

GUIDELINES FOR CLUB YEARBOOKS

#16A (Clubs) ~ #16G (International Affiliate Clubs)

CATEGORIES:

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

State Awards Chairman submits winning yearbook in each category to Regional Awards Chairman. Regional Awards Chairman, following judging in the region, sends name of winning entries in each category to NGC Awards Committee Member, Debbie Hinchey, 1474 Virginia Court, Anchorage, AK, 99501. dhinchey@alaska.com
907-278-2814 or 907-529-4811 (cell).

FORMAT: Total of 100 points.

- **BOOK STRUCTURE: Practical, convenient size for membership, durable, neat. 2 pts.**
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: Include name of club, town, state organization, year, and an appealing design. 2 pts.**
If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **TITLE PAGE: Include name of club, town, state organization, year, number of members (dues paying), and affiliated organizations, (district, region, NGC, other) 2 pts.**
Number of Members: if state and national dues are paid on associate/inactive/honorary members, they are counted in total membership.
- **TABLE OF CONTENTS: Number the yearbook pages and list titles on Contents page. 1 pt.**
- **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 info does not have to be in front.
 - **Club Officers & Committee Chairmen. 1 pt.**
 - **Membership Roster with complete mailing addresses, telephone numbers, and e-mail addresses.**
Fax numbers may be included. Don't crowd list. Note: "All area codes 219 and postal zip codes 79943 unless otherwise noted". **2 pts.**
 - **Name of NGC President with state of residence, theme, and projects, (Locate this information at www.gardenclub.org) 1 pt.**
 - **Name, address, phone number, and e-mail of NGC Regional Director, State President, State District Director, Council President (if applicable). List themes for Regional Director and State President. Others are optional. 2 pts.**
 - **Calendar of Events: List dates and locations for district/state/regional/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates. 2 pts.**
 - **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 projects, etc.**
 - **At least seven (7) meetings a year 3 pts.**
 - **List date and time of meeting, location with address. 3 pts.**
 - **List name of speaker/s, qualifications (brief), program title. 4 pts.**
 - **Variety of program topics (theme not required). 14 pts.**
 - **Variety of styles of programs (lectures, slides, power point, tours, etc.) 12 pts.**
 - **Variety of speakers (specialists, members, panel, etc.). 14 pts.**
- **Projects: Projects involve membership participation that benefit the community and further NGC**

Goals and Objectives. Some fund raisers (sales of bulbs, bedding plants, herbs, cookbooks, 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.

- List Continuing and New Projects (a club is not required to have new projects). **15 pts.**
 - 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 pts.**
Example: Establish a Teaching Garden at Adkins Elementary School - after school program with planned curriculum, 4 days a week from 3:30-5:45 p.m. Laurie Benson, Chairman.
- **OPTIONS: (no points given)**
- **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 the theme.
 - **NGC Mission Statement**
 - **NGC Conservation Pledge**
 - **NGC Environmental Mission Statement**
 - **NGC Water Conservation Platform**