



## BEFORE Preparing the Entry...READ the Instructions & Guidelines below

### PR-2, Section 3: ARTICLES by an Individual

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#### PLAN AHEAD!


- The deadline is **DECEMBER 1** (postmarked or received).
  - 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
  - An article written by a club member **must (a) have been published during the current awards year**.
- Mailing:
  - 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

- The award is for an article written by a garden club member.
- The article (a) must have been published during the awards year and (b) identify the club member as the author.
  - Whether the article appeared in a newspaper, magazine or organization newsletter, the club member/author must be clearly identified in the byline. If there is no attribution, it will be assumed that the article was written by the newspaper or magazine staff reporter or the newsletter editor.
  - Press releases submitted for an event are not eligible unless the publication gives the author the byline AND the release provides more than the basic date, place, time.
- Submit in plastic page protector
  - If the article is larger than 8 ½ x 11 either cut or fold to that size so that it can be read without removing from the page protector.
  - If longer than one page use as many page protectors as necessary (there is no limit to the number of pages for the article itself)
  - Clip to remove any material that is not relevant, i.e. ads, other articles or information, photos that are not pertinent to the article's subject.
  - If the article appeared in the club, district or CGCI newsletter, submit only the page(s) containing the article...DO NOT submit the entire newsletter.
- Evaluation forms
  - Review the appropriate evaluation form
    - Use it as a guide as you write the article to ensure that it meets the criteria
  - 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 below)
  - The forms are available from the CGCI website and are in Word format
    - Information should be typed directly onto the form - handwriting is many times illegible
    - The application form is one page--the required information in the upper portion plus BRIEF answers to the questions that are applicable.
    - It ACCOMPANIES the entry but is not part of the page count for the article entered; there is no limit on the number of pages of the article.
  - 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 author** of the article. Type the name exactly as it should be on an award certificate. NOTE: This is the only PR award that lists an individual in this field.
  - **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, photo paper etc.)

Example of a correctly completed Application Form:



### 2015-17 CGCI Awards Application

Award #: **PR-2, Section 3 (A, B, or C)**      Award Name: **Article by an Individual**

Submitted by: **Author's Name**      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)

This is the ONLY PR award category in which “Submitted by” is the name of an individual

Provide an email address so that the judging chairman can acknowledge receipt of the entry.

# 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 3. Published Article by an Individual  
**1st \$20 1st, 2nd, 3rd, HM certificates in each section**  
Sponsor: Jane McKee  
**Eligible for Pacific Region Award #1**

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 a published article by a garden club member. The article (a) must have been published during the awards year and (b) identify the club member as the author. Submit in plastic page protector with application form and include this evaluation form with #10 envelope.

- Class
- A. Communications: information promoting the objectives of NGC, Pacific Region, or CGCI.
  - B. Horticulture: information on a single plant, group of plants, shrubs or trees including plant care, feeding, etc.
  - C. Floral Design: information that will create interest among flower show judges and students, and other individuals.

	<u>Points</u>	<u>Score</u>
Meets deadline; Application and evaluation forms submitted	5	_____
Article published during current awards year (2); article identifies Club member as author (3)	5	_____
Content:		
Overall article is educational and informative	20	_____
Information is accurate	10	_____
Subject is clearly presented	10	_____
Promotes one or more CGCI/NGC objectives	10	_____
Readability/general appeal	35	_____
No typos/grammatical errors	5	_____
<b>TOTAL</b>	<b>100</b>	_____

Class \_\_\_\_\_

Individual \_\_\_\_\_

Club Name \_\_\_\_\_

District \_\_\_\_\_