



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

PR-2, Section 4: OTHER Publications

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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
 - Membership brochures, calendars, cookbooks, etc. are usually printed and available before the start of the new club year.
 - With the above in mind prepare your entries BEFORE the deadline is upon you...if you mail by early November there is 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

- Evaluation forms
 - Review the appropriate evaluation form
 - Use it as a guide to create or update 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 (see guidelines next page)
 - 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 example below)
 - 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 questions on the Application form and include the following additional data:
 - Brief description of project/publication
 - Number of copies distributed and/or sold
 - How distributed
 - Target audience (members, prospective members, general community)
 - Cost of printing/publishing and price, if sold
 - Include the complete award number (with Section/Class if there is one) and name e.g. PR-4, Section A Club
 - **"Submitted by"** should be the **club or district** name (not the awards or publicity chairman) Type the name exactly as it should be on an award certificate. The 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, photo paper etc.)
- NOTE: There is a **NEW CLASS this year (A-2)** for clubs. The award has been divided into membership and non-membership. Please read the evaluation form carefully.

Example of correctly completed Application Form:

2015-17 CGCI Awards Application



Award #: **PR-2, Section 4** Award Name: **Other Publications**
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 or DISTRICT name. DO NOT insert the name of the awards or publicity chairman.

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

General guidelines:

- Newsletters, websites, publications and promotional materials should list your membership in the District (for clubs), CGCI, Pacific Region and NGC.
- On a website there should be a link to the CGCI, PR and NGC websites and to your district if it has one.
- The correct wording for each of these entities is as follows:
 - National Garden Clubs, Inc.
 - Pacific Region
 - California Garden Clubs, Inc.
 - Your District
- Note that “Clubs” is plural (CGCI and NGC are umbrella organizations made up of many member organizations)
- Pacific Region and CGCI districts are geographical groupings and should not be designated as “garden club” or “garden clubs.”

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: Use CGCI Award Application Form (limited to 3 sheets-one side only).

PR-2 PUBLICATIONS AWARDS Section 4. Other publications

Class: A-1 - Clubs. 1st \$30, 2nd \$20, 3rd \$10; B-1 - District. 1st \$30

Class: A-2 - Clubs. 1st \$30, 2nd \$20, 3rd \$10; B-2 - District, 1st \$30

Sponsors: A-1 & B-1: Luther Burbank District; A-2 & B-2: Jane McKee

Eligible for Pacific Region Award #4 or #5 and NGC Award #13

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

A publication other than a yearbook or newsletter. Notices/flyers for one-time events are ineligible. Printed publications or those prepared for electronic distribution are acceptable. **Submit two (2) copies**

Class A-1 & B: Membership (brochure, leaflet)

Class A-2: Other than membership: Manuals, handbooks (procedural, duties of office, awards); Educational (environment, landscape, gardening, horticulture, therapy, projects); Horticulture, design (judging, exhibiting guide, floral design, mechanics); History (organization); Calendars; Cookbooks; Other.

	<u>Points</u>	<u>Score</u>
APPLICATION complete & correct:	20	_____
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)		
CONTENT & FORMAT	65	_____
Educational/Informative (15)		
Includes mention of membership in District (if a club), CGCI (3)		
Pacific Region (1), NGC (1)		
Accuracy of information (5)		
No typos/grammatical errors (5)		
Font style/size/color selection consistent throughout (5)		
Printing, photos and/or graphics clear and appropriately sized (5)		
Layout: neat, well-balanced/arranged for easy reading (15)		
General appeal (10)		
PROMOTES CGCI/NGC OBJECTIVES	15	_____
TOTAL	100	_____

Class: _____

Club Name: _____

District: _____