

# Colorado Federation of Garden Clubs, Inc.

## Garden Club Yearbook Evaluation Form

**Due no later than March Board Meeting**



Award number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Submitted by Garden Club: \_\_\_\_\_

District: \_\_\_\_\_ Number of members of Garden Club: \_\_\_\_\_

**A. Book construction format (2 points per line = 10 points)**

- Durable
- Neatness, formatting
- Easy to read
- Organized
- Cover artistry

**B. Contents (20 points)**

- Cover to include: Name of Club, Town, State, Year
- Title page to include club name, number of members, affiliations, location of meeting
- Table of contents
- Roster and contact information of club officers and members
- By-laws and standing rules
- Calendar of Events for club and CFGC
- Listing of pertinent websites (CFGC, NGC website and/or club website)
- Editor(s) of Yearbook
- Roster and contact information of NGC President, CFGC President
- RMR Director, CFGC District Officers

**C. Programs (40 points)**

- 7 meetings annually (minimum)
- Dates, locations, time of meetings
- Dates, locations, time of other activities
- Programs, workshops with descriptions and including speaker names and titles

**D. Projects (30 points)**

- A separate list containing club projects with descriptions, beneficiaries, member participation
- A separate list new club projects: beneficiaries, member participation
- List Chairman of each project
- Dates of each project
- List donations, in-kind services for each project
- Indicate if the project fulfills the District, CFGC or NGC goals or projects