

PAST CFGC ROCKY MOUNTAIN REGION DIRECTORS

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|-------------|-------------------------|
| * 1937-1939 | Mrs. A.J. Fish |
| * 1941-1943 | Mrs. Adam Wagner |
| * 1969-1971 | Mrs. Vivian Christensen |
| 1981-1983 | Mrs. Avalonne Kosanke |
| * 1993-1995 | Mrs. Correne Mehrer |
| 2005-2007 | Mrs. Joan Franson |

INFORMATION ON HOW TO PREPARE A BOOK OF EVIDENCE FOR STATE, REGIONAL AND NATIONAL AWARDS

Through the National, Regional and State Award programs, garden club members can receive recognition for their outstanding work and achievements. A Book of Evidence is a compilation of facts and information related to a project, a flower show or a proposed award recipient that outlines and documents the work, achievement and realization of a particular task. Preparation is important when applying for an award of any type. Review the various possible categories in which the project or person may be eligible and then plan to fulfill all of the requirements listed under which the award is judged. Receiving an award is one of the highest honors to be achieved as recognition of hard work creates pride and encourages members to further their efforts with the garden club.

Specific Information to be included in a Book of Evidence or Press Book:

- Construct the book of evidence neatly
- If there are questions, please contact the State awards Chairman.
- The Book should not to exceed 3 pages (front only). Material must be securely attached to pages; no loose materials. Use 8½" x 11" paper, no scrapbooks or oversized books.
- The top of the first page include number and name of award, name of club(s), number members on whom NGC and state dues are paid (regular, honorary, life, associate).
- Written text should be concise; covers all requirements in award description and Scale of Points for Achievement, Participation and Record. It should explain the scope of the project, need, completeness of work, involvement of members, community agencies, youth, etc., evaluation of goals, how project benefited the community. Emphasize the work done in the current calendar year. Be sure to include the specific information required for each award.
- Copies or documentation including financial information, letters of appreciation, newspaper articles with the name and date of publication, clear well-labeled photos, before and after photos for perspective.

INFORMATION ON HOW TO PREPARE A BOOK OF EVIDENCE FOR STATE, REGIONAL AND NATIONAL AWARDS, continued

- When the same project is eligible for various awards, a separate and distinct Book of Evidence must be submitted. Each book should be specific to the award. Copying the same Book of Evidence is not acceptable.
- For Youth Contests, the grade level must be indicated on the application.
- Books of Evidence are judged under varying criteria depending on the type of award and whether it is a State, Regional or National Award. An example of these criteria is as follows: Presentation-5 pts (neat, concise, all required information); Achievement-65 pts (scope of project, benefit, accomplishments, evaluation of goals); Participation-15 pts (size of club, involvement of members, community); Records or Documentation-15 pts (supporting data, before and after photos, financial reports, letters of appreciation, newspaper articles).
- Flower show Books of Evidence and Club Yearbooks should be a CD or DVD.

Colorado Federation of Garden Clubs, Inc. Awards Program

CFGC wishes to recognize **all** of the good work done in Colorado by individuals, clubs and districts. We have simplified the descriptions of state awards to encourage everyone to apply. Keep in mind that your project may be eligible for a Rocky Mountain Region Award and a National Garden Club award as well. If so, please contact the State Awards Chairman for the appropriate application form and more information.

The application forms for submission to the RMR or NGC are different from the CFGC Application form. Each form is available from the State Awards Chairman or through the CFGC website.

Awards are....	A	Attitude for action by
	W	Working together with
	A	Ability for Achievement by
	R	Recording results of
	D	Dedication to our communities for
	S	Success for our Service

Eligibility

Only CFGC members or their associated members are eligible to apply for Colorado unless otherwise stated in the award description.

Members are **defined as** group(s) and/or Federated Clubs, Youth Gardeners and Individual Members in good standing. Youth Garden Clubs must be sponsored by a Member Club to be eligible for specific state awards.

All Books of Evidence (except Flower Show), scrapbooks and yearbooks should be submitted to the State Awards Chairman via the District President. Flower show Books of Evidence will be submitted to the Flower Show Books of Evidence Chairman.

All Award Books of Evidence (except flower show), scrapbooks and yearbooks are judged by the Awards Committee.

Unless otherwise noted, all Awards **must** be submitted with the application form (Pages 28-30 of this Directory). **There is one form for all applications and/or Books of Evidence. These application forms are available on CFGC Website. (www.coloradogardenclubs.org)**

Award Year

- CFGC January 1 – December 31
- CFGC Yearbooks and Scrapbooks Club Year
- RMR Awards September 1 – August 30
- NGC Awards January 1 – December 31

Unless otherwise stated, All CFGC awards will be due to the State Awards Chairman no later than the March Board meeting.

- All RMR awards will be due to the State Awards Chairman no later than August 15.
- All NGC awards will be due to the State Awards Chairman no later than December 1.

Procedure for Applying

All awards are to be submitted to the State Awards Chairman, except the following:

- Flower Show Awards will be submitted to the State Books of Evidence for Flower Shows Chairman by October 15.
- Membership Awards will be submitted to the State Membership Chairman no later than the March Board meeting.
- ***The completed application form must accompany the entry. (Pages 28-30 of this Directory)***

Awards

First, second, third and honorable mention(s) certificates may be given when merited for all awards except as indicated.

Unless stated otherwise, a Book of Evidence will be required for all awards. This must include the following information:

- Club name, city, and number of members
- Name of project
- Photos of the project
- Written explanation of the project
- May be up to 6 pages in length (3 pages double sided or 6 single pages)
- Other information as may be required by the award

Return of Club Materials

All member club scrapbooks, yearbooks and Award Books of Evidence will be on display at the State Convention. Club presidents or delegates are responsible for picking up all of these materials. **Please make arrangements for your club's materials to be returned as no other means of return is available.**

ACHIEVEMENT AWARDS

1. Civic Achievement

May be awarded to a club for distinguished civic work or conservation work making permanent improvement for public benefit. This may be a completed project or one that is in need of "seed money".

There may be 3 cash prizes:

1 st prize	= \$300.00
2 nd prize	= \$200.00
3 rd prize	= \$100.00

In the event that the project is canceled or voided, then all funds must be returned to the CFGC Treasurer.

The Book of evidence **MUST** include the following information:

- The goal of the project and the beneficiary
- Photographs of the site before, during and after project
- A scaled landscape plan, including a list of all materials
- Plans for implementation, project start and completion date
- Club's contribution to the project (which may be funds and/or labor)
- Budget

This project may take more than one season; however, it is required that the CFGC Awards Chairman be kept apprised of the progress or completion.

2. Special Achievement Certificates

May be awarded for outstanding garden club work that is not provided for in another CFGC award to:

- a. Member garden clubs
- b. Individual members
- c. Associations

3. CFGC Presidential Citation

May be awarded by the CFGC president to a member, club or district who has contributed outstanding work for CFGC.

4. CFGC President's Project

May be awarded to a member, club or district for the project that best emphasizes the project of the Colorado Federation President. The CFGC president will notify each Club President of her (his) project at the beginning of the office term.

President Audrey Coyle's theme for the 2011 – 2013 term is **Gardening for our Future.** While not required, a project which works with Youth is encouraged. There are no other requirements; it is suggested that clubs be creative and inventive.

- The entry judged to be the best will be awarded \$75.00
- The second place entry will be awarded \$50.00

5. National President's Project

May be awarded to a member, club or district for the project that best emphasizes the project(s) of the NGC President. As this will change with every term, details will be available after the NGC Convention in the odd numbered year.

- The entry judged to be the best will be awarded \$50.00

6. Conservation

Educational or legislative activity in conservation field project, natural resource development, such as a watershed, erosion control, reforestation, wildlife refuge, etc.

- The entry judged to be the best will be awarded \$50.00.

7. The June Wurtsmith Bluebird Award

May be awarded to a member garden club, or a group of clubs that does the most to help the bluebird through support and/or education. The placement of bluebird houses is encouraged.

- The entry judged to be the best will be awarded \$25.00.

8. Garden Therapy

May be awarded to a member club, or clubs, for sponsoring an outstanding program of garden therapy.

- The entry judged to be the best will be awarded \$50.00.

9. Historic Preservation

May be awarded to a member club, or clubs, for completion of a historic preservation project, such as the restoration of a park, a building, and/or garden of importance to the heritage of a particular locality, state or the nation. Landscape plan and before-and-after photos must be included.

- The entry judged to be the best will be awarded \$50.00.

HORTICULTURE AWARD

10. Literary Production of Horticultural Interest

- May be awarded to any literary production of horticultural interest

11. Garden Club Program

May be awarded for the most outstanding year's garden club program of activities on growing, studying, identification and culture of plants, propagation, pruning, fertilizers and/or insects; exhibits and displays, growing and showing new introductions and unusual plants. Club study of one plant family; member participation in public horticulture studies, etc.

- The entry judged to be the best will be awarded \$25.00

12. Garden Therapy Program

A Certificate of Merit may be awarded for an outstanding program working with the physically or learning challenged in nursing homes, schools, prisons, etc.

13. Outstanding Horticulturist

May be awarded to the person judged to have done outstanding work in the field of horticulture in Colorado during the current year.

- This recipient does not have to be a member of a Federated Club *but must be nominated by a CFGC member.*

14. Award of Excellence

A certificate of Merit may be awarded to a non-member of CFGC who has made a significant contribution toward the advancement of goals and purposes of CFGC and NGC.

LANDSCAPE DESIGN AWARDS

15. Significant Contribution in Landscape Design

May be awarded to the member garden club which has made the most significant contribution in providing planning and planting for public interest. The Book of Evidence should include the landscape plan.

- The first place award of \$50.00 may be awarded.

16. Projects with Native Plants

A Certificate of Merit may be awarded for the establishment of wildflower gardens, memorial gardens or the restoration of historic gardens with emphasis on Colorado native plant material.

- The first place award of \$25.00 may be awarded.

ROADSIDE AWARDS

17. Blue Star Memorial Highway Marker Landscape Project

May be awarded to a club, or clubs for the most outstanding completed Blue Star Memorial Highway Marker landscape project.

- The entry judged to be the best will be awarded \$25.00

18. Blue Star Memorial Byway Project

Project May be awarded to a club or clubs for the most outstanding completed Blue Star Memorial Byway project.

- The entry judged to be the best will be awarded \$25.00.

MEMBERSHIP AWARDS

19. Increase in membership award

- State and National Certificate for individual clubs whose membership increased. The increase in membership is calculated by all paid memberships from June 1 to March 1, annually.
- No application or Book of evidence is needed.

20. Hundred Percent State Life Memberships

May be awarded to a member club having 100% of its listed members as State Life Members. Send award application to State Life Membership Chairman. Application for this award must include club roster and the date of issue for each State Life Membership as shown on the member's card.

21. New Clubs

May be awarded to the district, club(s) and or individual bringing one or more new clubs into the CFGC. **The sponsoring party is to notify the Membership Chairman.**

22. New Club Achievement Award

Awarded to a newly established club after their second year of membership in CFGC. A garden club President's pin is to be awarded to the club, to be passed from President to President. **It is the obligation of the Club to notify the Membership Chairman that this award is due.**

23. Lyn Verretta Heart Warmer Award

This program recognizes outstanding dedication and efforts of garden club members for work directly related to the functions and activities of the club. Each club may designate one person by the March Board meeting. Requirements of the nominee are paid dues to the club for a minimum of three years, outstanding dedication to the club and a person whose actions "warm the hearts" of club members.

PUBLICATION AWARDS

24. Certificate of Merit for Yearbooks

Yearbooks may be submitted to the District President or the State Awards Chairman by the March Board meeting.

- a. Member clubs under 20 members
- b. Member clubs 21-29 members
- c. Member clubs 30-44 members
- d. Member clubs 45 – 69 members

25. Certificate of Merit for Scrapbooks

Scrapbooks may be submitted to the District President or the State Awards Chairman by the March Board meeting.

- a. Member clubs under 20 members
- b. Member clubs 21-29 members
- c. Member clubs 30 – 44 members
- d. Member clubs 45 – 69 members

26. Certificate of Merit for Newsletters

May be awarded to a Club for the best newsletter (printed or by electronic device) demonstrating club interest and activities – not to exceed six (6) pages. At least six newsletters should be submitted with each issue published within the current club year.

- a. Member clubs under 20 members
- b. Member clubs 21-29 members
- c. Member clubs 30 – 44 members
- d. Member clubs 45 – 69 members

“e” AWARDS

27. Website

A Certificate of Merit will be given to the website promoting the sponsoring organization. No Book of Evidence is needed. Use the application form and be sure that the website address is listed.

28. Yearbooks

A Certificate of Merit will be given to the yearbook promoting the sponsoring organization. No Book of Evidence is needed. Use the application form and be sure that the website address is listed.

YOUTH AWARDS

29. Youth Garden Club Work

Certificate of Merit to the Junior, Intermediate and High School clubs which through their own effort have been most successful in promoting all phases of garden club work.

30. Working with Youth

May be awarded to a member or sponsor garden club that contributes the most outstanding service toward the promotion of gardening among youth, based on the belief that to develop future horticulturists and conservationists, their attention needs to be inspired and encouraged early. This may be a “youth club” or a one time “youth project”

- The first place award of \$50.00 may be awarded.

FLOWER SHOW AWARDS

Flower Show Chairmen are to send ALL applications for these awards to the State Flower Show Books of Evidence Chairman, as soon after the show as possible. The deadline for submission is October 15th. Appropriate forms will be mailed to the Flower Show Chairmen when they make the request to have their show judged. Books of Evidence

prepared for NGC awards are to follow the strict requirements in the current NGC Handbook for Flower Shows and should be sent to State Flower Show Book of Evidence Chairman prior to the October 15th deadline.

31. Pioneer Award

May be awarded to the club(s) sponsoring a show having the most entries by Youth in horticulture and design.

32. Longs Peak Award

May be awarded to the club(s) sponsoring a show having three (3) or more educational exhibits.

33. Columbine Award

May be awarded to the best Educational Exhibit emphasizing horticulture. A photo of the exhibit, short written description of the exhibit accompanies the application.

34. Colorado Award

May be awarded to the best Educational Exhibit depicting a National Garden Club objective. A photograph and brief description should accompany the application.

35. Award Certificate

Awarded to a club or club(s) sponsoring a Standard Flower Show as outlined in the 2007 NGC Handbook for Flower Shows.

36. Eleanor M. Wyatt Flower Show Schedule Award

Flower show chairman should submit a copy of the schedule to Judge's Council for judging. Judges' Council Chairman shall notify the State Awards Chairman of 1st, 2nd, and 3rd place. An award of \$10.00 shall be given to the winning schedule.

37. The Small Standard Flower Show Award

A Certificate of Merit and a cash award of \$50.00 may be awarded to a CFGC club or group of clubs who sponsor and stage the best Small Standard Flower Show as outlined in the NGC Handbook for Flower Shows.

This award is donated by Jan and Mike Maynard.

SPECIAL FLOWER SHOW AWARDS

These awards are intended to recognize outstanding exhibits by a CFGC club member in a flower show. Photographs of the exhibit, the Flower Show Schedule and an application form must be submitted.

Submission may be by the Flower show Chairman, the Special Awards Chairman of the Flower Show or the exhibitor and may be judged by Accredited Flower Show Judges of Judges Council.

Winner's names will be added to the plaques on display at CFGC Headquarters.

38. The Joan Franson Horticultural Excellence Award

- Most outstanding horticulture entry winning the NGC Award of Horticultural Excellence

39. The Howard Matz Arboreal Award

- Most outstanding horticultural entry winning the NGC Arboreal Award

40. The Dixie Freudenberg Traveling Trophy

- Most outstanding entry winning the NGC Designer's Choice Award

41. The Avalonne Kosanke Tricolor Award

- Most outstanding entry winning NGC Tricolor Award

42. The Carol Leise Petite Award

- Most outstanding entry winning NGC Petite Award

43. The Dottie Vickland Artistic Craft Award

- Most outstanding entry winning NGC Artistic Craft Award

44. The LaVerne Sarber Table Artistry Award

- Most outstanding entry winning NGC Table Artistry Award

45. Grower's Choice Award

- Most outstanding entry winning NGC's Grower's choice award

2011-2013 CFGC Awards Application Form

Colorado Federation of Garden Clubs, Inc.

2011 - 2013 CFGC Awards Application Form

Due no later than March Board Meeting

Send to: CFGC Awards Chairman
Lyn Verretta
7845 Bradburn Boulevard
Westminster, CO 80030-4419
303.427.9730 OR 303.250.7222
lynverretta@yahoo.com



Award number: _____ Award Name: _____

Date of Application: _____

Submitted by Garden Club: _____

Type or print exactly as name should appear on any award received (name of club, group of clubs, individual, etc)

Number of members in Garden Club: _____

Summary of Project: Describe this project in 4-5 sentences

Submitted by: _____

Phone: _____ Email : _____