

# AFGC # 10 & SCR #15 YEARBOOK GUIDELINES

Due January 1, to AFGC Awards Chairman

**Requirements:** Complete one AFGC Award Application Cover (form), and one NGC Application Cover with SCR written in the upper right corner and attach to inside cover of just ONE yearbook. NGC no longer offers this award. No electronic submissions allowed for this award. When listing award on application, include applicable category size. This entry should cover a yearbook beginning the year before the January due date.

## Club Size 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

**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.
- **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.
- **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.
- **Table of Contents:** Number the yearbook pages and list topics 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 information does not have to be in front.

**Membership Roster** with complete mailing addresses, including 9 digit zip, telephone numbers, and e-mail addresses (if applicable). Avoid crowding. 2 pts.

**List of Club Officers and Committee Chairmen** 1 pt.

**NGC Information:** Name of NGC President with theme. List address and phone number of NGC Headquarters in St. Louis. List NGC Website address. (Locate above information at [www.gardenclub.org](http://www.gardenclub.org)) 1 pt.

**Other information:** Name of Region Director, State President, State District Director and Council President (if applicable). List themes for Region Director and State President. List website addresses for state and region if applicable. 2 pts.

**Calendar of Events:** List dates and locations for district/state/region/national meeting and events to encourage members to attend and to eliminate the setting of conflicting dates. 2 pts.

**Programs, Workshops & Tours:** 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.

1. Meets minimum number of meetings required by state (9) 3 pts.
2. List date and time of meeting, location with address 3 pts.
3. List name of speaker/s, qualifications (brief), program title 4pts.
4. Variety of program topics (theme not required) 14 pts.
  - a. Variety of styles of programs (lectures, slides, power point, tours, etc.) 12 pts.
  - b. Variety of speakers (specialists, members, panel, etc.) 14 pts.

**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) 15 pts.
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 pts.

e.g. 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.

**Options:** Could fill available space, but no points given for:

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 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