BEFORE Preparing the Entry…READ the Instructions & Guidelines below

PR-2, Sections 1 & 2: Club & District NEWSLETTERS

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PLAN AHEAD!

- The deadline is **DECEMBER 1** **(received or postmarked**)
  - Why that date? These awards are eligible for Pacific Region and/or National Garden Club awards and the winning entries must be sent to PR or NGC for judging in early January.
  - The CGCI judging panel meets in **mid-December**. The Judging Chairman needs to know how many entries there will be in order to determine the number of judges needed. Early entries facilitate this planning.
- **WHY WAIT?** The awards year is January 1 – December 31
  - Newsletter entries can be any three (3) consecutive issues within that time period…they do not need to be from the current "club year" (Sept-Dec)
    - If you submit Sep, Oct & Nov, the Nov newsletter should be published prior to or near Nov 1 so there is no reason to wait until later in the month to submit the entry.
  - With the above in mind prepare your entries BEFORE the deadline is upon you…if you mail by early-mid November it will arrive in plenty of time.
  - **DO NOT** use Priority mail, FedEx, overnight, certified/return receipt or any other special delivery. Regular first class mail will arrive in 2-3 days from anywhere in the state.

Preparing the entry

- Newsletters, like newspapers and magazines, are meant to be printed "double-sided" (both sides of a sheet).
  - For award entries print on **both sides** of the paper.
  - Unless your publication is routinely printed on glossy/magazine style paper use only standard, 20# bond paper – **NO** cardstock, photo paper or other specialty papers.
  - The above will significantly reduce mailing costs.
- Evaluation forms
  - Review the evaluation form
    - **Use it as a guide** to create your publication to ensure that it meets the criteria
    - NOTE: The publication should include mention of membership in District (if a club), CGCI, Pacific Region & NGC. Make sure each is identified correctly.
  - Enclose a copy of the form with your entry (be sure to fill in the information at the bottom…club/district name etc.)
  - Judges' comments may be written on the form.
- Application Forms
  - **ALL** entries require a CGCI Award Application form (see sample NEXT page)
    - The forms are available from the CGCI website and are in Word format
    - Information can be typed directly onto the form - handwriting is many times illegible
    - You MUST answer the existing questions on the application form. In addition include the following information on the application form:
      - **Brief** description of publication
      - Number of issues per year
      - Number of copies distributed
      - How distributed (email, mail, handouts etc.)
      - Cost of printing/publishing and distributing
  - Include the complete award number (with Section/Class if there is one) and name e.g. PR-2, Section 2A Club Newsletter

- **"Submitted by"** is the **name of the club or district**. Type the name exactly as it should be on an award certificate. This award goes to the organization NOT an individual.
- **NEW this year:** Provide an email address so that the judging chairman can acknowledge receipt of the entry.
- Print the form on standard paper (no cardstock or photo paper)

Example of correctly completed Application Forms:

2015-17 CGCI Awards Application

Award #: PR-2, Section 2 (A, B, or C) Award Name: Club Newsletter
Submitted by: My Garden Club Date: December 1, 20__
(Enter name exactly as it should appear on the award certificate. This is the CLUB or DISTRICT name unless it is an award to an individual)
Name of Club: My Garden Club District: My District
eMAIL Address: myclub@gmail.com or myname@yahoo.com
(Acknowledgement of receipt of application will be sent to this address)
Number of Members for whom CGCI & District Dues are paid: 75

- Application form is limited to three printed pages – front of pages only. (No report covers, binders, plastic page protectors are allowed unless otherwise stated in Awards Manual or on evaluation forms).
- Application form will be returned. Applications forwarded to NGC for further competition will not be returned by NGC (exception: publications (books, CD/DVD). Copy entry for your files.
- See current CGCI Awards Manual for list of awards, full award descriptions. Check evaluation forms for required award criteria and where to send award entry. Current Manual and evaluation forms are available on the CGCI website. Note two deadline dates: December 1 and January 10.

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 need to be professionally drawn)

Enter your CLUB name. DO NOT insert the name of the editor or awards chairman.

Answer these questions and include the additional information requested on the evaluation form.

2015-17 CGCI Awards Application

Award #: PR-2, Section 1 Award Name: District Newsletter
Submitted by: My District Date: December 1, 20__
(Enter name exactly as it should appear on the award certificate. This is the CLUB or DISTRICT name unless it is an award to an individual)
Name of Club: District: My District
eMAIL Address: mydistrict@gmail.com or myname@yahoo.com
(Acknowledgement of receipt of application will be sent to this address)
Number of Members for whom CGCI & District Dues are paid:

- Application form is limited to three printed pages – front of pages only. (No report covers, binders, plastic page protectors are allowed unless otherwise stated in Awards Manual or on evaluation forms).
- Application form will be returned. Applications forwarded to NGC for further competition will not be returned by NGC (exception: publications (books, CD/DVD). Copy entry for your files.
- See current CGCI Awards Manual for list of awards, full award descriptions. Check evaluation forms for required award criteria and where to send award entry. Current Manual and evaluation forms are available on the CGCI website. Note two deadline dates: December 1 and January 10.

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 need to be professionally drawn)

Enter your DISTRICT name. DO NOT insert the name of the editor or awards chairman.

Answer these questions and include the additional information requested on the evaluation form.

California Garden Clubs, Inc.

Evaluation Form

Deadline: December 1

Place this form in an envelope attached to the CGCI Award Application Form. It will be used by the judges.
No Books of Evidence Allowed.

PR-2 PUBLICATIONS AWARDS Section 2. Club Newsletters
1st $35 and 1st, 2nd, 3rd, HM certificates in each class
(Eligible for Pacific Region Award #2 and NGC Award #12)

Sponsor: Class A – Greg & Robin Pokorski; Class B & C - Sue Bennett
Class A. 1 sheet per issue (1 or 2 sides)
Class B. 2 sheets per issue (3 or 4 sides)
Class C. 3 or more sheets per issue (5+ sides)

SUBMIT BY DECEMBER 1 TO THE COMMUNICATIONS DIRECTOR
Jane McKee, 1276 Palomares Ct, Fallbrook 92028-4480
*Entry must be **received or postmarked** by the deadline date

For informative, stimulating newsletters published four times or more a year, distributed to club members. Include information on NGC, Pacific Region, CGCI, district and club programs and activities. Submit two (2) copies each of three (3) consecutive issues in a large envelope with application form; include #10 envelope and this evaluation form.

	Points	Score
Application complete & correct: Submission information correct (2); all questions answered (3) Includes the following: **Brief** description of publication (3) Number of issues per year (3) Number of copies distributed (3) How distributed (email, mail, handouts etc) (3) Cost of printing/publishing and distributing (3)	**20**	_____
Publication promotes NGC/CGCI objectives: (Promoting gardening, floral design, civic beautification, environmental responsibility and the exchange of information and ideas)	**15**	_____
Design & layout: Date (volume number is optional) on front page (1/2) Name (publication or club) & date on subsequent pages (if more than one page) (1/2) Organization (pages numbered if appropriate; information easy to find; paragraphs aligned properly; good white space/balance) (1) Format: Font style/size/color selection consistent throughout (1) Printing, photos and/or graphics clear and appropriately sized (1) No typos/grammatical errors (1)	**5**	_____
Content: List of affiliations: NGC (2), Pacific Region (1), CGCI (1), District (1) - (5) Overall publication is informative, easy to read/understand, educational and accurate (10) Includes a variety of information (30) (one or more of the following: club, district, CGCI **or** NGC activities/projects/programs; poetry/recipes/inspirations, horticulture, floral design, conservation, therapy, youth, etc.) Articles on specific activities (club, district, CGCI or NGC) provide the necessary *what, where, when and who.* (15)	**60**	_____
Total Points	**100**	_____

Class: _____

Club: _____

District _____

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