

California Garden Clubs, Inc.

2017-19 Evaluation Form

Deadline: December 1

Place this form in an envelope attached to the current CGCI Award Application Form. It will be used by the judges.

55. DISTRICT YEARBOOK AWARD

\$50 to highest scoring entry

Sponsor: Elisabeth Tufo

Eligible for Pacific Region Award #3(h) and NGC Award #16B

SUBMIT ONE (1) COPY BY DECEMBER 1 TO YEARBOOK AWARDS CHAIRMAN

The yearbook can be handmade, semi-commercial or commercial. Complete the information on a CGCI Award Application. DO NOT answer the questions. Clip the application and this evaluation form to the inside front cover of the yearbook. Submit ONE (1) copy of your yearbook. Do NOT affix any labels to yearbook.

	Points	Score
FORMAT		
Book Structure	(3)	_____
Practical (½ pt); convenient size (½ pt); durable (½ pt); neat (edges trimmed to fit Cover) (½ pt); typos (½ pt); handwritten corrections (½ pt)		
Cover	(3)	_____
Name of district (1), state (1), year (1) (design optional). If permanent binder cover is used, substitute with paper cover and include required information on cover and so note.		
Title Page	(2)	_____
Include name of group, number of clubs involved, affiliations including NGC, region, state, other. Include name of NGC President, Regional Director, State President with each affiliation.		
Table of Contents	(2)	_____
Subsequent pages in any order most useful to members		
Organizational Information:	(10)	_____
List organizational officers and committee chairmen. Include complete mailing addresses, telephone numbers, e-mail addresses, and club affiliation for each. List addresses for state garden club website, Regional website, and NGC.		
Calendar of Events:	(10)	_____
List meeting dates for your organization, for your state meetings, region, and national meetings, as well as schools, symposiums, and special events. This will eliminate the setting of conflicting dates.		
Bylaws, policies, and objectives	(10)	_____
Programs:	(20)	_____
List meeting topics, include dates, time, and place (give address). Give name of speaker. Indicate if program is a presentation, tour, workshop, sharing activity, etc.		
Projects:	(20)	_____
List projects as continuing or new, including name of chairman, location and description of project. Indicate if fundraising is a part of the project. (Some fund raisers may help with beautifying the community or education of public, as well as produce revenue for your organization).		
Member Club Information:	(20)	_____
List of member clubs, including club president names, addresses, phone numbers, e-mail addresses. Include meeting dates for each club. List total number of dues paying members.		
Total	100	_____

DISTRICT _____