*established 1978*) This award allows each individual club to recognize outstanding work, length of service, or whatever is applicable to honor one of its members in a fitting manner in any given year. Applications must be sent to the Federation Awards Chairman by June 1. The recommendation must be approved by the Awards Committee. Only one Certificate of Appreciation per club per year.

FEDERATION AWARDS LISTED BY CATEGORIES

CIVIC DEVELOPMENT – Presidents' Bowl, Award of Excellence (3 sizes of clubs), CT Arboreal Award (3 sizes of clubs), Lee Bauerfeld Award, Civic Responsibility Award

COMMUNICATIONS – see Public Relations, below

CONSERVATION – Pauline B. Tyler Award, Conservation

ENVIRONMENTAL AWARENESS – Environmental Awareness Award

FLORAL DESIGN – Tapestry of Design Award, Mary Loncin Award

FLOWER SHOW STATE AWARDS– Nell McGuinness Memorial Award, Terry Stoleson Creative Design Award, Elisabeth Swain Propagation Award

GARDEN THERAPY – Award of Excellence (3 club sizes)

HABITAT FOR HUMANITY LANDSCAPING, (*and see page 12*)

HISTORIC/MEMORIAL/PUBLIC GARDENS – Award of Excellence (3 sizes of clubs)

HORTICULTURE – Ellen Carder Award, Mary Freng Sherley Award (club or individual), Joyce P. Harris Award, Award of Excellence in Horticulture, Elisabeth Swain Propagation Award

OUTSTANDING GARDEN CLUB ACTIVITY – Lucille Schavoir Award, Lillian M. Rathbun Award (individual)

PUBLIC RELATIONS – Newsletters, Publicity Press Books, other publications, web sites and electronic presentations (*page 15*). Yearbooks, (*see page 16*)

OTHER PUBLICATIONS A Certificate of Merit may be awarded for the best publications in the fields of manuals, educational pamphlets, horticulture, design, history, membership, calendars, and other, such as cookbooks.

SCHOLARSHIP – *See FGCCCT website for further information.*

SPECIAL COUNCIL AWARDS – Gardening Consultants Council 'Love-ly Garden Award' (*see page 11*), Gardening Consultants Penny Jarvis Scholarship (*page 11*), Landscape Design Council Award (*see pages 13 - 14*).

TRIBUTE – (*see page 7 and p 16*)

YOUTH – Youth Award of Excellence, Luckner Youth Award

NGC SCALE OF POINTS

(exceptions Publications and Communications, Flower Show Achievement)

Presentation 5 points neat, concise, includes all required information, does not exceed specified size.

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

Participation 15 points size of club; involvement of members, community, residents in facilities, others

Record or Documentation 15 points supporting data as applicable, clear, well-labeled before and 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

SCALE OF POINTS FOR NGC AWARDS OF EXCELLENCE - see current NGC Awards List

NGC SCALE OF POINTS – PUBLICITY PRESS BOOK AWARD # 44

Presentation 15 points meets all requirements (from NGC Awards List:), neatly presented

Quality 40 points articles well written; publicity related to projects and/or activities

Quantity 25 points articles for each month (take in consideration dark months), use of varied publications and media (newspaper coverage is difficult, especially in larger cities), magazines, newsletters, notices/flyers, journals, etc.

Diversity 20 points local, council, district, state, national, other

TOTAL 100 POINTS

NGC SCALE OF POINTS FOR WEBSITE #63

Presentation 25 points design/appearance: attractive, engaging, easy to view; layout

Navigation 35 points ease of navigation, navigation system (bar, map, etc.) logical flow of pages, clear page headers, links active

Achievement 20 points Club/group information present/ease to find, educational

Promotion 10 points promotion of NGC objectives

Maintenance 10 points Does it appear to be updated?

TOTAL 100 points

NGC SCALE OF POINTS FOR PUBLICATIONS AWARDS #3, #12, #13

Presentation 5 points application includes brief description of publication or communication, club membership, no limit on number of pages in publication. *Submit applications in an envelope.*

Achievement 65 points educational, informative, accuracy, clarity of subject; quality of printing, photography, and/or graphics; coverage received; general appeal

Promotes NGC Objectives 15 points

Record or Documentation 15 points number of copies distributed/sold, how distributed; financial information, cost of publishing, price, if sold, market seen

TOTAL 100 points

NGC SCALE OF POINTS FOR YEARBOOK AWARDS #16A OR 16G

Format 15 points

- A. Book structure – practical, durable, neat 3
- B. Arrangement of contents
 - 1. Cover: name of club, town, state, year (design optional) 2
If permanent binder cover is used, substitute with paper cover and include required cover information
 - 2. Title Page: name of club,, town, state, year, number of members, affiliated organizations (district, state, region, NGC, other) 2
 - 3. Subsequent pages (in any order most useful to members): club officers, club membership roster with complete mailing addresses and telephone numbers; names and addresses of NGC President, Regional Director, State President, State District Director, Council President (if any), Calendar of events 8
 - 4. Options: club’s choice to include bylaws, fund raising, roll call, NGC/Region/State themes, club theme, if used, should be evident throughout the book 0

Programs 50 points indicate if a special interest club (Ex. Horticulture only, Design only, etc.)
Study on variety of NGC Goals and Objectives such as: Birds, Blue Star Memorials, Butterflies, Civic Achievement, Conservation, Environment, Floral Design, Historic Preservation, Horticulture, Horticulture Therapy, Landscape Design, Legislation, Litter Control, Roadside Beautification, US & World Gardens, Wildflowers, World Gardening, Youth, etc.

- A. At least 7 meetings a year (3), date/location/address, time of meeting (3), speaker’s name, qualifications (brief) program title (4) 10
- B. Variety of program topics (theme not required) 12
- C. Variety of styles of programs (lectures, slides, power point, tours, etc.) 12
- D, Variety of speakers (specialists, members, panels, etc.) 12
- E. Portion or all of program explaining projects of NGC President 2
- F. Portion or full program on NGC Member Service items 2

Projects 35 points Projects involve actual membership participation that benefits the community and furthers NGC Goals and Objectives (does not include fund-raising or social activities).

- A. List continuing and new projects 15
- B. Give a brief description of projects: location, how others benefit, how members are expected to participate, chairman, etc. 10
- C. List donations: amount, in-kind donations, to whom; sale of State/NGC products (Vision of Beauty Calendars, state cookbooks, etc. 10

Total 100 points

**The following pages contain requirements and scoring for FGCCT Awards
not judged by NGC Basic Scoring System**

GARDENING CONSULTANTS COUNCIL AWARDS

Applications for the Love-ly Garden Award and the Penny Jarvis Gardening Study School Scholarship may be found on-line at www.ctgardenclubs.org .

The Love-ly Garden Award was established in 2006 to recognize someone who “loves to garden”.

GUIDELINES

- The gardener must be a member of a club of The Federated Garden Clubs of CT.
- A gardener may nominate her own garden.
- Nominations from friends or club members should first be approved by the garden owner. This aids immensely with receiving “before” and “after” pictures and with the gardener’s story, since the emphasis is on someone who “loves to garden”.
- The garden must be established by and maintained by the garden owner.
- If significant changes have been made during a 5-year period, the garden can be re-nominated for the award.

Scoring for the Love-ly Garden Award

Garden Location # _____	
<u>Story of garden and gardener</u> _____	10
Organization of Garden:	
<u>Design</u> _____	20
Flow	5
Suitability	5
Beauty	5
Distinction	5
<u>Creativity / Expression</u> _____	40
Gardener’s imagination,	10
Use of Color	10
Landscape Challenges	10
Changes to Enhance Property	10
<u>Plant material</u> _____	20
Choice, condition, creativity, appropriate(each 5)	
<u>Overall Impression</u> _____	10

(Consider Elements of Design: Light, Texture, Form, Line, Space, Size, Pattern & Color)

Comments:

Total 100

The Gardening Consultants Council also offers a scholarship for Gardening Studies School. Information is available on The Federation’s website (www.ctgardenclubs.org), and from the Council chairman.

HABITAT FOR HUMANITY LANDSCAPING

A single sheet of paper, with pictures on the back, in a clear plastic sheet protector

Garden Club Name

President or Club Habitat Chairman

Number of Club Members

Project title

Number of participants:

- a. club members
- b. others

How financed:

- a. Walk-a-Thon money
- b. Gifts in kind
- c. Materials from members
- d. Plants from members
- e. Other

Homeowner's participation/response

Follow-up Program for homeowner

Pictures:

- a. Before
- b. During installation
- c. At completion

If your project is selected to go on to NGC, an Application Form will be needed.

LANDSCAPE DESIGN COUNCIL AWARD FOR EXCELLENCE IN DESIGN

Applications may be found at www.ctgardenclubs.org

(Established 1982) may be given to an individual, group, or organization who has promoted superior design standards throughout planned, implemented and well-maintained landscape. The categories are selected annually. An application for the Award may be obtained from the Chairman of the Landscape Design Council, or from the Evaluation Panel Chairman of the Council.

Basic principles and elements of Landscape Design (*see attached 'Standards for Evaluating Landscape Design', p. 15*) will be the guideline for evaluation. In its deliberation, the Evaluation Panel will place emphasis on aesthetic appeal, functional qualities, and maintenance.

Format of Award: The certificate will be suitable for framing and/or display. It will be well-designed, with an appropriate logo or border, and written in an attractive calligraphic style. The Award is given to the property owner - not the designer or architect. National Awards are listed in the most recent Landscape Design Council Manual. The Council also presents a silver bowl or tray to the winner.

Requirements: This Award may, or may not, be given every year. It is awarded only in those instances where marked design superiority is evident.

Mechanics:

- 1) The Landscape Design Council will establish an **Evaluation Panel** composed of active Council members representing a broad geographic area of the State of Connecticut.
- 2) Applications for the Award will be solicited through the *Connecticut Federation NEWS* and through Landscape Design Council members. Any Federated Garden Club or Club member may apply on behalf of a deserving property by writing directly to the Landscape Design Council Chairman.
- 3) The Evaluations Panel Chairman will send an application form to the applicant, who will fill it out and return it to the Panel Chairman. The Panel will visit the property one or more times, depending on seasonal considerations.
- 4) The Evaluations Panel will reach its decision and forward the necessary information to The Federation Awards Chairman by July 15.

Recipients: Only one category will be eligible annually, and these categories will be selected on a rotating basis. Categories for awards may be corporate, civic, commercial, private, multiple-housing complexes, residential development complexes, elderly housing, condominiums, or historic sites.

STANDARDS FOR EVALUATING LANDSCAPE DESIGN

National Garden Clubs, Inc.

Value		Score
I) First impression	5	_____
II) Suitability of design to purpose	5	_____
III) Design (45 %)		
A) Functional Aspect		
1) Suitability to site	5	_____
2) Creation and utilization of space (Including circulation patterns, activities, rest areas, etc.)	15	_____
B) Aesthetic aspect		
1) Design principles employed successfully (Proportion, scale, balance, dominance, rhythm, and contrast)	10	_____
2) Design elements applied successfully (line, form, pattern, texture, and color)	10	_____
3) Originality and distinction (including unusual qualities, features, accents, and enhancements) Subordination of un- suitable structures or geological features, successful solution of site problems	5	_____
IV) Implementation (30 %)		
A) Materials and structures		
1) Suitability to purpose, site, and design	15	_____
2) Perfection of details	5	_____
B) Plant materials (suitability to purpose, site, and design)	10	_____
V) Maintenance (10%)		
A) Incorporation of maintenance awareness into design and selection of materials	5	_____
B) Current sustained maintenance (degree of perfection of plants, structures, and surface materials)	5	_____
VI) Final impression	5	_____
	100	_____

Note: For Exhibition Gardens, increase values of I and VI to 10 points and delete maintenance.

PUBLICATIONS AWARDS

NEWSLETTERS

An FGCCT Certificate of Achievement may be awarded to the winning newsletter in each club size. Three issues of your newsletters should be submitted to the Public Relations Chairman by 15 Dec, to ensure winning ones go to NGC by Jan 15. Citations are awarded to runners-up. Scoring according to NGC criteria listed on page 10

OTHER PUBLICATIONS

An FGCCT Certificate of Merit may be awarded for the best publications in the fields of manuals, educational pamphlets, horticulture, design, history, membership, calendars, and other, such as cookbooks. Certificates of Achievement and Citations are awarded to runners-up

Scale of points for newsletters and other publications on page 10

PUBLICITY PRESS BOOKS

see Award # 44, NGC Awards list

Due Dates: State Chairman by January 25
Regional Chairman by February 23 – 1st place winners only
National Chairman by March 23 – NER 1st place winners

Club Size (*see p 1*) **for FGCCT** – Small 29 and under, Medium 30-59, Large 60 and over
for NGC – Small 29 and under, Medium 30-99, Large 100 and over

Eligibility – Member Garden Club, Group of clubs, councils, districts, Affiliated Garden Center

Requirements for Preparing Publicity Press Book

1. Label on outside cover: number and name of NGC award, category, name of club/s, city and state.
2. Submit in report cover or folder; 8 ½ x 11' or 9 x 12". No heavy scrapbooks or oversized portfolios. There is no limit on the number of pages. Plastic page protectors may be used.
3. Material must consist only of newspaper, magazine, newsletter or any printed publication clippings with the 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. Include Table of Contents. Affix contents in chronological order January 1 through December 31.
5. Clippings evenly cut. No loose clippings permitted.
6. Each published item must contain the name of organization and/or individual/s identified as a member of the organization. Underline first use of name of organization and/or member in each article.
7. Articles should include who, what, when, where, etc.; publicity should relate to organization's or individual's projects and/or activities; promotion of NGC objectives and goals
- 8.

Scale of points for #44 on page 9

WEBSITE, OTHER ELECTRONIC PRESENTATIONS (flash drive, facebook, blog, twitter, et al.)
See page 9 for scoring.

YEARBOOKS

see NGC Award # 16

FGCCT: An **Award of Excellence** may be given to the yearbook that scores 98 or higher. This award is not necessarily given every year, and cannot be awarded to the same garden club in two consecutive years. In the event of a tie, the yearbook cover will be the determining factor.

3 copies should be submitted to The Federation Yearbook Chairman by **NOVEMBER 15**. Yearbooks are accepted for competition either on a calendar year or a program year, and the period must include some meetings in The Federation's Awards Year, and in the NGC Awards Year..

National Garden Clubs Award #16A

A **Certificate of Merit** 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. No envelope necessary.

- | | | |
|--------------------------|---------------|-----------------|
| 1. Club under 20 members | 2. Club 20-29 | 3. Club 30-44 |
| 4. Club 45-69 | 5. Club 70-99 | 6. Club 100-299 |
| 7. Club 300 or more | | |

These club sizes are for FGCCT and NGC

Scale of points on page 10

Council Yearbooks are also eligible to receive awards. See www.gardenclub.org .

SCHOLARSHIP PROGRAMS

NGC and FGCCT Scholarship information is listed on the FGCCT website: www.ctgardenclubs.org, with appropriate forms. NGC forms also available at www.gardenclub.org.

TRIBUTE AWARDS

See pages 6-7.

FLOWER SHOW INFORMATION

THE EASY WHO, WHY, WHEN OF FLOWER SHOW PLANNING

Has your club lately considered putting on a Flower Show? One show does all this: showcases members' talents, educates members and the public about horticulture and design, builds teamwork among members, develops organizational skills, and creates a venue for fun. A small Standard Flower Show consists of only 20 or more horticulture exhibits and 12 to 19 designs. A Special Exhibits Division is optional.

You can begin planning any size show by reviewing the *Handbook for Flower Shows*, 2007 edition. Then contact the **State Flower Show Advisor**, Sophie Kelley, kelleysz@att.net with your show date as soon as possible. This notification will ensure the availability of judges for your chosen date.

Using your Handbook as your guide, submit two copies of your Working Schedule as soon as possible, by mail or e-mail attachment to **The State Flower Show Schedule Advisor at least six months** in advance of your show.

You may want to contact the **Evaluations Chairman**, June Klopfer togarden4u@gmail.com, to have your show evaluated. Having your show evaluated allows application for a National Garden Club Flower Show Award of Achievement, and is a constructive critique to aid you in your next show.

The State Flower Show Schedule Advisor will work with you to make certain your schedule meets the requirements of a Standard Flower Show. *Once the final schedule has been approved by the State Schedule Chairman, please do not make further changes without her knowledge.* Errors have been made this way and will affect the outcome of your show, especially if your show is being evaluated.

A complete step-by-step instruction sheet will be given to your club president at the September 19 President's Day meeting. Upon request, I will also be happy to send you one by mail.

Note that a \$100 grant, to defray costs of the flower show, is available. An application will be sent by our State Flower Show Schedule Advisor. The grant is awarded at the completion of the Show. **Happy Planning!**

Note: This article by Maria Nahom, Judges Council Chairman, appeared in the September 2011 CT Federation News.

Recommendations for presenting a Standard Flower Show (or Small Standard Flower Show) are listed in the 2007 edition of Handbook for Flower Shows, beginning on page 1. The first three chapters of the Handbook detail many of the 'how to's, but there are some areas where The Federated Garden Clubs of Connecticut practices need to be noticed., and followed.

THE WHO, WHY, WHEN AND WHERE OF FLOWER SHOW PLANNING

(Whom to contact, why, when and where)

1. Review the *Handbook for Flower Shows, 2007 Edition* to begin planning your show.
2. Contact the **State Schedule Advisor** with your show date as soon as possible. This will ensure the availability of Judges for your chosen date.
3. If you want your show evaluated, contact the **Evaluations Chairman**.
4. Using your *Handbook for Flower Shows* as your guide, write and submit two (2) copies of your Working Schedule to the **State Schedule Advisor at least six months** in advance of your show date. You may send the schedule by email as an attachment. Please do not include outsize print or graphics.
5. Once the schedule has been amended to meet the requirements of a Standard Flower Show, the Schedule can help you decide on the number of Judges required.

6. Your Judges Chairman then selects a list of Judges (your Club President will have the list) and sends this list to the **Credentials Chairman**, who will verify that the judges' credentials are up to date. Please be sure to do this BEFORE inviting judges. Some Judges may be renewing their certificates and may not be eligible to judge your show.
7. When your Judges Chairman receives the approved list of Judges, she will invite the Judges in writing to participate in your show. An email is acceptable, as long as it is written in a letter format. Invite several additional Judges to be alternates if a judge on your list is unable to serve at the last minute. Do not ask Student Judges to be alternates. They cannot serve on an Evaluation panel, and we cannot have two students on one panel. The fall 2006 National Gardener, page 12, states "It is the duty of the Judges' Chairman to find a replacement for that judge. The judge should never arrange for her or his replacement directly." It is necessary to notify the **Credentials Chairman** any time you are making any replacements on your roster of Judges.
8. The **Evaluations Chairman** will assign all judging panels and provide the information needed to have your show evaluated. As soon as you have received your approved schedule and approved list of Judges (at least 6 to 8 weeks ahead of the show date) mail two (2) copies of each to the **Evaluations Chairman**.
9. Your Awards Chairman can get information for ordering ribbons for CT. Awards and entry cards from the Federated Garden Clubs office in Branford (203) 488-5528. Order National Council ribbons and entry cards through your Member Services catalog.
10. Approximately one month before the show, your Judges Chairman sends copies of the schedule, directions and any special instructions to the invited Judges. The **Evaluations Chairman** will send a list of the panels to each of the Judges, your President, your Show Chairman and your Judges Chairman.
11. Send two (2) copies of the final schedule (printed program) to the **State Schedule Advisor** at the time of the show. Also send a copy of the final schedule and list of the Judges who actually judged the show to the **Credentials Chairman**.

Obtain the names and addresses of the mentioned Chairmen from the Judges' Council Chairman or from the **June/July Connecticut Federation NEWS**. Each of the above Chairmen can send instructions that are more detailed or would be happy to answer your questions by telephone. Don't hesitate to call them and, most importantly,

ENJOY YOUR FLOWER SHOW.

The Federated Garden Clubs Inc. Judges Council

September 2004 (revised March 2007) (revised November 2010)

Preparing a Schedule for a Standard NGC Flower Show

If you are planning a **Small** Standard NGC Flower Show, read chapter 1 and chapter 2 of the *Handbook for Flower Shows, 2007 edition*.

If you are planning a **Regular** Standard Flower Show, read chapters 1-4 completely. If you do not, you will miss important information regarding a Standard Flower Show.

The pages that your Schedule must contain are a **Cover, General Rules, Design Division Rules**, listing **Top Exhibitor's Awards** offered and **Scale of Points** (or at least page reference in *Handbook*), **Design Division Classes, Horticulture Rules**, listing **Top Exhibitor's Awards** offered and **Scale/s of Points** (or at least page reference/s in *Handbook*), **Special Exhibit Division** (if included), **Top Special Exhibit Awards** offered, and **Scale of Points** (or at least page reference in *Handbook*) and a last page giving the names of the Club President and Flower Show Committee List.

Schedule Format

1. Read requirements for Show
2. Specific requirements for cover page or inside cover
3. Design Division Rules
4. Design Division
5. Top Design Awards
6. Horticulture Division Rules
7. Horticulture Division
8. Top Horticulture Awards
9. Special Exhibit Rules
10. Special Exhibits
11. Special Exhibit Top Awards
12. Scale of Points

NGC FLOWER SHOW ACHIEVEMENT AWARD CHECK LIST

see gardenclub.org/forms

A list and requirements for the highly prestigious NGC Flower Show Achievement Awards are given in *Handbook for Flower Shows* and in the fall issue of *The National Gardener* in odd-numbered years. *This document is a form on the NGC website.*

A. APPLYING FOR AN AWARD *HB p 55*

Local Flower Show Chairman contacts State Awards Chairman/State Flower Show Awards Chairman well in advance of show. Each state might have a specific State Chairman, procedure and/or application form.

√? Letter/application sent _____

Letter of intent must include the name of the sponsoring organization, address for mailings, show date/s, location, theme, and names, addresses and status of judges judging show, as well as the name, number and size category of NGC Achievement Award sought.

Each show is eligible for only one (1) NGC Standard Flower Show Achievement Award. Exception: An Adult NGC member club whose flower show includes a Youth section eligible for a Youth Achievement Award may apply for both an Adult Achievement Award and a Youth Achievement Award. If a club sponsors more than one Standard Flower Show in a calendar year, each show may be considered for an Achievement Award.

2. State Chairman secures a Panel of three Evaluating Judges from the list provided by club. State Chairman will provide this Panel with “Standard Flower Show Evaluation Scale”. (Also, it is suggested that the Judges Chairman prepare self addressed, stamped envelopes that are addressed to the proper person for sending completed form to.) (form on www.gardenclub.org)

State Chairman will notify Local Show Chairman of the names of the Evaluating Panel.

√? Club advised on _____

4. Clubs may assign fewer classes to the Evaluating Panel to judge.

B. DETERMINING IF FLOWER SHOW IS ELIGIBLE FOR NGC AWARD *HB p57-60*

The Panel evaluates the show on the schedule, actual and theme staging, quality and exhibition of horticulture, interpretation of schedule and artistic concept of the designs, and the special exhibits.

The Panel’s scores must average 95 or more for the show to be considered for an Achievement Award.

A Panel member will immediately notify the General Chairman if the show scores 95 or more.

√? Yes _____ No _____

C. DURING THE FLOWER SHOW

Collect information for preparing Book of Evidence: for writing Show Description, statistics for Show Data (form on www.gardenclub.org).

Take photographs: √? show entrance, √? theme staging in all divisions, √? overall views of each division’s staging, √? unique staging, √? Top Exhibitor Award winning exhibits, √? Special Exhibits, , √? special features.

Photo suggestion: move horticulture in front of blank wall or place cardboard behind horticulture and/or design exhibits for clear, uncluttered picture of winners.

Collect information necessary to label and give word description of all photos.

D. COMPILATION OF BOOK OF EVIDENCE *HB 61-63*

Requirements in **bold type**, the balance are suggestions.

Use theme binder or amphil folder (not a ring binder).

Attach envelope to inside back cover. Include one copy of the schedule. The State Chairman will put Evaluation Forms in this envelope. Do not include programs, educational hand-outs, newspaper articles, etc.

State Awards Chairman will affix application form to inside front cover. Use the specific NGC Flower Show Achievement Award Application (form at www.gardenclub.org). Each state may have its own procedure.

Use clear protective page covers.

Cover Label: Award Number & Name, (or vice versa) Name of State or Country, Name/s of Show Sponsors (Club/s, Plant Society, Council, District, State or Region) with Show Site (City & State). Do not include state award numbers/names. **Neatly printed, typed, or computer generated, but no decorative art work.**

Pages: Uncrowded & legible printing & drawings. No more than 20 pages (using 10 sheets, front and back) with no loose items. Judges will not remove nor consider loose hand-outs, flyers or publicity. Use space wisely.

Contents:

Title Page: Award Number & Name (or vice versa), Sponsoring Organization with City & State, Applicant Contact with address (President, Director or Show Chairman, etc.) Do not include any state information. Since pages are limited, Title page and Table of Contents may both be on the first page.

Table of Contents: List items by page number. Number the pages.

Description of Show – 300 words or less. Text should include: title, size, scope, type of show, theme and division staging, and special features. The Description should immediately follow the Table of Contents. Include required information; describe theme staging, unique actual staging, and special features that made the show outstanding or unusual. Do not write about prior committee work or hospitality. Save the statistics for the Show Data Form.

Show Data: This information must appear in the body of the application as well as on the application form. Should immediately follow the Show Description. Also use this information for the Show Data Form. The form may be used as printed or may be re-typed using the same one-page format. (form on www.gardenclub.org)

List of sponsoring clubs and/or organization – if more than one.

Number of members in sponsoring organization/s. If Council, District or State, give number of clubs in sponsoring organization.

Number of participating members. If Council, District or State, give number of participating clubs.

Percentage of participating members. If Council, District or State, give percentage of participating clubs. Participation may include work on committees, serving as hostesses, etc.

Total number of exhibits in Horticulture, Design and Special Exhibits Division

List Top Exhibitor Awards offered and awarded. State if award was not presented. Do not list Special Club Awards or non NGC Top Exhibitor Awards such as Award of Appreciation.

Source of flower show funding, ex. general club funds, annual plant sale, admission. Full financial report is not required.

Photographs:

Remember those judging the Book of Evidence were not at the show. The Book of Evidence must convey an overall descriptive picture of the show in photos and the text labeling.

Omit people if possible.

Need not be professional pictures. Photos should be large, in focus with good lighting; neatly trimmed; trimming with fancy scissors is usually detracting.

Top Exhibitor Award winning exhibits. Pictures of all Top Exhibitor Award Winners in all divisions are needed. Horticulture award winners may be grouped together for one picture.

Do not include local award winners or non-Top Exhibitor Award winners such as Sweepstakes and Award of Appreciation winners unless you have extra space to fill. Additional photos of club/local award winners and other outstanding non top award winning exhibits are optional and may add interest to the book –only include if there is room.

Each picture labeled with Division, Section, Class, award (if applicable) and brief description of staging. Label Top Horticulture Award winners with sections & classes, botanical names, awards received. Label Top Design winners with sections & classes, design description, awards received and staging and type of plant material used. Label Special Exhibits with word descriptions and staging.

Staging:

Theme staging and actual staging, with overall views within each division; also staging of individual sections in all divisions. Photos and word descriptions tell how the theme was interpreted in all divisions, ex. entrance, posters, sections/classes signs, objects, color/s, etc. Label the photos.

Overall views of each division: Photos and word descriptions of how horticulture, designs and special exhibits were actually staged, ex. shelves stacked on clay pots, pedestals. Label the photos.

Publicity:

Newspaper and other publications, with name and date of publication. City/county newspaper publicity preferred, but not mandatory. Scripts or schedules from radio/TV broadcasts, flyers, and pictures of posters displayed in public buildings are also acceptable. Publicity is the last item in the book of evidence. Large newspaper articles may be reduced on copier.

Schedule:

Only one copy is placed in envelope attached to inside back cover.

The Schedule will be evaluated for correctness of text, all necessary inclusions; theme, terminology, rules, conformance to NGC requirements.

Conformance:

Adherence to the sequential order and requirements requested.

Distinction:

Evidence of quality exhibits, creative staging (appropriate to site), overall unity, plus special features.

E. SUBMITTING THE BOOK OF EVIDENCE

Books of Evidence must first be evaluated on the state level by a panel of three (3) Accredited Judges. Follow the procedure recommended by the Handbook for Flower Shows, 2007 edition.

The State Chairman will include the Evaluating Panel's Evaluation Forms before submitting the Book of Evidence to NGC Awards Chairman for judging.

The Book of Evidence is 25% of score, the averaged scores of the Evaluating Panel is 75%. The combined score must be 95 or more to receive NGC Flower Show Achievement Award. See HB p 64.

Jo Krallman, NGC Flower Show Achievement Awards Chairman

PREPARING A SCHEDULE FOR A STANDARD NGC FLOWER SHOW

Schedule Format – Handbook (HB) pages 25 - 31, 306 - 308

- **Cover**
- **General Rules pp. 306 - 307**
- **Horticulture Division Rules, including Top NGC and CT Awards offered. Scales of Points**
- **Horticulture Division Classes**
- **Design Division Rules, including Top NGC and CT Awards offered. Scale of Points**
- **Design Division Classes**
- **Special Exhibit Division Rules, including Top NGC and CT Awards offered. Scale of Points**
- **Special Exhibits, which may include Sections for Artistic Crafts, and Youth**

This document is from the NGC web site

National Garden Clubs, Inc.

**SCALE OF POINTS FOR EVALUATING
STANDARD FLOWER SHOW SCHEDULES**

Use this evaluation whenever Standard Flower Show (SFS) schedules are reviewed for accuracy. This includes Student Judges when writing a schedule for credit. This document is from NGC website, www.gardenclub.org

A. GENERAL INFORMATION (may be on cover and/or title page)..... 7 pts.

Name of club presenting show.

Location of show with complete address.

Appropriate show theme or title.

Date: times of opening and closing.

Stated: A Standard Flower Show, Small-Standard Flower Show, Petite Standard Flower Show, Petite-Small Standard Flower Show or Advanced Standard Flower Show.

Stated: Open and Free to Public, Open and price of admission, or by invitation.

Stated: Member of NGC, Region, District #, & name of local affiliations (if any).

B. FORMAT..... 4 pts.

Cover and/or title page.

Table of Contents (optional) but all pages must be numbered.

Committee Chairmen with telephone numbers listed.

General Rules.

Standard System of Awards & Top Exhibitor Awards being offered.

Must be stated in full or with *Handbook for Flower Show* page references.

Include minimum requirements, and sections & classes where offered. (Top Exhibitor Awards may be listed within appropriate division.)

Divisions – order is determined by staging requirements.

Division I: Horticulture or Design – Specific division rules.

Sections, and classes, may include an Invitational Section.

Division II: Horticulture or Design – specific division rules.

Sections, and classes, may include an Invitational Section

Division III: Special Exhibits – May include sections that apply toward an Achievement Award: Educational, Youth, Sponsored Groups, Gardens, and/or

sections that do not apply toward an achievement award: Artistic Crafts, Invitational & Commercial

C. GENERAL RULES.....17pts.

Stated information applying to the entire show..... 11

Who may enter exhibit/s in each division.

Complete procedure for making entries – if procedure varies from division to division, state within Division Rules

Date/s, time and place for accepting and removing exhibits.

Time of judging

Specify chairmen to be present during judging.

Specify obligation of the Classification Chairman –checks for conformity to the schedule

Stated: decision of the judges is final. Awards may be withheld if not merited.

Clarify State policy concerning use of State’s native plants, noxious plants & those on its conservation list.

State: there must be an emphasis on fresh plant material. No artificial plant material in any division.

Correctness and clarity of all stated rules6

D. AWARDS.....10 pts.

Information to be stated. 6

List: all places, ribbon colors & point values with statement that the NGC Standard System of Awards will be used for all competitive judging

List: all Top Exhibitor Awards being offered with either full descriptions or Handbook pages. Include: minimum number of exhibits and classes required: identify sections/classes eligible.

Correctness of awards offered4

E. HORTICULTURE RULES AND CLASSES30 pts.

Information to be stated:..... 14

a. All plant material must be fresh and have been grown by the exhibitor.

b. Rule regarding period of ownership prior to show.

c. All entry cards are to be filled out in advance, (if possible)-Typed, Water proof ink, labels or pencil. Advise how entry cards may be obtained.

d. Specify restrictions on potted plant containers.

e. All entries are to be labeled by genus, species, and/or variety, common name may also be given.

f. Specify who is to furnish cut specimen containers, if required of the exhibitor, specify clear, preferable colorless, glass bottles.

Include type of wedging and anchoring allowed.

Classification Committee has authority to subdivide classes as necessary.

(optional, since already allowed in the Handbook without schedule authorization).

Correctness and clarity of stated rules 3

Correctness of Horticulture classes with all correct botanical spelling.....6

F. DESIGN RULES AND CLASSES.....23 pts.

Information to be stated.....14

Design must be the work of one individual, exception: Club

Competition Award, but Plant material need not have been grown

by exhibitor, unless schedule requires.

Fresh plant material may not ever be treated in any manner.

If designer is unable to fulfill assignment, it is the designer's responsibility to find a replacement. This procedure applies when advanced entries are required.

Dimensions of allocated design space (Frames of Reference) and all provided background/staging. State if designer must provide own staging need.

Design Scale of Points (optional) or state Handbook pages

State: Freedom of style: Traditional Style, Creative Style for all designs with or without required type.

List things permitted without schedule approval or refer to Handbook page

Correctness and clarity of stated rules..... 3

Correctness and clarity of Design Classes.....6

G. SPECIAL EXHIBITS DIVISION..... 10 pts.

Information to be stated 6

a. If Educational Exhibits are included.

- 1) Phrase or paragraph describing each Educational Exhibit.
- 2) Description of staging facilities in all sections: Size of exhibiting area, background color, tables, restrictions.
- 3) Competitive or non-competitive

b. If Youth/Sponsored Group/Gardens are included. (If not included, all points apply to Educational Exhibits.)

- 1) Types of exhibits required
- 2) Age groups, if applicable.
- 3) Rules governing specific group/s participating, if applicable.

Correctness and clarity of this Division.....4

H. THEME OR TITLE EXPRESSED THROUGHOUT ENTIRE SCHEDULE6 pts.

Division and Sectional sub-titles related to overall theme.....3

Design Class titles appropriate..... 3

MAXIMUM: 100 pts.

TOTAL SCORE _____

COMMENTS:

TOP NGC STANDARD FLOWER SHOW AWARDS

Must be listed in Schedule to be offered See HB pages 297 – 308)

Horticulture Division: HB pages 42-45

- **Award of Horticultural Excellence** – Division Award
- Up to 5 **Awards of Merit** – Section Awards
- Up to two **Growers' Choice Awards** -- Section Awards
- Up to two **Arboreal Awards** – Section Awards
- Up to two **Collectors Showcase Awards** -- Section Awards

Design Division: HB pages 45-49

- **Award of Design Excellence** – Division Award
- **Holiday Excellence Award** – Division Award
- Up to two **Tricolor Awards** – Section Awards
- Up to two **Awards of Distinction** – Section Awards
- Up to two **Designer's Choice Awards** – Section Awards
- Up to two **Table Artistry Awards** – Section Awards
- Up to two **Petite Awards** – Section Awards, except when other Top Awards are offered in a Standard Petite Flower Show.

Special Exhibit Division HB pages 49-51

- **Educational Award** – Section Award
- **Youth Top Exhibitor Awards** up to three in each age level, in Horticulture, Design, and Special Exhibits. Note that Youth Awards need score only 90 or more, rather than the 95 required for adult awards.

Club Competition Award – Section Award – one each in Horticulture, Design, and Special Exhibits -- Garden Section. *HB pages 52-53*

Additional NGC Awards *HB pages 53-54* –These do not count for NGC Flower Show

Achievement Award

- **Artistic Craft Award** – Section Award
- **Best-in-Show Award** – one in Horticulture and one in Design, if no other Top Awards has been offered in that Division
- **Award of Appreciation** – non-competitive, in Special Exhibits Division
- **Sweepstakes Award** – one in Horticulture, one in Design, or one in both divisions
- **Special Award** – presented in recognition of individual effort or contribution to the success of any size Standard Flower Show. Any number may be given.

TOP FEDERATED GARDEN CLUBS OF CONNECTICUT AWARDS

(These must also be listed in the schedule)

- **Connecticut Judges Design Award** – Gold Rosette – This award may be given to an outstanding exhibit, scoring 95 or more, in a design class which is not eligible for an NGC Award. Only one may be given per show.

- **Connecticut Judges Special Award** – Yellow and White Rosette – This award may be given to one Educational or Special Exhibit, which scores 94 or more and awakens interest in a subject and stimulates the viewer to learn more. There are no space requirements.

<u>Scale of Points</u>	
40	Achieves objective of involving viewer
20	One dominant thought
20	Staging
10	Theme and conformity
<u>10</u>	Accuracy
100	Total

- **Connecticut Silver and Blue Rosette** – (scoring 90 or more on NGC scale) – A Standard Flower Show award in recognition of Educational and Special Exhibits that may be given at the discretion of the judges (one or more per show). This award is offered to exhibits eligible for the Educational Award so that it is possible for each outstanding exhibit to receive an award. This award may be presented to other than garden club members exhibits which qualify. NOTE: The Educational Award requires 95 points or more with specific space requirements. This award should score 90 or more and has no space requirements
- **Connecticut Silver and Pink Award**– A Standard Flower Show Award in recognition of Youth Educational and Special Exhibits may be given at the discretion of the judges. This award may be offered to exhibits eligible for Youth Awards in Special Exhibits at all levels making it possible for each outstanding exhibit to receive an award. NOTE: This award may be viewed as comparable to the CT Silver and Blue, but in the Youth Division. Exhibits should score 90 or above. More than one may be given in the show.
- **Connecticut Garden Award** – A Rosette of Green and White Ribbons – This may be awarded to the outstanding garden scoring 95 or above in a Standard Flower Show and/or a House and Garden Show or Tour.

<u>Scale of Points</u>	
30	Design of garden and special features
25	Plant quality and suitability
15	Color harmony
15	Relationship to house or building
<u>15</u>	Maintenance
100	Total

- **The Connecticut Group Horticultural Award** – A Rosette of Hunter Green and Gold Ribbons – This award may be presented at any Standard Flower Show presented by the FGCCT or member clubs for a group or club effort for garden design or other group horticultural effort. The exhibit must score 90 or above. Only one may be presented per show.
- **THE ELISABETH SWAIN PROPAGATION AWARD** (*Established in 2009 by FGCCT*) A Rosette of green and lime green ribbons given at the CT Flower & Garden Show for an outstanding named Horticulture winner scoring 95 or above and propagated by the exhibitor..

The following pages are scoring sheet samples for the use of Judges and Clerks during your flower show. They will help you keep your records about the show in order, and should include the Judges' written comments for your records. It is often the club's desire that the Judges write their comments directly onto the entry cards, which they also sign if a first or NGC Top Award is given.

Club Name
Show Title
JUDGES' SCORING REPORT
DESIGN DIVISION
Date

SAMPLE

Eligible for ___Award

Section __, Class __, Title__

Note: Do not add name and club of 1st Place winner, or ___Award Winner until judging is completed.

Entry	Award	Comments
1		
		<i>Exhibitor's Name and Garden Club</i>
2		
		<i>Exhibitor's Name and Garden Club</i>
3		
		<i>Exhibitor's Name and Garden Club</i>
4		
		<i>Exhibitor's Name and Garden Club</i>

Judges' Chairman _____

_____ Award

Judge _____

Exhibitor # _____

Judge _____

Judges' Clerk _____

Judges' Clerk _____

Please refer to Schedule's Design Rule , __ and Scale of Points; Handbook, __.

CLUB NAME
SHOW TITLE

SAMPLE

JUDGES' SCORING REPORT
HORTICULTURE DIVISION

DATE

Section __ Classes __

Eligible for Award of Merit, Horticulture Excellence

Note: Do not add names and club of 1st place winner or Award of Merit winner until judging is completed. List entry number under appropriate space.

Class No	1st	2nd	3rd	HM	HM	HM	

Judges' Chairman _____

Judge _____

Judge _____

Award of Merit _____

Award of Horticultural Excellence _____

Judges' Clerk _____

Judges' Clerk _____

For scales of points see Handbook, pages 298-301

CLUB NAME **SAMPLE**
SHOW TITLE
JUDGES' SCORING REPORT
SPECIAL EXHIBITS DIVISION - ARTISTIC CRAFTS SECTION

Date _____

Eligible for Artistic Crafts Award

Section __ Class __, Class title _____

Note: Do not add name and club of 1st Place winner, or Artistic Crafts Award Winner until judging is completed.

Entry	Award	Comments
1		
		<i>Exhibitor's Name and Garden Club</i>
2		
		<i>Exhibitor's Name and Garden Club</i>
3		
		<i>Exhibitor's Name and Garden Club</i>
4		
		<i>Exhibitor's Name and Garden Club</i>

Judges' Chairman _____

Artistic Crafts Award to _____

Judge _____

Exhibitor # _____

Judge _____

Judges' Clerk _____

Judges' Clerk _____

Please refer to Schedule's Special Exhibits Rule __, and Scale of Points; Handbook page 304., __.

CLUB NAME **SAMPLE**
SHOW TITLE
JUDGES' SCORING REPORT
SPECIAL EXHIBITS DIVISION - EDUCATIONAL SECTION
February 17 - 20, 2000

Eligible for **Educational Award, Etc.**

Section __ Class __, Class title

Note: Do not add name and club of 1st Place winner, or Artistic Crafts Award Winner until judging is completed.

Entry	Award	Comments
1		
		<i>Exhibitor's Name and Garden Club</i>
2		
		<i>Exhibitor's Name and Garden Club</i>
3		
		<i>Exhibitor's Name and Garden Club</i>
4		
		<i>Exhibitor's Name and Garden Club</i>

Judges' Chairman _____

Educational Award to:

Exhibitor # _____

Judge _____

CT Judges Special Award to

Exhibitor # _____

Judge _____

CT Silver & Blue Award to

Exhibitor(s) # _____

Judge's Clerk _____

Judges' Clerk _____

Please refer to Schedule's Special Exhibits Rule __, and Scale of Points; Handbook, page 304, __.

NGC STANDARD FLOWER SHOW ACHIEVEMENT AWARD

SHOW DATA

**The following form is to be completed and to appear in the
Book of Evidence immediately following the Show Description**

1. List of sponsoring clubs and/or organizations – if more than one.
If space is inadequate, insert separate sheet and so indicate on this form.

2. Number of club members in sponsoring organization/s: _____

3. Number of participating members: _____

4. Percentage of participating club members: _____

5. Total number of exhibits in:
Horticulture Division: _____

Design Division: _____

Special Exhibits Division: _____

6. List NGC Top Exhibitor Awards offered. Note if any awards not given:

Horticulture: _____

Design: _____

Special Exhibits: _____

7. Source of flower show funding: _____

NGC STANDARD FLOWER SHOW ACHIEVEMENT AWARDS

It is a good thing to have your show evaluated, both so you may apply for an NGC Flower Show Award of Achievement if you score over 95, and also to receive constructive criticism for your next show. Note that you must include a Special Exhibits Division to apply for an NGC Standard Flower Show Award of Achievement.

If your show scores 95 or above you will be asked to prepare a Book of Evidence (BOE). Follow the directions on page 61 of the Handbook as exactly as possible. The Federation Awards committee will fill out the application forms to be attached to the inside front cover, and also the cover information. Please see the National Garden Clubs website (www.gardenclub.org) or the link to that from www.ctgardenclubs.org for additional detailed NGC information for preparing a Standard Flower Show Book of Evidence.

Currently NGC is encouraging clubs to prepare their Books of Evidence digitally, and submit them as a PDF file on a disc or memory stick/flash drive. You may still choose to prepare a printed copy for submission. In either case there should be two copies of your application, and a hard copy of your schedule. Discs, etc. will not be returned (printed copies will be). However, a copy of your “book’s” evaluation by NGC judges will be returned to you.

Section D of the Check List discusses printed copy. If you are sending an electronic version please indicate on both copies of application, and include a schedule

For further information, please consult the State Awards Chairman or the Evaluation Chairman. You should consult with them about the NGC Award for which you are applying, since your show may fall into more than one category

FGCCT STANDARD FLOWER SHOW ACHIEVEMENT AWARDS

There are also Federation Achievement Awards available. Since there are sometimes more shows than NGC Awards in categories, not every show scoring over 95 can always go to National. The FGCCT Awards are listed below.

1. **The FGCCT Award of Excellence in Flower Show Achievement** This Red Rosette may be given to a Standard Flower Show being evaluated and scoring 95 or above and not going on to National for an award.
2. **The FGCCT Award of Achievement** This certificate may be given to a Standard Flower Show being evaluated and scoring 90 or above.
3. **The FGCCT Award of Merit** This certificate may be given to a Standard Flower Show being evaluated and scoring 76 - 89.
4. **The FGCCT Citation** This certificate may be given for a notable area in a Standard Flower Show :
 - a. Educational Exhibits Award – for an outstanding division
 - b. Artistic Crafts Award – for an outstanding section
 - c. Youth Section Award – for an outstanding youth section
 - d. Horticulture Award – for an outstanding division
 - e. Garden Award – for an outstanding garden display
 - f. Schedule Award – for a superior schedule
 - g. Staging Award – for distinguished staging

5. **The FGCCT Award of Excellence in Flower Show Achievement for a Small Standard Flower Show** This Pink Rosette may be given to a Small Standard Flower Show scoring 95 or above. Small Standard Shows do NOT go to National. Other awards also available as above in 2,3,4.

Eligibility for Connecticut Flower Show Awards

- **Standard Flower Show** – For a show staged by a club or group of clubs (all FGCCT members), which meets the minimum requirements for a Standard Flower Show (minimum of 5 classes in Design and in Horticulture, with appropriate number of Special Exhibits – *Handbook, 2007* edition, p.3, and supplements).
 1. Certificate of Achievement **MUST** be awarded.
 2. Award of Merit may be awarded.
 3. Citations may be awarded

- **Small Standard Flower Show** – The following awards for a show that fulfills the requirements for a Small Standard Flower Show (Minimum of 3 classes in design and in horticulture).
 1. Certificate of Achievement may be awarded.
 2. Award of Merit may be awarded.
 3. Citations may be awarded.

The document on the following page is from the NGC web site



NGC STANDARD FLOWER SHOW ACHIEVEMENT AWARD APPLICATION

Procedure for applying: Sponsoring organization must submit two copies of this Application Form (one permanently attached to inside front cover of the Book of Evidence and other secured with paper clip) by deadline date established by state.

State Awards Chairman must then submit state winners to NGC Flower Show Achievement Awards Chairman, Jo Krallman-4714 Pine Drive, Benton, AR 72019-9196 to arrive no later than January 15th.

Date of Application: _____

Name of Achievement Award Being Sought: _____

Number and Category (If Applies) or Achievement Award: _____

Title of Standard Flower Show Seeking Award: _____

Name of State Garden Club _____

Name of Applicant/s (Club/s, Council, District, or State)

Applicant's Contact (Name of Individual Representing Organization)

Name: _____

Address: _____

Phone: _____ E-mail: _____

Signature of State Awards Chairman: _____

Address: _____

Signature of State President: _____

For detailed information on Standard Flower Show Achievement Awards consult
Handbook for Flower Shows and September-October issue of The National Gardener.

7/07

NEW ENGLAND REGION AWARDS

The New England Region Awards require an excellent Book of Evidence, and are presented to the State President at the Annual NER Meeting each fall. A complete list may be found at the NER website www.ngcner.org where details of point scoring for most of these awards are listed. State Awards Chairman sends Books of Evidence to Regional Chairman by 1 September.

- **The Sears Civic Beautification Bowl**
- **The Laura Wetmore Conservation Bowl**
- **The Evelyn R. Cole National Gardener Tray** - *no application necessary*
- **The Marie E. Lewis Conservation of Natural Resources Tray**
- **The Cornelia Williamson Watson Bowl for Historic Preservation**
- **The Mildred Black Petit Award** (for highest percentage of new members) - *no application necessary*
- **The Mary Stone Garden Therapy Award**
- **The Jean Merriman Williams NGC Unified Project Award**
- **The Mary Louise Marks Smith Flower Show Schedule Award**
- **The Virginia F. Thurston Landscape Design Award**
- **The Sue Saul Award** (for Civic beautification with less than \$150 budget)
- **The Virginia Kenney/Maureen Colton Award** (best horticulture division in a Standard Flower Show)
- **The Nancy H. Atwell Trophy** (for the most outstanding publicity incorporating NGC and NER objectives)
- **The Jeanne Marie Parkes Award** (for an educational exhibit encouraging environmental awareness)
- **The Virginia R. Grandpré Wildlife Gardening Award**
- **The Lina F. Wagner Perennial Garden Award**
- **The Deanna J. Mozzochi Creative Design Award**
- **The Maureen M. Colton Award** (for the best design class in a Standard or Small Standard Flower Show)
- **The Pamela C. Herbert Garden of Youth Award**
- **The New England Wildflower Society Award**
- **Excellence in Teamwork Award**
- **National Gardening Association Award**
- **The Virginia Thurston Civic Development Grant**

NATIONAL GARDEN CLUBS AWARDS

A complete listing of NGC Awards appears in The National Gardener fall issue in odd numbered years, and on the NGC website: www.gardenclub.org on the Scholarship and Awards page. The list that follows herewith is a summary of categories in which awards are given, together with the number of awards in each category. In most instances there are sub-groups by size of club, etc.

NOTE that the NGC Awards year is from 1 January to 31 December, which means that a Book of Evidence for NGC should cover work done in 2011, and sent to NGC by the Federation Awards Chairman in early January of 2012.

AWARDS CATEGORIES (How many awards)

- Civic Achievement (3)
- Conservation/Environment (6)
- Historic Preservation (2)
- Horticulture (1)
- Horticulture Therapy/Garden Therapy (3)
- Landscaping and Landscape Design (6)
- Operation Wildflower Awards (3)
- Promotion (1)
- Youth Related – Adult Work With Youth (3)
- Publications & Communications Awards (6)
- Yearbooks (5)
- Youth Awards (7)
- Standard Flower Show Achievement Awards (12)
- Youth Flower Show Achievement Awards (1)
- Award of Excellence (2)
- Service and Recognition Awards (5)
- Noncompetitive Awards (3)

In some cases, the point scoring list for evaluation, for each award is included on the description of the award. Usually the basic scale of points is used.

Why Apply for Awards

Recognition creates pride

Encourages members to do more

Brings awareness of club as an asset
to the community

Inspires others to pursue
worthwhile projects

An active, award-winning club
attracts new members