

New Mexico Garden Clubs, Inc.

AWARDS HANDBOOK



October 2011 Revision

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INSTRUCTIONS TO DISTRICT & STATE CHAIRMEN

1. All Award applications must be received by the specific chairman by **February 1st**. No Exceptions.
2. Choose a team of three qualified persons to judge the award under your chairmanship, using the Standard System of Awarding: One FIRST, one SECOND, one THIRD, and Honorable Mention. Write a summary of your findings after judging.
3. Chairmen need to send summary of findings, all applications, booklets, yearbooks, and Standard of Excellence to the State Awards Chairman by **March 1st** or earlier, if possible. No Exceptions.
4. Keep copies of your findings summary, in case of loss.
5. Use the scale of points listed in the Awards Handbook, if applicable to your particular award. Otherwise, use criteria listed under the award.
6. All applications, booklets, yearbooks, and Standard of Excellence must be received by the State Awards Chairman by **March 1st** in order to be included in the Club Awards Packets. This is required for winners to receive funding. Holding any documents after this date will result in loss of funding for clubs.
7. Any State Chairman, who will not be available during the judging time, needs to select a panel to assist with judging. Give applications to them, and transfer the responsibility for getting applications to the State Awards Chairman. Do not hold applications past the **March 1st** deadline.

INSTRUCTIONS FOR DONATIONS AND MONETARY AWARDS

1. Donors of awards will be listed in the "New Mexico Gardener" & Annual Awards Book
2. All donors' funds covering two years must be received by the State Treasurer by **February 1st** of the FIRST year of a NMGC, Inc., administration.
3. State Awards Chairman will solicit donations.
4. All award checks must be cashed within 90 days.
5. Any award money unused after two years will be retained in a awards fund.

REPLACEMENT COST OF THIS CD BOOKLET: \$10.00 postage included.

APPLICATION REQUIREMENTS AND GUIDELINES

All applications must be received by the appropriate State Chairman by **February 1st**. State Chairmen reports must be received by the State Awards Chairman by **March 1st**. **ALL Applications with the exception of Flower Show Schedule, Fair Flower Show Schedule, Publicity Press Book, Scrapbook and Year book MUST be submitted electronically!**

Book of Evidence Information:

1. When application requires a report, be brief, be neat, be concise. Maximum of 12 pages allowed.
2. Provide photographs of the project(s), if needed, preferably those that show action or tell a story Minimum number of photographs in all awards – 6. Maximum number of photographs in all awards – 12.
3. The Award period is the previous calendar year. (Jan.-Dec. 31, except where noted).
4. Include letters or news clippings (scanned versions) describing the work or activity.
5. If criteria is listed, follow what is required.
6. Follow the sample Entry Cover Page below precisely. Give number (#) of Club members as of December 31 of the preceding year.

Example:

Title of Award

Club Name: **Sun and Fun Garden Club OR Individual Name**

Address: **12 Light Ray Blvd. - Rainbow City, N.M. 00000**

Contact: **Mary Smith**

Contact Phone: **(505)-123-4567**

Club Members _____ Club Class _____

Club Sizes: Clubs are grouped by club sizes called class categories in this handbook. Except where stated, clubs will be judged by the class size. The rationale is that clubs are judged against each other by size.

Class Categories

Class I	19 or fewer members	Class III	31 – 49 membership
Class II	20 – 30 members	Class IV	50 members and up

STANDARD OF EXCELLENCE

*This serves as an evaluative overview for your Club's program year.
Program Year is January 1st through December 31st, annually*

CLUB NAME: _____ DISTRICT: _____

OF MEMBERS: _____ CLASS: _____ TOTAL SCORE: _____

I. REQUIREMENTS:

- A. Entries due to District Awards Chairman by **February 1st**.
- B. Applications scoring 180 points or above will be forwarded by the District Awards Chairman to the State Awards Chairman by **March 1st**.
- C. Include Entry Cover Page as directed on page 2.
- D. **Reproduce these pages From CD**
- E. **Be specific. Be brief. Furnish evidence, when needed within reason.**

II. AWARD: Certificate.

III. CRITERIA and SCALE OF POINTS:

- | | POINTS |
|--|----------------------------------|
| A. Names, addresses, zip codes, phone numbers, and e-mail addresses of incoming officers submitted to State President and District Director by June 1 st . | <input type="checkbox"/> 10 ____ |
| B. State and National dues and membership lists with complete addresses, zip codes, phone numbers, and e-mail addresses to 2nd Vice President (1 copy) by June 1 st . | <input type="checkbox"/> 5 ____ |
| C. District dues and membership lists with complete addresses, zip codes, phone numbers, and e-mail addresses to District Treasurer (2 copies) by June 1 st . | <input type="checkbox"/> 5 ____ |
| D. Report all additional new members, along with dues and information listed in Rule B, to 2nd Vice President throughout the year until February 1 st . | <input type="checkbox"/> 5 ____ |
| E. Send or give 1 Club yearbook to State President and to District Director, by the Fall District meeting date. | <input type="checkbox"/> 5 ____ |
| F. Send Club History to State President, District Director, and State Historian by February 1 st . | <input type="checkbox"/> 10 ____ |

Points/ Page 1 = ____

STANDARD OF EXCELLENCE, Page 2.

- G. Send Club President or Representative to State Convention, Fall Board Meeting, Spring District Meeting, Fall District Meeting. (40 points possible) _____ X 10= _____
- H. Send list of Club members willing to serve in District and State Chairmanships to State President, District Director, and State Personnel Chairman by February 1st. 10 _____
- I. Club support of a Tree Planting project. Tree may be any size. (Not to be confused with the Tree Award in this Awards Handbook) 10 _____
- J. Invite District Director and State President to one club function. If they decline, points still given. (5 points for Director/5 points for President) _____ X 5 = _____
- K. For each new Garden Club member over previous year's membership as of December 31st. (5 points for each member) _____ X 5= _____
- L. Published publicity. (attach sample with date & name of venue) 5 _____
- M. Member subscriptions to "The National Gardener". (5 points for each subscription) _____ X 5 = _____
- N. Club functions open to the public. (This means general public is invited or members may bring guests to a meeting) 5 _____
- O. Applied for National, Regional, State, District Awards. (5 points for each award applied for) _____ X 5 = _____
- P. Community or Civic Project sponsored or supported by Club, involving Club members. (Each project may be counted only once and not counted again under U. 32.) _____ X 5 = _____
- Q. To encourage member participation:
Five points per member for each category. List names!
1. Members attending a Flower Show School. _____ X 5 = _____
2. Members attending a Flower Show Symposium. _____ X 5 = _____
3. Members attending a Landscape Study/Design School _____ X 5 = _____
4. Members attending a Gardening Study School/Symposium. _____ X 5 = _____

Points/Page 2 = _____

- Q. 5. Members attending an Environmental Study School/Symposium. ___ X 5 = ___
6. Members attending a Gardening Study/Landscape Design/Symposium. ___ X 5 = ___
7. Accredited Flower Show or Student Judges in the Club ___ X 5 = ___
(Do not include Emeritus Judges)
8. State, Regional or National Officers or Chmn. Specify. ___ X 5 = ___
- R. Any other project(s), such as books donated to public libraries. (Names, Subject, Number of books) ___ X 5 = ___
- S. Monetary Donations to NGC, Inc., Headquarters. (Specify donation and recipient.) ___ X 5 = ___
- T. Special Flower Show Credit: for a Standard Flower Show, staged and presented by a NMGC, Inc., club, judged by accredited and student judges. ___ X 20= ___

U. Clubs working to support State, Regional or National Objectives with an activity, study or project. BE SPECIFIC. Each activity, study, or project may be used ONLY ONCE. Listed below are projects for which State Chairmen are responsible. Check Box for Each.

- | | | | |
|--|--------------------------|---|--------------------------|
| 1. Arboreal and Botanical Garden | <input type="checkbox"/> | 17. Legislation | <input type="checkbox"/> |
| 2. Birds | <input type="checkbox"/> | 18. Memorial Gardening | <input type="checkbox"/> |
| 3. Blue Star Memorial | <input type="checkbox"/> | 19. NGC President's Project | <input type="checkbox"/> |
| 4. Butterfly Gardening Across the Americas | <input type="checkbox"/> | 20. National Garden Week | <input type="checkbox"/> |
| 5. Environmental | <input type="checkbox"/> | 21. State President's Project | <input type="checkbox"/> |
| 6. Floral Design | <input type="checkbox"/> | 22. Publicity | <input type="checkbox"/> |
| 7. Flower Show Schedule | <input type="checkbox"/> | 23. Recycling/Litter | <input type="checkbox"/> |
| 8. Flower Show | <input type="checkbox"/> | 24. Scholarships/ Life Memberships | <input type="checkbox"/> |
| 9. Food Gardening | <input type="checkbox"/> | 25. Smokey Bear/ Woodsy Owl | <input type="checkbox"/> |
| 10. Garden Therapy | <input type="checkbox"/> | 26. Tree/Shrubs | <input type="checkbox"/> |
| 11. Historic Trails | <input type="checkbox"/> | 27. Water Conservation | <input type="checkbox"/> |
| 12. Horticulture | <input type="checkbox"/> | 28. Wild Flowers/ Native Plants/Wild Life/ Endangered species | <input type="checkbox"/> |
| 13. Improved Cultivators | <input type="checkbox"/> | 29. Yearbook | <input type="checkbox"/> |
| 14. Indoor Gardening | <input type="checkbox"/> | 30. Other | <input type="checkbox"/> |
| 15. Indigenous Plants | <input type="checkbox"/> | 31. SCR Directors Project | <input type="checkbox"/> |
| 16. Landscape Design | <input type="checkbox"/> | 32. State Presidents Project | <input type="checkbox"/> |

5 points / checked box above. ___ X 5 = ___

Points/Page 3 = _____

31. Youth:

- a. Youth Poetry and Essay
- b. Intermediate Gardeners
- c. High School Gardeners
- d. Junior Gardeners & Ecotots
- e. High School Speech and Essay contests
- f. Other

5 points / checked box. ___ X 5 = ___

32. Civic Development: incentive grant projects; conservation projects; local beautification projects; NGC, Inc., projects, etc. ___ X 5 = ___

33. Articles to the "New Mexico Gardener". ___ X 5 = ___

34. National and international contributions to NGC charities ___ X 5 = ___

35. A Club that is instrumental in establishing a new Adult Garden Club that meets NGC, Inc., and NMGC, Inc., standards. (100 points) ___

Points/Page 4 = ___

Points Pg. 1 ___ + Pg. 2 ___ + Pg. 3 ___ + Pg. 4 ___ = Total Points _____

I. REQUIREMENTS:

- A. Application to State Awards Chairman by **February 1st**.
- B. Follow “APPLICATION REQUIREMENTS AND GUIDELINES” on Page 2.

II. AWARD:

- A. 1st Place Certificate for best design by a beginning designer.
- B. Entries will be judged out of state.
- C. Winning Photo will be duplicated in Annual Awards Book.

III. CRITERIA:

- A. Submit a photograph no larger than “5 x 7” of your design.
- B. Any designer who has not won the Tricolor Award, Award of Distinction, Designer's Choice, the Petite Award, Table Artistry, or Holiday Excellence Award may enter. Novice designers and those who have won blue ribbons may enter.
- C. Accompany each entry on a separate page with the following information:
 - 1. Your Name and Address, Garden Club.
 - 2. The names of plant material and other components, if used.
 - 3. Tell about the container. If you made it, explain how you created it.
- D. You may enter a maximum of 4 designs. Follow the rules for each entry.

BIRDS

I. REQUIREMENTS:

- A. Applications due to State Bird Chairman by February 1st.
- B. Judged applications due to State Awards Chairman by March 1st.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDLINES" on Page 2.

II. AWARD:

1st, 2nd, 3rd, and H.M. place certificates awarded to Individuals, and in each Club category.

III. CRITERIA for CLUB Award:

- A. How is water provided in the bird areas or sanctuaries?
- B. What kind of housing/nesting materials are provided?
- C. Estimate the amount of food used during the award period.
- D. List birds regularly seen.
- E. How many bird areas/sanctuaries are included in this report?
- F. Estimate the longest distance between bird sanctuaries/areas.
- G. Include a maximum of 6 photographs showing birds.
Identify the birds.
- H. Was a Club program given about birds? Give Date.
- I. How many Club members participated?
- J. What different types of bird feed were provided?

IV. CRITERIA for INDIVIDUAL Award:

- A. How many bird feeders are in your sanctuary?
- B. What kind of bird food is provided?
- C. Briefly describe habitat.
- D. What kind of nesting materials/houses do you provide?
- E. What bird song do you most enjoy?
- F. How is water provided?
- G. What causes you the greatest problems? Explain briefly
- H. Give the approximate size of your sanctuary.
- I. Include (6 or fewer) photographs of your sanctuary.
List names of birds seen.
- J. What kind of bird is the most frequent visitor?

BUTTERFLY GARDENING ACROSS THE AMERICAS

I. REQUIREMENTS:

- A. Applications due to State Butterfly Chairman by **February 1st**.
- B. Judged applications due to the State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDLINES" on Page 2.

II. AWARD:

1st, 2nd, 3rd, and H.M. place certificates awarded to Individuals, and in each Club category.

III. CRITERIA for INDIVIDUAL or CLUB AWARD:

- A. With no more than 6 photographs, show evidence of butterflies, and/or some phase of their development on plants.
- B. Give earliest dates when butterflies first seen.
- C. Name plants (with botanical names) to which butterflies are attracted in your yard/yards.
- D. For Club award, how many Club members are participating?
- E. Was a Club program given about butterflies? Give Yearbook program name and date.
- F. How are you protecting these beautiful garden creatures? Be brief.
- G. Have eggs, caterpillars, or chrysalis been found and identified by you or your members? Describe briefly.
- H. What success has the Club or Individual had in attracting more than one kind of butterfly?
- I. Name a few butterflies, giving names of host plants.

CERTIFICATION of COMMENDATION

NGC, Inc., 20 Year Certificate

I. REQUIREMENTS:

- A. Local Garden Club Presidents request these certificates from the State Awards Chairman by **February 1st**.
- B. Send \$1.50 per certificate with recipients' names.

- II. AWARD:** NGC, Inc., 20 YEAR Certificate for Individuals who have been members of an accredited garden club for 20 or more years.

CERTIFICATE FOR MERITORIOUS ACHIEVEMENT

I. REQUIREMENTS:

- A. Requests must be received by State President by **February 1st**.
- B. Approved requests sent to State Awards Chairman by **March 1st**.

- II. AWARD:** Certificate

III. CRITERIA:

- Club(s) for outstanding contributions to NMGC, Inc.
- Individual(s) who contribute outstandingly to NMGC, Inc.

CIVIC DEVELOPMENT

This award is for landscape projects in public areas. Such areas include: schools, civic buildings, hospitals, shopping areas, cemeteries, roadsides, historic sites, enhancement of parks, trails, small pocket gardens, street plantings., etc.

I. REQUIREMENTS:

- A. Applications due to State Civic Development Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

- II. AWARD:** 1st, 2nd, 3rd, and H.M. Place certificates awarded in each Club category.

III. SCALE OF POINTS:

		Points
Scope of project	(50)	_____
Suitability to needs of area	(20)	_____
Member participation	(20)	_____
Participation of other group(s)	(5)	_____
Innovative aspects of projects	(5)	_____

Total points (100) _____

CLUB HISTORY

I. REQUIREMENTS:

- A. Applications due to State Historian by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARDS:

- A. 1st, 2nd, 3rd, and H.M. place certificates awarded in each Club category.
- B. Best History may receive a monetary award.

III. SCALE OF POINTS:

Name of Club	<input type="checkbox"/>	1
Year Founded	<input type="checkbox"/>	1
Number of Members	<input type="checkbox"/>	1
Officers Names	<input type="checkbox"/>	1
Theme	<input type="checkbox"/>	<u>1</u>
	Points (5)	_____
Description of Projects	<input type="checkbox"/>	15
Club Monthly Programs	<input type="checkbox"/>	15
Flower Show	<input type="checkbox"/>	<u>15</u>
	Points (45)	_____
Club Awards	<input type="checkbox"/>	5
Members' Achievements	<input type="checkbox"/>	5
<u>The National Gardener</u>	<input type="checkbox"/>	5
Publicity	<input type="checkbox"/>	5
Other Club Activities	<input type="checkbox"/>	<u>5</u>
	Points (25)	_____
National Garden Club Week	<input type="checkbox"/>	5
District/State/Region/NGC Participation	<input type="checkbox"/>	5
Youth Participation	<input type="checkbox"/>	5
Guidelines Conformance	<input type="checkbox"/>	5
Meets Deadline	<input type="checkbox"/>	<u>5</u>
	Points (25)	_____
	Total Points (100)	_____

DESIGN OF THE YEAR

I. REQUIREMENTS:

- A. Applications due to State Awards Chairman by **February 1st**.
- B. A winning photograph may not be re-submitted.

II. AWARD:

- A. Name placed on The Betty Folan Memorial Plaque.
- B. "Design of the Year" Award presented by NMGC, Inc.
- C. Entries will judged out of state.
- D. Winning Design photograph will be duplicated in Annual Awards Book.

III. CRITERIA:

- A. Any member of a garden club belonging to NMGC, Inc., may submit entries. The design is to be the work of the entering designer.
- B. Submit a color photograph no larger than " 5 x 7" of your design.
- C. You may enter a maximum of 4 designs. Follow the rules for each entry.
- D. Accompany each entry with a separate cover page on which is written:
 - 1. Your Name and Address, Garden Club.
 - 2. State title or theme of design.
 - 3. Describe container, accessories, and other pertinent information.
- E. Any type of design may be entered. Design must follow NGC, Inc., rules as contained in the most recent "Handbook for Flower Shows".
- F. The photo should not show ribbons, cards, or any other distracting items. A plain background is usually best, unless the background is part of the overall design.

FLOWER SHOW SCHEDULES

I. REQUIREMENTS:

- A. Applications due to State Flower Show Schedule Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.
- D. OPTIONAL EXCEPTION from Electronic Application Process

II. AWARDS:

- A. 1st, 2nd, 3rd, and H.M. place certificates in each Club category.
- B. Best Flower Show Schedule Award: Given for the most original schedule in the state.

III. CRITERIA:

- A. Schedules will be divided into five classes for judging:

- Class I. Standard Show staged by a single club.
- Class II. Standard Show staged by two or more clubs.
- Class III. Standard Home Show.
- Class IV. Standard Specialized flower show, such as Holiday, Rose, Miniatures, etc.
- Class V. Small Standard Show.

B. Judge according to the "Handbook For Flower Shows" referred to as "*Handbook*" in the scale of points below,

IV. SCALE OF POINTS: For all Classes

Points

- A. THEME (10)_____
- Suitable, imaginative, original, inspiring. Theme carried out in all divisions.

- B. GENERAL INFORMATION (10)_____
- (Must be on schedule cover, or on first inside page. See "*Handbook*".)
- 1. Name(s) of sponsoring Club(s).
- 2. Location: Building, address, city, state.
- 3. Date: Month, Day, Year. 4. Show Hours. Admission, if any.
- 5. Theme. 6. State membership in NMGC, Inc. and NGC, Inc.

Total Page 1 = _____

FLOWER SHOW SCHEDULES, Page 2.

C. RULES FOR ALL DIVISIONS (15)_____

1. Emphasis throughout must be placed on fresh plant materials.
2. Must have proper balance between horticulture and design exhibits, with at least as many horticulture classes as design classes.
3. Time judging will begin.
4. Time entries will be received and removed.
5. Time show is open to the public.

D. HORTICULTURE (25)_____

1. Must have at least 5 classes.
2. Correct terminology used for each flower or plant.
3. Seasonal plant materials at time of show prescribed.
4. Container will be provided for cut specimens.
(If exhibitor must furnish, specify type, color, etc.)

E. DESIGN (25)_____

1. Must have at least 5 classes.
2. Titles of classes should be original and challenging.
3. Variety of classes, including some special designs such as tables, hanging designs, miniatures, etc.
4. Specify special staging, accessories, backgrounds, niches, pedestals, etc., allowed.

F. SPECIAL EXHIBITS (10)_____

Two or more special exhibits included, such as educational exhibits, artistic crafts, youth, and/or sponsored groups, etc. (See "*Handbook*")

G. AWARDS (5)_____

1. Statement of Standard System of judging and awarding, including that 2/3 of judges are NGC flower show judges.
2. NGC., Inc., top awards, if offered, must be specified in schedule including:
 - a. Scale of points for design.
 - b. Reference to Horticulture Scales of Points in "*Handbook*".
3. Local awards, sweepstakes, etc., with rules governing them listed. Give formula for determining sweepstakes.

Page 2 = _____

Page 1 = _____

Total Points (100) _____

FLOWER SHOWS – Fair Schedules Only

*A Fair Flower Show is one that is part of a City, County, or State Fair.
(See "Handbook for Flower Shows")*

I. REQUIREMENTS:

- A. Remove Flower Show Schedule from Fair Book. Staple pages together. Pages may be enlarged to fit theme binder if desired, but not required. An electronic copy of fair schedule may also be submitted.
- B. Send to State Flower Show Schedule Chairman by **February 1st**.
- C. Send judged Schedules to State Awards Chairman by **March 1st**.
- D. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.
- E. OPTIONAL EXCEPTION from Electronic Application Process

II. AWARDS: 1st, 2nd, 3rd, and H.M. place certificates awarded in each Club category.

III. CRITERIA and SCALE OF POINTS:

- | | Points |
|---|------------|
| A. Has written schedule. | (5) _____ |
| B. Judged by the Standard System of judging and awarding. | (10) _____ |
| C. Has at least 5 classes in Horticulture with a minimum of 4 exhibits in each class, and no fewer than 20 exhibits in this division. | (50) _____ |
| D. Has at least 5 classes in Design Division, with a minimum of 4 exhibits in each class, and no fewer than 20 exhibits in this division. | (30) _____ |
| E. Two-Thirds of the judges for overall show or for the Design Division must be NGC flower show judges. | (5) _____ |

Total (100) _____

FOOD GARDENING - Individual Award

I. REQUIREMENTS:

- A. Applications due to State Food Gardening Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARD:

- A. 1st, 2nd, 3rd, and H.M. place certificates.
- B. A monetary award may be given.

III. CRITERIA:

- A. Give approximate size of food garden.
- B. Do you start any food plants from seed?
- C. What is the yield of the garden?
- D. Show fruit, vegetable, nuts or berry gardens with no more than 6 photographs.
- E. List the plants grown in your garden (note new cultivars).
- F. What plant in your food garden presents the greatest challenge to grow?
- G. Of what you grow, what is your favorite?
- H. Is any food preservation done? How?
- I. What is done with your oversupply?
- J. Container gardens are acceptable.

MEMBER OF DISTINCTION CITATION

I. REQUIREMENTS:

- A. Only 1 entry per Club per year.
- B. Names due to State Awards Chairman by **February 1st**.

II. AWARD: Certificate

III. CRITERIA:

- A. Candidate must have been an active member of NMGC, Inc., for 14 years and still be actively participating in Club activities.
- B. Must have an outstanding reputation in the community for garden club work.
- C. Must have displayed leadership at Club level and/or above.

GARDEN THERAPY

Garden Therapy is a program to enrich the lives of children or adults, which may include those who are challenged mentally or physically. There are as many ways to enhance the lives of others by plants, flowers and garden clubbing as there are garden club members.

I. REQUIREMENTS:

- A. Applications due to State Garden Therapy Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.
- D. Application may include reports for more than one project in the same Year. Projects need to be separated and numbered: 1, 2, 3, etc.

II. AWARD:

- A. 1st, 2nd, 3rd, and H.M. place certificates in each Club category.
- B. A monetary award may be given to the Club judged to have documented the most beneficial Garden Therapy Project .

III. CRITERIA:

What did your Club do to add cheer sometime during the year?

Provide evidence of the following:

- A. Number of members participating in the project?
- B. Give dates: month, day, and year of each project.
- C. Number of times the project was done.
- D. Include newspaper clippings. If TV, or radio coverage, give date, time, and station.
- E. Give approximate numbers of citizens who benefited.
- F. If plants or other items were purchased, submit copies of bill(s)
- G. If the project was dividing, weeding, grooming, and/or general maintenance, document with no more than 6 photographs.
- H. Did the Club receive outside assistance with help or donations?
- I. Include copies of thank-you notes.

HERBS

I. REQUIREMENTS:

- A. Applications due to State Food Gardening Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

- II. **AWARD:** 1st, 2nd, 3rd, and H.M. place certificates will be awarded to Individuals, and in each Club category.

III. CRITERIA for CLUB Award:

- A. Are there container-grown Herbs? If so, name them.
- B. What herb is the most heavily planted in the gardens included in this application?
- C. How many gardens are included?
- D. Other than cooking, how do members use their Herbs?
- E. What is done with over-supply?
- F. What methods of preserving herbs are used?
- G. Has any herb propagation been done by members? Describe.
- H. Provide photographs of herbs or gardens. (No more than 6)
- I. Name the plants featured in the photographs.

IV. CRITERIA for INDIVIDUAL Award:

- A. What are the sources for your herbs?
- B. Are any of your herbs grown indoors?
- C. What is your favorite herb?
- D. What do you do with over-supply?
- E. Give approximate size of your herb garden.
- F. Do you have herbs growing in containers?
- G. Which herbs are grown for potpourris, sachets, and/or "tussie mussies".
- H. Show no more than 6 photographs of your herb garden.
- I. Name the plants featured in the photographs.
- J. What herb is the most difficult for you to grow?

HORTICULTURIST OF THE YEAR

I. REQUIREMENTS:

- A. Applications due to the State Awards Chairman by **February 1st**.
- B. Applications are sent out of state for judging.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. **AWARD:** The Horticulturist of the Year Award presented by NMGC, Inc.

III. WHO IS ELIGIBLE?

- A. Any member of a garden club belonging to NMGC, Inc.
- B. A gardener who does ones own gardening (spouses may assist).
- C. Any paid work must be listed in application.

IV. TO BE INCLUDED IN APPLICATION:

- A. List methods of water conservation which you practice.
- B. Give approximate size of garden(s).
- C. Number of blue ribbons won in Standard Flower Shows or Plant Society shows in horticulture. Also, state number of shows entered. (No photographs needed.)
- D. Names, types, and numbers of plants in your garden: annuals, perennials, shrubs, trees, etc. Give both botanical and cultivar name, if possible.
- E. List types of gardens: perennials, rock gardens, herb gardens, patio plantings, fruit and vegetable gardens, etc.
- F. What is the source of your plants and/or seeds?
- G. Describe how your garden looks during the year, in the Spring, Summer, Fall and Winter.
- H. Have you tried any new cultivars within this award time frame?
- I. For this award application include any food grown, listing cultivar names.
- J. Describe any plant breeding, such as vegetative propagation, grafting, or developing new varieties.
- K. Did you share your gardening knowledge with Club members, neighbors, Club programs, or others? Explain.
- L. Show your garden(s) with no more than 6 photographs.
- M. What plant is the greatest horticultural challenge in your garden?

LITTER CONTROL AND RECYCLING

I. REQUIREMENTS:

- A. Applications due to State Litter Control Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARD:

- A. 1st, 2nd, 3rd, and H.M. place certificates will be awarded to Individuals, and in each Club category.
- B. A monetary award may be given to the Individual or Club documenting the most unique recycling project.

III. CRITERIA :

- A. List type of project.
- B. Enclose publicity, from newspaper, poster, TV, and radio. (Give call letters of stations).
- C. Give approximate number of people who helped with the project(s).
- D. How much time was spent on the project(s) (people hours)?
- E. Where was the location of the project?
- F. How much litter was picked up? How many trash bags?
- G. What did you recycle from this litter?
- H. Give date and time of the project.
- I. Did businesses or people outside the garden club contribute in any way to the project? Comments.
- J. How was the non-recyclable litter disposed of?

LONGEVITY AWARD

I. REQUIREMENTS:

A. This award is for a Club project that has been maintained by members for over 3 years. Most awards are for new projects. In contrast, this award gives recognition for the patience and dedication it takes to continue a program, or project, for many years.

B. This may be a civic development type project for beautification or landscaping, yearly workshops to educate the public or help youth or the elderly, or even fund-raising activities that bring garden club to the public eye. Does not include flower shows.

C. Applications due to the First VP, NMGC, Inc., by **February 1st**.

D. Judged applications due to State Awards Chairman by **March 1st**.

E. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARDS:

A. 1st, 2nd, 3rd, and H.M. Certificates will be awarded in each Club category.

B. A monetary award may be given.

III. CRITERIA:

A. Approximate date of beginning activity.

B. Name of club and approximate number of members involved through the lifetime of the project (yearly average).

C. Description of project activities through the years (additions, changes, etc.).

D. Copies of any publicity or other public recognitions.

E. Importance as to Historical, Environmental, Civic Beautification, Educational information, etc.

F. Photos, beginning, on going and present documentation, of project. No more than 12.

MEMBER OF THE YEAR

I. REQUIREMENTS:

- A. Applications due to State Awards Chairman by **February 1st**.
- B. Candidate must have been a member of a NMGC, Inc., Club for at least 3 years and for the year application is made.
- C. Applications are sent out of state for judging.
- D. Applications are submitted on behalf of a garden club member not by the member.

II. AWARD:

- A. Name is placed on the New Mexico Garden Clubs, Inc., Plaque.
- B. "Member of the Year" award presented by NMGC, Inc.

III. CRITERIA:

- A. CANDIDATE'S NAME IS NOT TO BE ON THE APPLICATION.
- B. On a separate page, to be included with the application, List candidate's name, address, Club, and District, together with Club president's name, address and phone number.
- C. List Club, president's name and address, and District at top of each page

See Next Page for Scale of Points

MEMBER OF THE YEAR- page 2

IV. SCALE OF POINTS:

A. Activity prior to this Award Year:	<u>Points</u>
1. Previous Club offices, chairmanships, committee work at local, District, State, Regional, and National level, etc.	(10) _____
2. Plant Societies - Membership in garden club related groups	(5) _____
3. Outstanding contributions and achievements (garden club related). Include new ideas, public relations, educational programs, community service, etc.	(10)_____
Subtotal A	(25) _____

B. Garden Club related activities this Award Year:	
1. Club flower shows: Participation in planning, working, exhibiting. List committees, approximate number of entries by candidate, awards received	(5)_____
2. Exhibiting: Anything not previously listed. Other flower shows, educational exhibits, and horticulture design displays for any public occasion.	(5)_____
3. Educational programs given: Subject, date, occasion.	(10)_____
4. Participation in other facets of garden club work: conservation, garden therapy, yearbook, Club projects. BE SPECIFIC.	(15)_____
5. Attendance and/or participation in any study or other means of increasing knowledge related to garden club work: flower show schools, environmental conferences, symposiums, plants society member, etc.	(10)_____
6. Other contributions: Sharing plants, garden on display, dispensing information to groups or individuals.	(10)_____
7. Offices, chairmanships, committee work, attendance and/or participation at all levels.	(10)_____
Subtotal B	(65) _____

C. Summary:	
Give a summary of what the above efforts had upon your Club, your community, and State organization. In <u>100</u> words or less.	
Summary	(10)_____

TOTAL = Subtotal A _____ + Subtotal B _____ + Summary _____ = _____
(100)

MEMBERSHIP INCREASE

I. REQUIREMENTS:

- A. The Club gaining the most new members.
(Dues have to be received by the State Treasurer.)
- B. No application is necessary.
- C. Winner will be reported to the State Awards Chairman by
2nd Vice President.

II. AWARD:

- A. Certificate.
- B. Monetary Award may be presented to the Club with the
greatest membership increase.

SCHOLARSHIP

I. REQUIREMENTS:

- A. Applicant must be studying Botany, Horticulture, or related fields in a
New Mexico college/university.
- B. Application forms may be obtained from the college one attends, or
from the State Scholarship Chairman.
- C. Application due to the STATE SCHOLARSHIP CHAIRMAN
by February 1st.
- D. Application due to State President and District Directors for approval by
March 1st.

II. AWARDS:

- A. New Mexico Garden Clubs, Inc. provides one scholarship of \$1500
each year to encourage the study of Botany, Horticulture, or related
fields. Approval for Scholarship to be given by the District Directors,
Scholarship Chairman, and President of NMGC, Inc.
- B. The Georgia B. Schoenecker Scholarship Award is available in the
years when there is more than one eligible or qualifying scholarship
applicant. This scholarship is administered independently by Georgia B.
Schoenecker.

PHOTOGRAPHIC PRINT OF THE YEAR

I. REQUIREMENTS:

- A. Applications due to State Awards Chairman by **February 1st**.
- B. A winning photograph may not be re-submitted.

II. AWARD:

- A. 1st Place Certificate.
- B. Entries will be judged out of state.
- C. Winning entry will be duplicated in Annual Awards Book.

III. CRITERIA:

- A. Submit a photograph no larger than "5 x 7" of a floral design, landscape scene, or horticulture specimen.
- B. Accompany each entry with a cover page on which is written:
 - 1. Your Name and Address, Garden Club.
 - 2. Description of your design, landscape, or horticulture photograph.
- C. You may enter a maximum of 4 entries. Follow the rules for each entry.
- D. Print should be sharp and clear, with proper focus and exposure, taking overall design into consideration.

IV. SCALE OF POINTS: For Judging Photographic Print of the Year:

		Points
Quality of Design, Landscape, or Horticulture	(80)	_____
Photographic Quality: Focus, Exposure	(20)	_____
Total	(100)	_____

PRESIDENTS PROJECT AWARD

I. REQUIREMENTS:

- A. Applications due to State President by **February 1st**.
- B. Judged Applications due to State Awards Chair by **March 1st**.
- C. Follow application requirements and guidelines on page 2.

II. AWARDS

- A. Awards to be provided by State President.

III. CRITERIA

See term attachment.

PUBLICITY PRESS BOOK

I. REQUIREMENTS:

- A. Applications due to State Publicity Chairman by **February 1st**.
- B. Judged applications due to South Central Awards Chairman by **March 1st**.
- C. Staple a 3" x 5" Entry Card as directed on Page 2.
- D. Entries must be submitted in a binder to firmly secure the pages.
Suggested folder type: theme binder, ring binder, notebook, etc.
- E. No scrapbooks, portfolios, or loose clippings will be judged.
- F. Size: 8.5" x 11" or 9" x 12" only.
- G. Optional Exception from Electronic Awards Application.

II. AWARDS: 1st, 2nd, 3rd, and H.M. place certificates awarded in each Club category.

III. GUIDELINES AND SCALE OF POINTS:

Points

A. CRITERIA:

- 1. Label on front cover (2)_____
- 2. News clippings placed in chronological order for the year, Jan. 1 - Dec. 31. (5)_____
- 3. Underline only the first mention of garden Club(s), Council, District, or garden center in each story. (3)_____
- 4. Name and date of publication over each article. (10)_____
- 5. Material neatly assembled in Press Book, news clippings evenly cut, attractive order of placement. Pages must be numbered. Table of contents required. Title Page in front and brief summary in back helpful, but not required (10)_____

Criteria Subtotal (30)_____

B. QUALITY:

- 1. News articles well written to include WHO, WHAT, WHEN, WHERE, etc. (20)_____
- 2. News Articles related to garden club, council, district, garden center activity and/or to individual member's related activity (15)_____

Quality Subtotal (35) _____

C. QUANTITY:

- 1. Articles for each month, take into consideration dark months. (10)_____
- 2. Use of publications in addition to newspapers such as magazines, newsletters, journals, etc. (10)_____

Quantity Subtotal (20)_____

D. DIVERSITY OF COVERAGE (15)_____

TOTAL = Criteria ____ + Quality ____ + Quantity ____ + Diversity ____ = _____

(100)

SCRAPBOOK

Judged at District Level Only, with Recognition at State

I. REQUIREMENTS:

- A. Scrapbooks due to District Awards Chairman at the Spring District meeting. Scrapbooks to be judged at the Spring District meeting.
- B. Send name of 1st place District winner to State Awards Chairman within 1 week following District meeting.
- C. Recognition at State level for all District winners.
- D. OPTIONAL EXCEPTION from Electronic Application Process

II. AWARD: 1st place certificate to the Club scoring the highest in each District.

III. CRITERIA and SCALE OF POINTS:

A. COVER

- 1. Club name and date. (5) _____
- 2. Durability, practical, convenient size (5) _____

Subtotal A (10)_____

B. CONTENTS

- 1. Artistic style: format, creativity, continuity, readability (10)_____
- 2. Title page, Table of contents, President's report (15)_____
- 3. Synopsis of Club history and purpose, to include charter date, charter members, active members and awards received. (5)_____
- 4. Yearbook, securely attached. (5)_____
- 5. Clippings marked with name of newspaper or periodical with month, day and year. Photographs related directly to activities of the Club and its members. (5)_____
- 6. Chronological order over presidential 12 months. (5)_____

Subtotal B (45)_____

C. PROGRAM

- 1. Features the Club's programs and activities for each month. _____ x5= _____

D. PROJECTS and ACTIVITIES

- 1. Feature each project/activity beyond Club meeting, e.g., civic development, flower shows, youth activities, garden therapy, pilgrimages, workshops, Council, District, State, National, etc. _____ x5= _____

Subtotal A _____ + Subtotal B _____ + Program _____ + Projects _____ = Total _____

SPECIAL ACHIEVEMENT AWARD

AWARD: Silver Medallion, depicting the NMGC, Inc., Seal.

This award was begun in 1990 at the 41st State Convention. Twenty-three Silver Medallions were a gift from Dr. Thomas Todson, and were presented to members who had made special contributions to NMGC, Inc., in the past.

Medallions for the continuation of this Special Achievement Award from 1991 - 1999 were given by June Wood. One Gold Medallion (also donated by Mrs. Wood) was presented at the 51st Anniversary Convention in the year 2000 to the member deemed to have done the most for NMGC, Inc., during the years 1991 - 2000. The winner was chosen by a committee consisting of the NMGC, Inc., President, 1st Vice President and the NMGC, Inc., Awards Chairman.

This award continued from 2001 to 2010 through the generosity of Sue Graves. One Silver Medallion will be awarded each year to a member who has made special contributions to NMGC, Inc. This Special Achievement Award is given at the Annual Convention. The winner will be chosen by the NMGC, Inc., President.

Colleen Hinker has generously continued the tradition of the Silver Medallion Award into the year 2020.

TREES

I. REQUIREMENTS:

- A. Applications due to the State Tree Chairman by **February 1st**.
- B. Judged applications due to the State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARDS:

- A. 1st, 2nd, 3rd, and H.M. place certificates.
- B. A monetary award may be given.

III. CRITERIA:

- A. The Club and/or individual Club members collectively reporting the planting of trees or shrubs 3 ft., or taller during the current award year.
- B. The report must state the date, location and species of trees and shrubs planted.

WATER CONSERVATION

I. REQUIREMENTS:

- A. Applications due to State Water Conservation Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARD:

- A. 1st, 2nd, 3rd, and H.M. place certificates will be awarded to Individuals, and in each Club category.
- B. A monetary award may be given.

III. CRITERIA for CLUB or INDIVIDUAL Award:

- A. Give botanical and cultivar names of 10 drought-tolerant plants growing in members'/individual's gardens.
- B. Other than "do not use", what is the easiest way your members/individuals have found to conserve water?
- C. Is there a use of "gray water"? If so, how is it obtained?
- D. Was garden mulch used? What type or kind?
- E. What were the sources of your drought-tolerant plants?
- F. Name several ways in which Clubs/Individuals have saved water in their homes, and/or businesses.
- G. Name several plants which require HIGH water consumption, and therefore, need to be avoided.
- H. What is the most creative way members/Individuals have found to conserve water?
- I. With no more than 6 photographs, show ways of collecting water for later use.
- J. Have you or your Club made a poster, written an article for your newspaper, or given a program for the public on water conservation? Explain briefly.

WILD FLOWERS AND NATIVE PLANTS

I. REQUIREMENTS:

- A. Applications due to State Wild Flowers Chairman by **February 1st**.
- B. Judged applications due to State Awards Chairman by **March 1st**.
- C. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARDS:

- A. 1st, 2nd, 3rd, and H.M. place certificates will be awarded to Individuals, and in each Club category.
- B. A Monetary Award may be given.

III. CRITERIA:

A. CLUB Award:

- 1. Roadside award for enhancement of roadsides and rest areas.
(Including rural or urban highways and safety rest stops.)
- 2. Adopt a Roadside: Wild flowers and native plants at entrance
of towns, median plants or a designated roadway.
- 3. Civic projects using a combination of wild flowers and
indigenous plants:
 - a. Establishing wild flower gardens.
 - b. Memorial gardens.
 - c. Restoration of historic gardens.
- 4. For establishing outdoor classrooms, and wild flower trails
with emphasis on wild flowers and native plants.
- 5. Show no more than 6 photographs with supporting data.

B. INDIVIDUAL Award:

- 1. What is your favorite drought tolerant wild flower?
- 2. What is your favorite source of wild flower seeds?
- 3. Do you have a wild flower in your garden which the butterflies
or their caterpillars like? List the names.
- 4. Show your garden, with no more than 6 photographs.
Give the botanical/cultivar names of the plants
in the photographs.
- 5. What is the approximate size of your wild flower garden?
- 6. What poses the greatest problem for you in growing
wild flowers?
- 7. How do you provide for supplemental water?
- 8. What plant is the most prolific in your wild flower garden?
- 9. What color do you prefer in your wild flower garden?
- 10. What is the most difficult wild flower for you to grow.

WORLD GARDENING

New Mexico Garden Clubs, Inc., encourages Club generosity for charitable purposes, with emphasis on New Mexico charities and/or garden related projects in foreign countries in which the Club has a contact person.

I. REQUIREMENTS:

- A. Contribution check copies due to State World Gardening Chairman by **February 1st**.
- B. Confirmed donor names due to State Awards Chairman by **March 1st**.

II. AWARD: Certificate

III. CRITERIA:

- A. Contribution(s) have to be made for world gardening, and international and national disasters, e.g. Heifer International, Habitat for Humanity, Penny Pines, etc.
- B. Contributions for World Gardening, and International and National Disasters are made directly to NGC, Inc., 4401 Magnolia Avenue, St. Louis, MO 63110-3492.
- C. For a Club to receive an award, a copy of your check needs to be sent to New Mexico's State World Gardening Chairman.

YOUTH ACTIVITIES

I. REQUIREMENTS:

- A. Youth must be involved (up to 18 years of age).
- B. Applications due to State Youth Chairman by **February 1st**.
- C. Judged applications due to State Awards Chairman by **March 1st**.
- D. Follow "APPLICATION REQUIREMENTS AND GUIDELINES" on Page 2.

II. AWARD:

- A. 1st, 2nd, 3rd, and H.M. Place certificates will be awarded in each Club category.
- B. A Monetary Award may be given.
- C. Information on youth projects on other levels may be found in the "New Mexico Gardener", "The Communicator", and "The National Gardener" (September-October Issue in odd numbered years). Themes and deadlines change annually.

III. CRITERIA:

- A. Include ages and numbers of children involved, as well as the number of adults helping. Also list sponsors/donors.
- B. Location of site/sites of activity.
- C. Description of activity: what was taught/learned/helped by all.
- D. Before and after photos help tell the story (limit 6).

YEARBOOKS

I. REQUIREMENTS:

- A. Yearbooks due to the State Yearbook Chairman by February 1st.
- B. Judged yearbooks due to State Awards Chairman by March 1st.
- C. OPTIONAL EXCEPTION from Electronic Application Process

II. AWARD :

- A. 1st, 2nd, 3rd, and H.M. place certificates will be awarded in each Club category.
- B. The Pat Edmonds Memorial Monetary Memorial Award is presented by Summit Garden Club to the Club whose yearbook scores the highest.

III. SCALE OF POINTS:

A. FORMAT	POINTS
1. Book Structure: Practicality, convenient size, durability, neatness	□ 3
2. Arrangement of contents:	
a. Cover: Name of Club, town, state, and year. Design is optional. If a permanent type cover is used, substitute paper cover for judging (state if temporary).	□ 2
b. Title Page: Name of Club, town, state, year, number of members, NGC, Inc., and other organizational memberships.	□ 2
c. Subsequent pages: (1) Names and addresses: NGC, Inc., President, Regional Director, State President, and Club officers. (2) Club membership roster with complete addresses, zip codes, phone numbers, and e-mail addresses. (3) Calendar of events, other than regular meetings.	□ 6
d. Optional Additions: By-Laws, Budget, Fund Raising, Roll Call, etc., NGC/Region/State themes; Club theme, if used, should be evident throughout the book. No need to interpret in projects.	□ 2
Total Format = (15) _____	
B. PROGRAMS (judged upon quality and balance of programs)	
1. Club Meeting:	(50) _____
a. At least seven meetings per year.	□
b. When - Date of meeting.	□
c. Where - Place of meeting and address.	□
d. Who - name of speaker.	□
e. What - Title of speaker's subject.	□
C. PROJECTS (judged upon scope of projects)	(35) _____
a. Continuing projects and new projects for current year should be listed separately.	□
b. Give location & description of both types of projects.	□
(Note: A Club is not required to have new projects. Listing percentage of participation is no longer needed. Referring to project/s on program page is not required.)	
Total Program Content = (85) _____	

Total Format = (15) _____ + Total Program Content (85) _____ = _____ (100)

NATIONAL GARDEN CLUBS, INC., AWARDS

All National Garden Club, Inc., award applications **must** be made through the NMGC, Inc., State Awards Chairman by **December 31st**. Each application will be distributed to the correct NGC chairman for judging.

Directions for the applications and award criteria are printed in the fall issue of "The National Gardener" in odd numbered years, and can also be found on line at www.gardenclub.org.

The application form which accompanies the Book of Evidence (and/or the project description) as outlined in the award criteria must be signed by the both NMGC, Inc., National/Regional Awards Chairman and the NMGC, Inc., President.

NMGC, Inc., and individual members may submit as many applications as criteria allows but only one shipment (mailing) may be sent each year from this state.

Deadline is very important. Don't miss it!

SOUTH CENTRAL REGION AWARDS

All South Central Region adult and youth award applications **must** be made through the NMGC, Inc., State Awards Chairman by **December 31st**. Each application will be distributed to the correct South Central Region Chairman for judging.

Directions for the applications and award criteria are printed in the fall issue of "The Communicator" in odd numbered years, and can also be found on line at www.gardencentral.org/scr.

The application form which accompanies the Book of Evidence (and/or the project description) as outlined in the award criteria must be signed by the both NMGC, Inc., National/Regional Awards Chairman and the NMGC, Inc., President.

NMGC, Inc., and individual members may submit as many applications as criteria allows but only one shipment (mailing) may be sent each year from this state.

Deadline is very important. Don't miss it!