

YB-3 and YB-4 SCALE OF POINTS

FORMAT

- **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 fundraisers 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