



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

PR-5: Club & District WEBSITES

By Jane McKee, CGCI Communications Director
cgcicomunications@cagardenclubs.org

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
 - Websites are judged “live” online in the week before the judging panel meets.
 - Each judge is sent a list of the websites submitted and a score sheet (it follows the evaluation form)
 - The panel reviews all websites and marks the score sheet. The results are compared and discussed on the day the panel meets.
 - With the above in mind prepare your entry 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 or any other special delivery. Regular first class mail will arrive in 2-3 days from anywhere in the state.


Preparing the entry

- FOLLOW ALL INSTRUCTIONS. Points can be deducted...¼ or ½ point can mean the difference in placement.
- There is no longer a requirement to submit paper copies of sample pages
- Make sure that **all links** to documents, pages or other websites are correct and active
- Ease of navigation will be considered while judging from the current site.
- Evaluation forms
 - Review the evaluation form
 - **Use it as a guide** to check your website and ensure that it meets the criteria
 - NOTE: The website 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 sample 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
 - **DO NOT ANSWER THE QUESTIONS ON THE APPLICATION FORM.** Instead provide the following on the application:
 - website address,
 - who maintains site,
 - how often updated,
 - cost (domain registration/hosting, maintenance).
 - Include the complete award number (with Section/Class if there is one) and name e.g. PR-5, Section A Club
 - **“Submitted by”** should be the **club or district** name (not the webmaster, awards or publicity chairman) Type the name exactly as it should be on an award certificate. The award goes to the organization NOT to 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.)

Example of correctly completed Application Form:

2015-17 CGCI Awards Application



Award #: **PR-5 Section A**

Submitted by: **My Garden Club**

Name of Club: **My Garden Club**

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**

Award Name: **Club Website**

Date: **December 1, 20__**

District: **My District**

(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)

- 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 webmaster or awards chairman.

DO NOT answer these questions. Instead include the data required 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 Allowed.

PR-5 WEBSITE AWARD

1st \$50 2nd \$30 3rd \$20 In each section

Sponsor: Section A: Southern California Garden Club, Section B: Jane McKee

Eligible for NGC Award #63

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

Section A: Clubs Section B: Districts

Submit a CGCI Application Form and include the following information: Website address, who maintains site, how often updated, cost (domain registration/hosting, maintenance). Ease of navigation will be considered while judging from the current site.

DO NOT answer the questions on the application or submit paper copies.

	<u>Points</u>	<u>Score</u>
Application contains: Website address (1), who maintains site (1), how often updated (1), cost (1) (domain registration/hosting/maintenance).	4	_____
Presentation: Design/Appearance: attractive, engaging, easy to view; Layout consistent throughout;	21	_____
Navigation: Ease of navigation, navigation system (bar, map, drop-down menus etc.), logical flow of pages, clear page headers, links active and correct	35	_____
Achievement: Club/group information present/easy to find, educational; includes contact information for organization and webmaster	20	_____
Promotes NGC/CGCI objectives (Promoting gardening, floral design, civic beautification, environmental responsibility and the exchange of information and ideas); Lists state, regional and national affiliations.	10	_____
Maintenance: Appears to be updated regularly; includes current Information on activities, projects, programs.	10	_____
Total	100	_____

Section: _____

Club Name _____

District _____