

**California Garden Clubs, Inc.**  
**2019-2021 Evaluation Form**  
**Deadline: Postmarked by December 1**

No Book of Evidence. Entry requires a 2019-2021 CGCI Awards Application form (a cover sheet plus up to three printed pages (front side only)). Place this evaluation form in an envelope and include with the entry. See sample CGCI Awards Application form on the CGCI website under "Awards."

54. CLUB YEARBOOK AWARD

\$50 to highest scoring entry in each class. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and HM certificates and ribbons given in each class.

(Eligible for Pacific Region Award #3 (a-g) and NGC Award YB-1)

Sponsor: *Yearbook, Manual & Roster Sales*

Submit entry by **December 1** to Carol Vallens, 21053 Devonshire St., #104, Chatsworth, CA 91311

Class is determined by dues-paid membership number listed in yearbook submitted. The yearbook can be handmade, semi-commercial or commercial.

**Categories:**

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Club under 20 members | 5. Club 70-99 members       |
| 2. Club 20-29 members.   | 6. Club 100-299 members     |
| 3. Club 30-44 members    | 7. Club 300 or more members |
| 4. Club 45-69 members    |                             |

Yearbooks are judged according to NGC scale of points. See award's corresponding evaluation form for content requirements in the NGC Awards Manual at the website: [www.gardenclub.org](http://www.gardenclub.org).

The highest scoring yearbook in each category will be forwarded to Pacific Region and NGC competition. Clip completed CGCI award application form to inside cover of yearbook. Also include a copy of this evaluation form.

**SCALE OF POINTS FOR CLUB YEARBOOKS**

<b>FORMAT:</b>	<b><u>TOTAL</u></b>	<b><u>SCORE</u></b>
<p>● <b>Book Structure (2)</b>            Practical, convenient size for membership, durable, neat. (edges trimmed to fit cover). Yearbooks may be stapled, spiral, or 3-ring binders. Material should be well placed with ample margins and font size suitable for members to read.</p>	<b>2</b>	_____
<p><b>Cover (2)</b>            Include name of club, town, state organization, year, and appealing design. If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.</p>	<b>2</b>	_____

<ul style="list-style-type: none"> <li>● <b>Title Page (2)</b></li> </ul>	<b>2</b>	_____
<p>Include name of club (1/2), town (1/2), state organization (1/4), year (1/4), number of dues paying members (1/4), and affiliated organizations (district, region, NGC, other) (1/4). If state and national dues are paid on associate/inactive/honorary members, they are counted in total membership.</p>		
<ul style="list-style-type: none"> <li>● <b>Table of Contents (1)</b></li> </ul>	<b>1</b>	_____
<p>Number the yearbook pages and list topics on Contents Page.</p>		
<ul style="list-style-type: none"> <li>● <b>Subsequent pages</b></li> </ul>		
<p>In any order most useful to members and best fit for page placement. Information in a club yearbook should be in logical order. National and State information does not have to be in front.</p>		
<ul style="list-style-type: none"> <li>● <b>Membership Roster (2)</b></li> </ul>	<b>2</b>	_____
<p>Complete mailing addresses, telephone numbers, and e-mail addresses (if applicable). Avoid crowding. Suggestion to save space, "All area codes are ___ and postal zip codes are _____, unless otherwise noted."</p>		
<ul style="list-style-type: none"> <li>● <b>List of Club Officers and Committee Chairmen (1)</b></li> </ul>	<b>1</b>	_____
<ul style="list-style-type: none"> <li>● <b>NGC Information (1)</b></li> </ul>	<b>1</b>	_____
<p>Name of the NGC President, the theme of the administration and a referral to the NGC website for further information.</p>		
<ul style="list-style-type: none"> <li>● <b>Other Information (2)</b></li> </ul>	<b>2</b>	_____
<p>Name of the Region Director, theme of Region and referral to the Region Website; Name of the State President, theme of the State President and a referral to the State Website</p>		
<ul style="list-style-type: none"> <li>● <b>Calendar of Events (2)</b></li> </ul>	<b>2</b>	_____
<p>List dates and locations for district/state/region/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.</p>		
<ul style="list-style-type: none"> <li>● <b>Programs (50)</b></li> </ul>		
<p>Topics should cover a variety of NGC goals and objectives such as birds, Blue Star Memorials, butterflies, conservation, environment, floral design, horticulture therapy, horticulture, etc. Indicate below if special interest club, i.e., horticulture only; design only; faith based, etc.)</p>		
<ol style="list-style-type: none"> <li>1. Meets minimum number of meetings required by state <b>(3)</b></li> </ol>	<b>3</b>	_____
<ol style="list-style-type: none"> <li>2. List date and time of meeting, location with address <b>(3)</b></li> </ol>	<b>3</b>	_____
<ol style="list-style-type: none"> <li>3. List name of speaker/s, qualifications (brief), program</li> </ol>		

title (3)	3	_____
4. Variety of program topics (theme not required) (14)	14	_____
(a) Variety of styles of programs (lectures, tours, etc.) (12)	12	_____
(b) Variety of speakers (specialists, members, etc.) (15)	15	_____

**•PROJECTS (35)**

Projects involve actual membership participation that benefit the community and further NGC Goals and Objectives. Some fundraiser (sale of bulbs, bedding plants, herbs, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fund raisers may help promote NGC Member Services as well as publicize our organization and goals. Certain social activities may lead to membership increase. State such in descriptions.

1. List Continuing and New Projects (a club is not required to have new projects. (15) 15 \_\_\_\_\_

2. Give brief word description of projects: Include location, name of chairman, how members participate, list of donations if applicable, in-kind donations if applicable, plans for maintenance if applicable, etc. (20) 20 \_\_\_\_\_

**TOTAL: 100 \_\_\_\_\_**

**Options** (No points given)

Could fill available space.

- Some clubs include bylaws, budget, fund-raising, roll call, former club presidents. Club theme: If theme is used, it should be evident throughout the book.
- Themes may be interpreted with monthly program topics and/or titles, graphics, quotes.
- Projects do not need to be limited to theme.
- NGC Mission Statement
- NGC Conservation Pledge
- NGC Environmental Mission Statement
- NGC Water Conservation Platform
- List of members who are life members in state, region,
- NGC Awards received the previous year.

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

District: \_\_\_\_\_

Class: \_\_\_\_\_ Special Interest club? If so, please specify \_\_\_\_\_