

YEARBOOKS (budgets no longer needed)
#16 A (Clubs): Yearbooks judging form

Club Name: _____ D. _____ Size. A. _____ Total Points _____

A. Single member garden club

- | | | |
|--------------------------|---------------|-----------------|
| 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 | | |

SCALE OF POINTS EARNED

FORMAT: TOTAL of 100 points

Book Structure: Practical, convenient size for membership, durable, neat.

Yearbooks may be stapled, spiral, or 3-ring binders. Material should be well placed with ample margins, and font size suitable for members to read.

2 pts. - ____pts. = ____pts.

Comments: _____

Cover: Include name of club, town, state organization, year, and appealing design.

If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.

2 pts. - ____pts. = ____pts.

Comments: _____

Title page: 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.

2 pts. - ____pts. = ____pts.

Comments: _____

Table of Contents: Number the yearbook pages and list topics on Contents Page.

1 pt. ____pt. = ____pt.

Comments: _____

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 with 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 (___, nine digits) unless otherwise noted”.

2 pts.- ___pts. = ___pts.

Comments: _____

List of Club Officers and Committee Chairmen

1 pt.- ___pt.= ___pt.

Comments: _____

NGC Information: Name of NGC President with home and e-mail address, theme, and projects. List address and phone number of NGC Headquarters in St. Louis. List NGC website address. (Locate above information at www.gardenclub.org

1 pt.- ___pt.= ___pt.

Comments: _____

Other information: Name, address, phone number, and e-mail of Region Director, State President, State District Director, Council President (if applicable). List themes for Region Director and State President. List website addresses for state and region.

2 pts.- ___pts. = ___pts.

Comments: _____

Calendar of Events: 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.

2 pts.- ___pts. = ___pts.

Comments: _____

Programs: Topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture, Therapy, Recycling, NGC and State President’s projects, etc. (Indicate if special interest club. e.g. Horticulture, only; Design, only; Faith Based; etc.)

- 1. Meets minimum number of meetings required by state 3 pts.- ____pts.= ____pts.
- 2. List date and time of meeting, location with address 3 pts.- ____pts.= ____pts
- 3. List name of speaker/s, qualifications (brief), program title 4pts. - ____pts.= ____pts.
- 4. Variety of program topics (theme not required) 14pts. - ____pts.= ____pts.
 - a. Variety of styles of programs 12pts. - ____pts.= ____pts.
 - (lectures, slides, power point, tours, etc.)
 - b. Variety of speakers (specialists, members, panel, etc.) 14pts. - ____pts.= ____pts

Comments: _____

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

- 1. List Continuing and New Projects (a club is not required to have new projects). 15pts. - ____pts.= ____pts

Comments: _____

2. Give brief word description of projects: Include location, name of chairman, how members participate, list of donations if applicable, in-kind donations if applicable, plans for maintenance if applicable, etc. (example: Establish a Teaching Garden at Atkins Elementary School, afterschool program with planned curriculum, 4 days a week from 3:30-5:00 p.m., Laurie Benson, Chairman.)

20 pts. . - ____pts.= ____pts

Comments: _____

100pts.- ____pts. = ____pts.

Options: (no points given) Could fill available space.

Some clubs include bylaws, budget, fund raising, 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
- Club Collect

List of members who are Life Members in state, region, NGC Awards received previous year