

## YEARBOOKS

**YB-1(Clubs) and YB-2 (IA Clubs): Yearbooks for Club- A Certificate of Commendation with First Place recognition 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. Yearbooks may be accepted for competition on the calendar year or the club year (the same yearbook may be submitted only one time in awards year). No envelope necessary. State Awards Chairman submits Yearbook winners in each category to the Regional Awards Chairman by the Regional Deadline. The Regional Awards Chairman sends the name of the winning entry in each category (not the actual yearbooks) to Awards Chairman, Mary Ann Ferguson-Rich by no later than March 30th.**

**YB-1** Single member garden club and **YB-2** IA Single member garden club:

Categories:

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 FOR YB-1 AND YB-2**

#### **FORMAT:**

- **Book Structure 2 points:** 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.
- **Cover 2 points:** 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.
- **Title Page 2 points:** Include name of club, town, state organization, year, number of dues paying members, and affiliated organizations (district, region, NGC, other). If state and national dues are paid on associate/inactive/honorary members/, they are counted in total membership.
- **Table of Contents 1 point:** Number the yearbook pages and list topics on Contents Page.

- **Subsequent pages:** In any order most useful to members and best fit for page placement. Information in a club yearbook should be in logical order. National and State information does not have to be in front.
- **Membership Roster 2 points:** Complete mailing addresses, telephone numbers, and e-mail addresses (if applicable). Avoid crowding. Suggestion to save space, “All area codes are \_\_\_ and postal zip codes are (\_\_\_\_\_), unless otherwise noted.
- **List of Club Officers and Committee Chairmen 1 point.**
- **NGC Information 1 point:** Name of the NGC President, the theme of the administration and a referral to the NGC website for further information.
- **Other Information 2 points:** Name of the Region Director, theme of Region and referral to the Region Website; Name of the State President, theme of the State President and a referral to the State Website;
- **Calendar of Events 2 points:** List dates and locations for district/state/region/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.
- **Programs:** Topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture Therapy, Horticulture, Design, etc.)
  1. Meets minimum number of meetings required by state (3 points)
  2. List date and time of meeting, location with address (3 points)
  3. List name of speaker/s, qualifications (brief), program title (3 points)
  4. Variety of program topics (theme not required) (14 points)
  - (A) Variety of styles of programs (lectures, tours, etc.) (12 points)
  - (B) Variety of speakers (specialists, members, etc.) (14 points)

**PROJECTS:** Projects involve actual membership participation that benefit the community and further NGC Goals and Objectives. Some fund raiser (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. **(15 points)**)
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. **(20 points)**

**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

List of members who are life members in state, region, NGC

Awards received the previous year.

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### **YB-3 Yearbook-Group of Member Clubs, Council, District**

### **YB-4 Yearbook-International Affiliates Group, Federation Yearbooks**

#### **FORMAT**

#### **SCALE OF POINTS**

- **Book Structure 3 points:** Practical, convenient size for members, durable, neat. Yearbook may be stapled, spiral, or 3-ring binders. Material should be well-placed with ample margins and font size suitable for members to read.
- **Cover 3 points:** Include name of organization, state, year, and appealing design. If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 2 points:** Include name of group, number of clubs involved, affiliations including NGC, region, state, other. Include name of NGC President, Regional Director, State President with each affiliation.
- **Table of Contents 2 points:** Number the yearbook pages and list topics with respective page number.
- **Subsequent Pages:** Order that is pleasing to your organization and best fit for page placement.
- **Organizational Information 10 points:** List organizational officers and committee chairmen. Include complete mailing addresses, telephone numbers, e-mail addresses, and club affiliation for each. List addresses for state garden club website, region website and NGC.
- **Calendar of Events 10 points:** List meeting dates for your organization, for your state meetings, region, and national meetings, as well as schools,

symposiums, and special events. This will eliminate the setting of conflicting dates.

- **Bylaws, policies, and objectives 10 points**
- **Programs 20 points:** List meeting topics, include dates, time, and place (give address). Give name of speaker. Indicate if program is a presentation, tour, workshop, sharing activity, etc.
- **Projects 20 points:** List projects as continuing or new, including name of chairman, location and description of project. Indicate if fundraising is a part of the project. (Some fund raisers may help with beautifying the community or education of the public, as well as produce revenue for your organization)
- **Member club information 20 points:** List of member clubs, including club president names, addresses, phone numbers, e-mail addresses. Include meeting dates for each club. List total number of dues paying members.
- **Options: no points given:** Former presidents; yearly themes; mission statement

## **YB-5-YEARBOOKS FOR STATE GARDEN CLUB**

### **YB-5(A)1-With advertisements**

### **YB-5(B)2-Without advertisements**

#### **Format**

- **Book Structure 2 points:** 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.
- **Cover 2 Points:** Include name of State Garden, year, appealing design. If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 3 points:** Include name of State Garden Club, year, total membership, number of clubs, affiliation including NGC, region, other. Include name of NGC President, Regional Director, State President with each affiliation.
- **Table of Contents 3 points:** Number the yearbook pages and list topics with respective page numbers.
- **Subsequent Pages:** In any order most useful and best fit for page placement.
- **State Information 10 points:** List names, addresses, phone numbers, and e-mail addresses of state officers, committee chairmen, and district directors (if applicable)
- **National and Regional Information 10 points:** List name, theme, and projects of NGC President. List address, phone number, e-mail address of NGC

Headquarters in St. Louis. List NGC website address: [www.gardenclub.org](http://www.gardenclub.org) and region website address. List Regional Director's name, address, phone number, e-mail address. Include theme and projects.

- **Calendar of Events 10 points:** Include list of state meeting dates, schools, symposiums, workshops and special events. Include national, regional, state and district conventions/board meetings. This will eliminate conflicts in scheduling.
- **Projects 20 points:** List projects as continuing or new, including name of chairman, locations, and description of project. New projects are not required.
- **NGC Sponsored Schools 20 points-** Course information should be listed and explained.
- **Member Club Information 20 points:** Roster to include name, address, phone number, and e-mail address of each club president. List Youth Garden Clubs along with a person's name and contact information.
- **Options: No points given**  
Budget; Bylaws; Former State Presidents; Duties of Chairmen; List of NGC Consultants and NGC Judges; NGC and Regional Awards Chairmen with Contact information.

#### **YB-6(A) Yearbooks for Club of Judges, Council of Judges, or Consultants**

#### **YB-6(B) Yearbooks for International Affiliates Club of Judges, Council of Judges, or Consultants**

#### **FORMAT**

- **Book Structure 2 points:** Practical, durable, neat. Yearbooks may be stapled, spiral, or 3-ring binder. Material should be well-placed with ample margins and font size suitable for members to read.
- **Cover 2 points:** Include name of organization, state, year, and appealing design. If 3-ring binder is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 3 points:** Include name of organization, number of members, affiliation including NGC, region, state, other.
- **Table of Contents 3 points:** Number the yearbook pages and list topics with respective page numbers.
- **Subsequent pages:** In any order most useful and best fit for page placement.

**Organizational Information 10 points:** List Officers and Committee Chairmen (club affiliations optional).

**National and Regional Information 10 points:** List name of NGC President, Region Director, and State President. List website of NGC, Region, and State.

**Calendar of Events 10 points:** Include list of national, regional, and state conventions, schools, and special events.

**Policies and Objectives 10 points:** Include policies and objectives of organization. (bylaws, history are optional)

**Member Information 10 points:** Include membership roster with complete addresses, e-mail, telephone numbers. (Status, refresher dates, club affiliations optional).

**Projects 20 points:** List projects as continuing or new, including name of chairman, location, and description of project, sponsored courses, donations.

**Meetings/Programs 20 points:** List meetings, include date, time and place of meeting. Give title of program, speaker with brief qualifications. Describe program as workshop, tour, panel, etc.

**Options: No points given**

Mission Statement; Former presidents

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