

NATIONAL GARDEN CLUBS, INC. AWARDS RULES 2017-2019

- **AWARDS YEAR:** The awards year runs from January 1 to December 31 annually. This applies to all projects submitted with the application form. All awards may be presented annually, if merited. Any exceptions are noted.
- **ELIGIBILITY:** Only National Garden Clubs members are eligible to apply for NGC awards unless otherwise stated in the award description. Members are: member garden clubs, individual members of garden clubs, groups of member clubs, State Clubs, Youth Garden Clubs sponsored by a member club, and Individual Youths, sponsored by a member garden club. National Affiliates, and International Affiliates are eligible to apply for Awards as noted.
- **APPLICATION FORMS:** The Application Form is available on the Awards Page of the NGC website. **(Please note: Although the form gives the name and address of the national awards chairman, awards applications with only a few noted exceptions are to be submitted initially at the state level, not directly to the national awards chairman).** Forms are also available from your State Awards Chairman, the IA Awards Chairman, the Flower Show Achievement Awards Chairman, and the Award of Excellence Chairman.
- **Award of Excellence and Flower Show Achievement Awards are listed separately on the NGC Website and are no longer included within this document. Each have application forms of their own available on the NGC Website, and differing requirements, deadlines, etc. These forms do not have the 3 page limit.**
- For Awards listed in this document, there is a three (3) page limit, using only the front of the page. (Exceptions are noted)
- Binders and vinyl sheet protectors are no longer required or allowed. Exceptions noted.
- **APPLICATIONS WILL NOT BE RETURNED, DO NOT SEND POSTAGE.**
- Applications may be submitted electronically or by hardcopy to the State Awards Chairman and National Chairman where applicable.
- **DEADLINES:** Submit the 3-page application form to your **STATE AWARDS CHAIRMAN**, by the **deadline set by your state**. Include the original and one copy.
- When the same project is eligible for various awards, do not submit an exact duplication of the application. **(Please do not submit one application and indicate that it may qualify for more than one award, you must submit a separate application for each award applied for, and must strongly emphasize the aspects of the project that meet the criteria of that particular award)**

- Keep a copy of the application for your records.
- Rules for Yearbooks and Publications are discussed under their specific headings in this document. **(Please note that their rules differ from the general rules provided for the other awards contained in this document)**
- Procedures for State Awards Chairmen are listed at the conclusion of this document in the Appendix, along with procedures for Regional Awards Chairmen.
- **NUMBER OF APPLICATIONS:** A garden club may submit one application in its size category for each award sought. A state garden club may submit one application in its state size category for each award sought.
- **CATEGORIES BY SIZE:** Garden Club applications shall be judged according to size determined by number of members on whom NGC and state dues are paid, including Active, Associate, Inactive, Honorary, etc. Sizes are:
 - i. Small Club: 29 members and under
 - ii. Medium Club: 30-59 members
 - iii. Large Club: 60-99 members
 - iv. Ex-Large Club: 100 members+
 - v. (If award permits groups of clubs, councils etc. to apply)

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

- i. Small State: 999 members and under
- ii. Medium State: 1,000-2,999 members
- iii. Large State: 3,000-7,999 members
- iv. Ex-Large: 8,000 members or more

- **TROPHIES, MONETARY AWARDS, CERTIFICATES OF MERIT:** All awards for the Overall Winner in each award category will now be monetary, as silver trays have been discontinued. The winner of a monetary award is determined from first place entries in each category. (Must score 90 or more to be awarded first place recognition). Certificates of Merit shall be presented to overall winners. Runners-up receive Certificates of Commendation, and other award submissions receive Certificates of Appreciation. Awards and Certificates shall be presented at the NGC Convention. **(Please note: All sponsorships are currently under review due to the elimination of silver trays and the creation of new awards. The new sponsorship list will be posted on the NGC Website upon completion)**

- **GENERAL SCALE OF POINTS FOR NGC AWARDS (those awards that use a different scale, will have that scale listed in the award description):**
 - Presentation 5 pts.**-neat, concise, includes all required information on the NGC Awards Application Form (3 sheets allowed)
 - Achievement 65 pts.**- scope of project; need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project; financial report; other.
 - Participation 15 pts.**- size of club; involvement of members, community, government agencies, professionals, youth, residents in Facilities, others. Not all of these have to be involved.
 - Record or Documentation 15 pts.**- supporting data (as applicable) Clear, well-labeled and neatly attached before & after photographs if applicable, landscape plan (does not have to be professionally drawn, financial report, letters of appreciation, community awards, newspaper/magazine articles (if possible), radio or TV script if possible) etc. Photocopies permitted.