

A Club's Step-By-Step Guide to Awards

Congratulations on being your club's Award Chairman. Applying for awards not only lets us recognize your club for a job well done, but also allows you to share your project with other clubs at the VFGC spring meeting.

This document is meant to make the process of submitting awards easier. It will give you all of the information that you need. For the most up-to-date information on awards, always go to the Awards page of the VFGC website. To find this page, go to the VFGC website, www.viriniagardenclubs.org. Click on info/forms on the left side of the home page. Then click on Awards on the Club information page. Other valuable resources are your District and State Awards Chairmen. If you have any questions, just click on their name (on the VFGC web page) and send them an email or pick up the phone and call. The Awards Chairmen's contact information is at the beginning of the VFGC List of Awards.

Now let's get started!

Look through the list of awards for your district and identify the awards that you would like to apply for. Note, that not all district awards will have state, regional and/or national awards associated with them. Therefore, look through the list of state, regional (SAR) and national (NGC) awards lists as well to identify additional awards to apply for. (Note: the VFGC Awards webpage has links to district, state, regional, and national awards lists.) A club may only submit one application for any given award. Applying for awards not only lets us recognize your club for a job well done, but also allows us to share your project ideas with other clubs.

A project can be submitted for more than one award, although the application must be different. Submitting exact duplication of the award application will lead to the disqualification of both applications.

Only VFGC members are eligible to apply for awards unless otherwise stated in the award description. Members are: individuals, clubs, and groups of VFGC clubs. Junior, Intermediate, and High School Garden Clubs, and individual Youth must be sponsored by a member garden club to be eligible for specific VFGC, SAR and MGC awards.

Gather the information and photos needed to write your award application. Even better, draft some of your club members, who have been directly involved with these projects, to write up the awards. Before you start writing the award application, refer to the scale of points for awards found on the VFGC awards webpage. Your application will be evaluated using this rubric.

Use the award application that you find on the VFGC Awards web page, unless otherwise specified. You may also get VFGC award applications from the State

and District Awards Chairmen. Awards which do not use the VFGC award application are the Member Award of Honor, Flower Show Achievement Awards, Youth contests (Y-2 Smokey Bear/Woodsy Owl Poster Contest, Y-3 High School Essay Contest, Y-4 Poetry Contest, Y-5 Sculpture Contest), VFGC Special Achievement Awards S-1,S-2,S-3 and S-4, Membership Awards (S-6 and S-33), District Club Smokey Bear Woodsy Owl Poster Awards S-9, S-37) , Penny Pines Award (S-11), VFGC Life Membership Award (S-12), Publicity Press Books (S-48) and NGC Awards of Excellence.

In the top right corner of the VFGC/NGC award application, write in the district, state, and/or regional number for the award you are applying for. Not all awards will have a corresponding award at all levels.

Note that many awards are judged according to club size. The club size is based on the number of members that State and NGC dues have been paid for **as of Dec. 1st**. This may include active, associate, inactive, honorary, etc. members.

A small club has less than 30 members and is designated by i.

A medium club has 30 – 59 members and is designated by iii.

A large club has 60-99 members and is designated by iii.

An extra large club has 100 or more members and is designated by iv.

Place the club size designation after the award number, if applicable. For example, if you have 50 members in your club, and you are applying for the state award for Bird Protection, the award you would be applying for would be S-9 iii. The size designation can be used on district, state, regional and national awards, if specified in the award.

Next fill in the national award number and name, if there is a national award. Add your club name, the date, and the number of members in your club as of Dec. 1st, as well as the name and contact information for the person completing the award application. The state information has already been filled in for you.

Answer the questions. Use photos, landscaping plans, drawings, newspaper clippings, programs, etc. to document the project. For on-going projects it is good to include a bit of history about the project, however, state clearly what work described was accomplished during the current calendar year, January 1 through December 31. See the example of a completed award application on the VFGC Awards web page.

The award application is to be a maximum of three single-sided pages. Binders and vinyl sheet protection are no longer required or allowed.

Send **three** copies of each award, if submitting by mail. Applications can also be submitted electronically. (Hint, if submitting electronically, submit your award as a pdf file. This avoids problems with format changes or the inability to open files.) Award applications will not be returned except as specified. Be sure to save a copy for your records.

All Award application, except those which state otherwise, **are to be sent to your District Awards Chairman by Dec. 1st**. Please note that this includes awards that will be evaluated at the state, regional (SAR) or national (NGC) level, not just the district. District Awards Chairmen will send all winners to VFGC Awards Chairman by December 15th. Only one award application will be accepted for each award. The following award applications are **not** to be sent to the District Awards Chairman: Y-2, Y-3, Y-4, Y-5, Flower Show Achievement Awards, and NGC Awards of Excellence. See the award description for instructions on where and when to send these applications.

If you are submitting an award application for a publication (S-42) or club newsletter (S-43) please place publication in a large envelope with one application form secured to the outside and one enclosed in the envelope, if submitting by mail.

If you are submitting an award application for club yearbooks (S-44), complete the information on the top of the NGC application form. Do not answer the questions. Firmly clip two copies of the completed application form to the inside front cover (send only 1 yearbook). No envelope necessary. Do not send binders.

If you are submitting an award application for the Publicity Press Book (S-48), complete the information on the top of the NGC application Form. Do not answer the questions. Prepare a Book of Evidence. There is no limit on the number of pages. Send the book and application to Heidi Sage, 1057 Jacks Shop Rd., Rochelle, VA, 22738 by January 25.

If you have any questions, please do not hesitate to call or email.

Your VFGC Chairman: Heidi Sage, 540-948-3778, hbsage@aol.com

Your VFGC Vice Chairman: Mitzi Cassidy, 434-793-5324
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Blue Ridge District Chairman: Patty Smith 540-384-7226 patty2p@aol.com

Piedmont District Chairman: Jane Earle Duncan 804-310-6808
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Shenandoah District Chairman: Ruth Rider 540-347-3436
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South Central District Chairman: Mitzi Cassidy 434-793-5324
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Southwest District Chairman: Toby Cook 276-628-7716 tif_cook@yahoo.com

Tidewater District Chairman: Barbara Ohmsen 757-484-1753
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Tidewater District Co-chairman: Loy Holt 757-564-0980 loy614@aol.com