The Federated Garden Clubs of Connecticut, Inc.

AWARDS MANUAL – 2020

PART I

This Awards Manual is the property of the individual club and should be maintained by the President, to be passed on to your successor.

Additional copies may be downloaded from the website.

As of May 24, 2020
# AWARDS MANUAL

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>AWARDS YEAR AND PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>HOW TO PREPARE AN AWARDS APPLICATION</td>
<td>4</td>
</tr>
<tr>
<td>AWARDS OFFERED BY THE FEDERATION</td>
<td>5-9</td>
</tr>
<tr>
<td>AWARDS LISTED BY CATEGORIES</td>
<td>10</td>
</tr>
<tr>
<td>NATIONAL GARDEN CLUBS (NGC) SCALES OF POINTS FOR AWARDS</td>
<td>11</td>
</tr>
<tr>
<td>NGC SCALE OF POINTS FOR YEARBOOK AWARDS</td>
<td>12-14</td>
</tr>
<tr>
<td>CRITERIA FOR SPECIAL AWARDS AND PROCEDURES</td>
<td></td>
</tr>
<tr>
<td>Gardening Consultants Council Award - info and score sheet</td>
<td>15</td>
</tr>
<tr>
<td>Habitat for Humanity Landscape Award – Format</td>
<td>16</td>
</tr>
<tr>
<td>Landscape Design Council Award - info and score sheet</td>
<td>17-18</td>
</tr>
<tr>
<td>Publications:</td>
<td>19-20</td>
</tr>
<tr>
<td>Newsletters</td>
<td></td>
</tr>
<tr>
<td>Other (Cookbooks, etc.) Publicity</td>
<td></td>
</tr>
<tr>
<td>Press Books</td>
<td></td>
</tr>
<tr>
<td>Websites, Videos, Power Point Presentations, etc.</td>
<td></td>
</tr>
<tr>
<td>SCHOLARSHIPS</td>
<td>20</td>
</tr>
<tr>
<td>TRIBUTE AWARDS</td>
<td>20</td>
</tr>
<tr>
<td>NEW ENGLAND GARDEN CLUBS, INC. AWARDS</td>
<td>21</td>
</tr>
<tr>
<td>NATIONAL GARDEN CLUB AWARDS</td>
<td>22</td>
</tr>
<tr>
<td>WHY APPLY FOR AWARDS</td>
<td>23</td>
</tr>
</tbody>
</table>
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 Awards Applications and/or Books of Evidence, and the suggested criteria for Awards. The Awards Chair and Committee Chairs 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 New England Garden Clubs, Inc.

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 Chair may call your club to encourage your club to prepare an FGCCT Award Application for appropriate projects. You may decide to submit one on your own, as well.

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

FGCCT applications are due to the appropriate Board Chairs no later than May 31 with a copy to the FGCCT Awards Chair. 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 New England Garden Clubs and National Garden Clubs.

Applications of special merit sent to the FGCCT Awards Chair are forwarded to New England Garden Clubs and National Garden Clubs by the stated deadlines (see page 3). Applications submitted by May 31 would be eligible for Federation and New England Awards presented 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 date of submission, an application may be compiled in the fall and sent to the FGCCT Awards Chair by December 15 to go directly to NGC. (See the list of Awards deadlines on page 3.)

Note: Club sizes for both the Connecticut Federation and National Garden Clubs are:
Small: 29 and under; Medium: 30 to 59; Large: 60 to 99; Extra Large: 100 and over.
These numbers include all members for whom your club pays dues

Your FGCCT Awards Committee
FGCCT Awards Chair, Second Vice President, Committee Chairs of Civic Development, Environmental Awareness/Conservation, Garden Therapy, Historic/Memorial/Public Gardens, Horticulture, Judges Council, Public Relations, and Youth.
AWARDS YEAR AND PROCEDURES

NATIONAL GARDEN CLUBS – January 1 through December 31 annually (see below)
NEW ENGLAND GARDEN CLUBS – June 1 through May 31 annually
THE FEDERATION – June 1 through May 31 annually
except:
   Nominations by May 31 - Tribute Awards – to Second Vice President – see page 8
   Nominations by May 31 - Landscape Design Council Award – see pages 17-18
   Nominations by June 15 - Gardening Consultants Council Award – see page 15
   By October 1 - Yearbook (3 copies) to Yearbook Manager – pages 12-14
   By October 1 - Newsletters and Public Relations entries – to Public
   Relations Chair – see page 19
   By January 25 - Press Books – to Public Relations Chair – see page 19

PROCEDURE

As you prepare your application, please consult the appropriate Point Scale.

Project applications must be sent to the appropriate Federation Awards Committee Chair by May 31.

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

The Awards Selection Committee meets in June to review applications, and makes decisions about Federation and New England Awards. Applications for National and New England Awards are made ONLY by invitation via the FGCCCT Awards Chair. Only one application in any category will be considered by National and New England 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 Garden Club Awards are published in Northern Exposure and are listed on their website at www.newenglandgc.org.
HOW TO PREPARE AN AWARDS APPLICATION

- The Awards Application is used by FGCCT, New England Garden Clubs (NEGC) and the National Garden Clubs (NGC). Follow the directions on the form. Each application should be ONLY three (3) pages, single sided.
  - Page 1 is the Awards Application.
  - Page 2 can be an essay describing your nomination/project and/or photos.
  - Page 3 can be photos or more project information.

- Send your completed FGCCT application to one of the following FGCCT Board Committee Chairs, as appropriate: Civic Development, Environmental Awareness/Conservation, Garden Therapy, Historic/Memorial/Public Gardens, Horticulture, Judges Council, Public Relations or Youth. The email addresses for the appropriate Committee Chairs can be found at Awards by Category or on the Board of Directors list. A copy of this application also MUST be sent to the FGCCT Awards Chair.

- When the same project is eligible for various awards, submitting an exact duplication of the application is not acceptable.

The form shown below is available from Awards by Category. It is highly recommended that you also visit the NGC website www.gardenclub.org and the NEGC website www.newenglandgc.org and make use of their even more detailed information.

HOW TO PREPARE AN AWARDS APPLICATION for FGCCT STATE AWARDS

Name of Garden Club: ___________________________ Number of members in club: ______ Date: ________

Name of person submitting application: ___________________________________________________________

Email: ____________________________________________

- Application form is limited to three printed pages – front pages only. No report covers or binders allowed. No plastic sheets allowed.
- Application forms will not be returned. Make a copy for your own files.
- Send your Application Form to the respective FGCCT Awards Committee Member, with a copy to the FGCCT Awards Chair, by May 31st.

Please complete each topic, if applicable. Use numbering as 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). (use subsequent two pages)
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 chair, 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 Chair. The Bronze Medal is not necessarily given each year.

AWARD OF HONOR (established 1959): The award may be conferred on a garden club 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 DOES NOT APPLY for this award. The various clubs’ achievements are point scored by the Chair of the FGCCT Advisory Council, and presented to the Board of Directors at the July Board meeting. No club shall receive this award in two consecutive years. Awards will be presented in each club size. (See page 2.)

LILLIAN M. RATHBUN AWARD (established 1990 by the Lyme Garden Club): This award may be presented 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 either to the Awards Chair or directly to the respective Chairs of the Awards Committee before June 1st. This award is considered the highest award presented to an individual garden club member.

LUCILLE SCHAUVOR AWARD (established 1978): This award may be presented 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 chairs. This award is considered the highest award presented to a club.

PRESIDENTS’ BOWL: This award may be presented to a club for an outstanding community project. Donated in honor of all past State Federation Presidents by former Federation President Sally Shumway (1983-1985).

LEE BAUERFELD AWARD (established 2002): This award, established by the Branford Garden Club, may be presented 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.

CIVIC CREATIVITY AWARD (established 2007 by the Suffield Garden Club): This award may be presented to a club for an unusual or outstanding and creative project in the area of civic development.

PAULINE B. TYLER AWARD (established 1990 by The Federation Board of Directors): This award may be presented 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 Chair or Awards Chair by June 1.
CONNECTICUT ARBOREAL AWARD: This award may be presented for an outstanding Arbor Day or tree planting project to each of the four club sizes. (See page 2.)

CONSERVATION AWARD (established 2002): This award, established in memory of former FGCCT President Jeanne Lena (1981 – 1983), may be presented to an individual, couple, or group for excellence in conservation. The Awards Committee shall name the recipient from suggestions submitted to the State Conservation Chair or the Awards Chair by June 1.

ENVIRONMENTAL AWARENESS AWARD (established 1993): This award may be presented to a club or individual for outstanding involvement in areas of environmental awareness

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 Chair or the Horticulture Chair.

MARY FRENG SHERLEY MEMORIAL AWARD (established 1988): This award may be presented 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.

JOYCE P. HARRIS AWARD (established 2002): This award may be presented for outstanding horticulture achievement in the recipient’s club and community. It may be awarded to an individual or a group.

YEARBOOK AWARD OF EXCELLENCE (established 2004 by Program Chairs Florence Flynn and Inge Venus) 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 12-14 for scoring.)

LUCKNER YOUTH AWARD (established 1993): This award may be presented to a club for outstanding work with a youth group outside a school setting or with other youth groups. The award is available to all four club size categories.
AWARD OF EXCELLENCE: The following awards may be presented to clubs 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 to 99 members)
- To an **extra large** club (100 and over members)

Award of Excellence in **Garden Therapy**
- To a **small** club
- To a **medium** club
- To a **large** club
- To an **extra large** club

Award of Excellence in **Historic Preservation and Memorial Gardens**
- To a **small** club
- To a **medium** club
- To a **large** club
- To an **extra large** club

Award of Excellence in **Horticulture**
- To a **small** club
- To a **medium** club
- To a **large** club
- To an **extra large** club

**Youth** Award of Excellence
- To a **small** club
- To a **medium** club
- To a **large** club
- To an **extra large** club

**HABITAT FOR HUMANITY LANDSCAPE AWARD** *(established 2007 by Meg Bremer)*: This award may be presented to a club for an outstanding landscaping or educational project.

**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 page 17 for details.)*

**THE LOVE-LY GARDEN AWARD** *(established 2006 in memory of Penny Jarvis)*: An appropriate **garden ornament** and an award certificate are given by the Gardening Consultants Council, for a garden created with love. The recipient is selected by the Council’s Awards Committee from recommendations submitted to the Council Chair by June 15. *(See page 15).*
**PUBLICATION AND WEBSITE AWARDS** may be awarded annually in the form of FGCCT certificates. (See pp 19-20) Radio and TV; Publicity Press Book; Promotion of National Garden Week; Website; Facebook; Video/CD/DVD/Flash Drive; Newsletter; other publications including: manuals and handbooks, educational, horticulture, design, history, membership brochure, calendar, other (cookbook, etc.). A **brass paperweight** established in 1996 by the Arbor Garden Club of Clinton is awarded for the highest scoring entry.

**TRIBUTE AWARDS** may be awarded to members who have made outstanding contributions in the following categories: Civic Development, Communication, Conservation, Design, Garden Therapy, Horticulture, Landscape Design, Photography 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 Chair by May 31.

**FLOWER SHOW AWARDS**

**NELL MCGUINNESS MEMORIAL AWARD** (established 2001): This award was established by the Guilford Garden Club in recognition of Nell McGuinness’ 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.

**THE MARY LONCIN FLOWER SHOW AWARD** (established 2004): This certificate will be awarded to the club (or shared 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 former FGCCT 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.

**TAPESTRY OF DESIGN AWARD** (established 2006): This award may be presented to a club or individual for an unusual or outstanding Flower Show, Program, Event Project, or combination of such that promotes the art of Floral Design. A club or multiple clubs working together may apply or be nominated for this award. A description of the Show, Program or Project should not exceed three pages, including photos, and should be sent to the Chair of Judges Council (JC), electronically not later than May 31, and she/he will then forward to the Judges Council Awards Committee, which will make the decision. The JC Awards Committee will send the designated winner to the FGCCT Awards Chair.

**THE TERRY STOLESON CREATIVE DESIGN AWARD** (established 2007 by Creative Arrangers of Connecticut): A Rosette of orange and purple ribbons and a certificate to be awarded at the Connecticut 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.
OTHER FGCCT AWARDS

CERTIFICATE OF ACHIEVEMENT: These awards may be conferred upon an individual, a member club, or a group of member clubs of The Federation, or an individual, organization, or an 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 Chair before May 31.

SPECIAL CERTIFICATE: May be awarded to a club or an individual for a project that does not fit under any other category. Application should be made to The Federation Awards Chair before May 31st.

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 Chair by May 31. The recommendation must be approved by the Awards Committee. Only one Certificate of Appreciation per club per year.
FEDERATION AWARDS LISTED BY CATEGORIES

OUTSTANDING INDIVIDUAL GARDEN CLUB MEMBER ACTIVITY – Lillian M. Rathbun Award

OUTSTANDING GARDEN CLUB ACTIVITY – Lucille Schavoir Award

CIVIC DEVELOPMENT – Presidents’ Bowl, Award of Excellence (4 club sizes), Lee Bauerfeld Award, Civic Creativity Award

CONSERVATION – Pauline B. Tyler Award, Conservation Award

ENVIRONMENTAL AWARENESS – CT Arboreal Award (4 clubs sizes); Environmental Awareness Award

FLORAL DESIGN – Tapestry of Design Award

FLOWER SHOW STATE AWARDS – Nell McGuinness Memorial Award, Terry Stoleson Creative Design Award, Elisabeth Swain Propagation Award, Mary Louise Smith Award of Merit, Connecticut Photography Award; Cheryl Collins Photography for Creativity Award.

GARDEN THERAPY – Award of Excellence (4 club sizes)

HABITAT FOR HUMANITY LANDSCAPING (See page 16.)

HISTORIC/MEMORIAL/PUBLIC GARDENS – Award of Excellence (4 club sizes)

HORTICULTURE – Ellen Carder Memorial Award, Mary Freng Sherley Award (club or individual), Joyce P. Harris Award, Award of Excellence in Horticulture (4 club sizes).

PUBLIC RELATIONS – Newsletters, Publicity Press Books, other publications, web sites and electronic presentations (See page 19.) and Yearbooks. (See page 20.)

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 FGCCT Scholarship page for further information.

SPECIAL COUNCIL AWARDS – Gardening Consultants Council 'Love-ly Garden Award' (See page 15.); Landscape Design Council Award. (See pp 17-18.)

TRIBUTE – Awards to members who have made outstanding contributions. (See page 8.)

YOUTH – Youth Award of Excellence (4 clubs sizes), Luckner Youth Award (4 club sizes)
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 FOR WEBSITE/FACEBOOK/BLOG #MP-3**

**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 #’s PUB-1 and PUB-2**

**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 #YB-1

FGCCT Yearbook Score Sheets for current year

<table>
<thead>
<tr>
<th>Garden Club</th>
<th># of Members</th>
<th>NGC Club Size</th>
</tr>
</thead>
</table>

★ FORMAT 15 POINTS

A. 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.

B. Cover 2 POINTS
Name of club, town, state, state organization, year and appealing design. If 3-ring binder cover is used, substitute with a paper cover and include required information listed above.

C. Title Page 2 POINTS
Name of club, town, state, year, number of dues paying members and affiliated organizations (district, state, region, NGC, other). If state and national dues are paid on associate/inactive/honorary members, they are counted in total membership.

D. Table of Contents 1 POINT
Number the yearbook pages and list titles on Contents page.

E. Subsequent pages 8 POINTS
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.
- Club Officers and Committee Chairs 1 ____
- Membership Roster w. complete mailin 2 ____
  addresses, tel. #’s, email addresses. Avoid crowding. Suggestion to save space “All area codes are (list code) and postal zip codes are (list code) unless otherwise noted.”
- Name of NGC President, theme and NGC website. 1 ____
- Name of NEGC Director, theme and NEGC website. 1 ____
- Calendar of Events. 2 ____
  List dates and locations for Districts/State/Region/
  National meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.

TOTAL ____

F. Options: 0 POINTS
It is the Club’s choice to include Bylaws, fund raising, roll call, former club presidents, and NGC/Region/State themes. Club theme, if used, 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.

FORMAT TOTAL ____
★ PROGRAMS  50 POINTS
(Indicate if special interest club. Ex. Horticulture, only; Design, only; etc.)
Topics should cover a variety of NGC Goals and Objectives such as: Birds, Blue Star Memorials, Butterflies, Civic Achievement, Conservation, Environment, Flower Shows, Floral Design, Historic Preservation, Horticulture, Garden Therapy, Landscape Design, Legislation, Litter Control, Roadside Beautification, US & World Gardens, Wildflowers, World Gardening, Youth, etc.

Program Meetings  10 POINTS
1. At least seven meetings a year
2. Date, location/address, time of meeting
3. Speaker’s name, qualifications (brief), program title

TOTAL_____

Program Content.  40 POINTS
4. Programs, workshops, tours furthering NGC Goals & Objectives
   Variety of program topics (theme not required)
   Variety of styles of programs (lectures, power point, tours, etc.)
   Variety of speakers (specialists, members, panel, etc.)

TOTAL_____

PROGRAM TOTAL_____

Judges’ Comments:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

PROJECTS (judged upon scope of projects)  35 POINTS
Projects involve actual membership participation that benefits the community and further NGC Goals and Objectives. Some fundraisers (sale of bulbs, bedding plants, herbs, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fundraisers may help promote NGC Member Services as well as publicize our organization and goals. Certain social activities may lead to membership increase.

1. List continuing and new participating projects
2. Give brief word description of projects: location, how others benefit, how members are expected to participate, as s, etc. List donations: amount, in-kind donations, to whom, sale of state/NGC products (Vision of Beauty Calendars, state cookbook)

TOTAL_____

PROJECTS TOTAL_____

May 2020
Judges’ Comments:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

YEARBOOK TOTAL POINTS_____

Judged by: ______________________

Chair

__________________________________

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

GARDENING CONSULTANTS COUNCIL AWARD

Applications for the Love-ly Garden Award may be accessed on-line from the Gardening Consultants Council.

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

GUIDELINES

- The gardener must be a individual member of a club of The Federated Garden Clubs of Connecticut, Inc.
- A gardener may nominate their own garden.
- The garden owner should first approve a nomination from friends or club members. This aids immensenly 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 #________________________

| Story of garden and gardener: | 10 |
| Organization of Garden: |  |
| Design: | 20 |
| Flow | 5 |
| Suitability | 5 |
| Beauty | 5 |
| Distinction | 5 |
| Creativity/Expression: | 40 |
| Gardener’s imagination | 10 |
| Use of Color | 10 |
| Landscape Challenges | 10 |
| Changes to Enhance Property | 10 |
| Plant material: | 20 |
| Choice, condition, creativity, appropriate (each) | |
| Overall Impression: | 10 | TOTAL 100 |

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

Comments: ________________________________________________________________

Note: A newly established “Katherine Patrick Gardening School Fund” offers Tuition Awards for the Gardening School and underwrites educational endeavors of the Gardening Consultants Council and Gardening School. Contact the Gardening School Chair for details.
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 Chair ________________________________
   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 required.
LANDSCAPE DESIGN COUNCIL AWARD FOR EXCELLENCE IN DESIGN

Applications may be obtained from the Chair of the Landscape Design Council.

(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 Chair of the Landscape Design Council.

Basic principles and elements of Landscape Design (see attached ‘Standards for Evaluating Landscape Design’ page 18) 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.

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 Chair.

3. The Evaluations Panel Chair will send an application form to the applicant, who will fill it out and return it to the Panel Chair. 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 Chair 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.

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

Total 100

**Note:** For Exhibition Gardens, increase values of I and VI to 10 points and delete maintenance.
PUBLICATION 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 Chair by October 1st to ensure winning ones go to NGC by January 15. Citations are awarded to runners-up. Scoring according to NGC criteria. (Listed on page 11.)

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 due by October 1st. Certificates of Achievement and Citations are awarded to runners-up. Scoring according to NGC criteria for newsletters and other publications. (Listed on page 11.)

PUBLICITY PRESS BOOKS
Due Date: State Chair by January 25
Club Size (See page 2.) for FGCCT: Small 29 and under, Medium 30-59, Large 60 to 99, Extra Large 100 and over.

Eligibility: Member Garden Club

Requirements for Preparing Publicity Press Book
1. Label the outside cover: number and 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. Table of Contents is no longer required. If one is prepared, affix 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.
7. Articles should include who, what, when, where, etc.; publicity should relate to organization’s or individual’s projects and/or activities; and promotion of NGC objectives and goals.
WEBSITE, OTHER ELECTRONIC PRESENTATIONS
(flash drive, facebook, blog, twitter, et al.) *See page 11 for scoring.*

YEARBOOK  
*see NGC Award #YB-1*
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 Manager by **OCTOBER 1.** The period must include some meetings in The Federation’s Awards Year, and in the NGC Awards Year.

**National Garden Clubs:**  **Award #YB-1**
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. *These club sizes are for FGCCT and NGC.*

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 Yearbook Awards on pages 12-14*

********

**SCHOLARSHIP PROGRAMS**
NGC and FGCCT Scholarship information with links to appropriate forms are available on the **Scholarship** page. NGC forms are also available at [http://www.gardenclub.org](http://www.gardenclub.org).

********

**TRIBUTE AWARDS**
May be awarded to members who have made outstanding contributions in the following categories: **Civic Development, Communication, Conservation, Design, Garden Therapy, Horticulture, Landscape Design, Photography and Youth.** A Tribute Award for **All-Around Excellence** is also offered. Recommendations should be sent to the Second Vice President/Membership Chair by May 31. (*See page 8.*)

NEW ENGLAND GARDEN CLUBS AWARDS
The New England Garden Clubs, Inc. Awards Committee requires the completion and submission of a three-page award application. Awards are presented to the State President at the Annual NEGC Meeting each fall. A complete list may be found at the NEGC website where details of point scoring for most of these awards are listed. State Awards Chair sends award applications to New England Garden Clubs Awards Chair by September 1.

- The Sears Civic Beautification Award
- The Laura Wetmore Conservation Award
- The Evelyn R. Cole National Gardener Award - no application necessary
- The Marie E. Lewis Conservation of Natural Resources Award
- The Cornelia Williamson Watson Bowl for Historic Preservation
- The Helen Hussey Champlin Award
- 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 Virginia Kenney/Maureen Colton Award (best horticulture division in a Standard Flower Show)
- The Nancy H. Atwell Award (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 Joyce A. Kimball Container Gardening Award
- The Virginia Thurston Civic Development Grant
- The Maria J. Nahom Table Design Award

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 is a summary of categories in which awards are given, together with the number of awards in each category (revised by NGC for 2017-2019). In most instances there are sub-groups by size of club, etc.

**NOTE** that the NGC Awards year is from January 1 to December 31, which means that Awards Applications for NGC should cover work done in the current year and sent to NGC by the Federation Awards Chair in early January.

**AWARDS CATEGORIES**

- Community Service Projects **CS** 1–5
- Community Beautification Projects **CB** 1-2
- Environmental Concerns and Conservation **EC** 1-7
- Floral Design **FD** 1-2
- Gardening **G** 1-3
- Historic Preservation/Historic, Memorial or Church Gardens **HP**
- Landscaping and Landscape Design **L** 1-6
- Native Plants and Wildflowers **NPW** 1-3
- Membership and Promotion **MP** 1-8
- Publications **PUB** 1-2
- Yearbooks **YB** 1-6
- Youth Awards **Y** 1-6
- Youth Related Adult Work With Youth **YR** 1-3
- Standard Flower Show Achievement Awards (12) (See Awards Manual Part II)
- Youth Flower Show Achievement Awards (1) (See Awards Manual Part II)
- Award of Excellence (2)
- Service and Recognition Awards **SR** 1-5
- 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,

and inspires others to pursue worthwhile projects.

An active, award-winning club attracts new members.