



AWARDS HANDBOOK

of the

Federated Garden Clubs of Vermont, Inc.

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OBJECTIVES FOR FEDERATED GARDEN CLUBS OF VT (FGCV) STATE AWARDS

1. To celebrate the work of garden club members
2. To show members that dedicated work is rewarded
3. To allow clubs to know about projects other clubs are undertaking
4. To show that garden clubs are an asset to the community

FGCV AWARD RULES

The awards year is between **May 1 and April 30**. Awards submission deadlines are **April 15**, unless otherwise stated. All awards must be submitted to the State Awards Chairman by this date. The **FGCV Application Form** is on the FGCV website (www.vermontfgcv.com) and at the end of this document. The application cover sheet must be used.

1. Each application submitted is limited to three (3) pages, front side only.
2. The first page is the application cover sheet.
3. Answer all questions on the form unless otherwise stated.
4. Use the cover sheet and second and third pages for your answers and photos and/or publicity.
5. Binders and vinyl sheet protectors are not allowed.
6. Only one (1) application per award category will be accepted from each club.
7. Awards will be granted provided all qualifications are met.
8. The same award, if applicable, can be submitted to New England Garden Clubs (NEGC) and National Garden Clubs (NGC), using their Application Forms, located on their websites.
9. Awards will be distributed at the FGCV Annual Meeting.
10. All winners will be presented with a First Place Award; all others will receive a Certificate of Merit.
11. Some awards carry a monetary incentive (# 6, 7, 8, 10, 11a, 16).
The Pamela Hebert Award (#12) and Judges Council Award (#13) have monetary awards as well.
12. Flower Show Awards are listed in section Part II. p.6.
13. Electronic submissions are encouraged.
14. Award size groupings will be specified in individual award descriptions.

FGCV will utilize a general scoring rubric similar to the NGC General Scoring Rubric unless otherwise noted in the Award description. FGCV award rubrics are located in the appendix.

AWARD CATEGORIES

Communication

Yearbook.....	p.3
Newsletter.....	p.4
Social Media.....	p.4

Community Enhancement

Civic Beautification.....	p.4
Window Boxes & Containers.....	p.5
Pamela C. Hebert Historic Preservation Award.....	p.5
Landscape for a Business.....	p.6

Education..... p.5

Environment and Conservation

Anti-littering.....	p.4
Conservation Award.....	p.4

Floral Design

VT Judges Council Award.....	p.5
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Sponsored Groups

Youth.....	p.5
Garden Therapy (seniors, youth).....	p.6

Other

Project of merit that doesn't fit into a category.....	p.4
Individual within the club that maintains fabulous gardens.....	p.5
Golden Trowel.....	p.6

PART I FEDERATION AWARDS – GENERAL AWARDS

A General Scoring Sheet, (See Appendix A, p. 9), will be used to score all general awards unless noted in specific award descriptions.

1. Yearbooks:

Club programs should cover some of the following:

Civic Beautification	Garden Therapy	Pollinators	Landscape Design
Birds	Butterflies	Youth	Floral Design
Horticulture	Blue Star Markers	NEGC/NGC Projects	
Gardening	Wildlife Habitat	Environment concerns	

Award categories by club size:

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

Please consult the Yearbook Scoring Sheet, (See Appendix B., p.10-11) for details about how points are awarded. Complete necessary information on **FGCV Application Form** answering all the questions. Firmly clip the completed application to the front cover. FGCV winners will receive a First Place Award; all others will receive a Certificate of Merit.

2. Newsletters

A First Place Award will be awarded to the best newsletter. Notices and flyers for one-time events do not apply. Include 3 hardcopy samples in one year under one-editorship. State number of issues per garden club year. **FGCV Application Form** is required.

Categories:

- a. Newsletter: 8 ½ x 11” or one 8 ½ x 14 sheet of paper
- b. Newsletter: 3-12 pages
- c. Newsletter: 13-24 pages

3. Social Media - Websites, blogs, Facebook posts, etc.

4. Anti-Litter/Pollution – any project the club supports.

5. Best ongoing project that has merit – any noteworthy project which does not fit into the other categories.

6. Civic Beautification – A First Place Award and \$25 will be awarded to a FGCV club or group of clubs for an outstanding civic project completed which has resulted in a permanent improvement for public benefit. The application form must include “before” and “after” pictures and a landscape plan where appropriate. No commercial project may qualify for this award.

- a. Blue Star Markers
- b. Establishment of sanctuaries, e.g., birds, butterflies, and animals
- c. Landscaping public buildings
- d. Memorial gardens
- e. Municipal gardens
- f. Roadside enhancements – club project to add plantings to a highway or streetscape
- g. Other

7. Conservation Award- The award is presented to a club whose conservation project most enhances its community. The project may include involvement in a larger organization’s endeavor.

- a. Creation, improvement, or preservation of a wildlife habitat.
- b. Identification and labeling of flora in a public park or on nature trails, etc.
- c. Clean-up or preservation of hiking trails, pond areas, stream beds, etc.
- d. Planting labeling and maintenance of trees on an appropriate site.
- e. Management of natural resources to prevent exploitation, destruction, or neglect.
- f. The award includes \$25.00.

8. Education - The award is presented to a club who conducted education about any topic, i.e. gardening, environment, conservation. Please provide a description of the event and any follow-through conducted. The award includes \$25.00.
- Communicated publicly via print, audio, video, or social media.
 - Used as a topic for a club program, project, or public meeting.
 - Public exhibits of club interests and concerns, such as at a library.
 - Assistance to schools, i.e. assist a science teacher with a project, school garden.

9. Individual within the club e.g. their own garden(s) – individuals that maintain fabulous gardens (with or without help).

10. Window Boxes and Containers – planted for the community, include summer and winter plantings. The award includes \$25.00.

11. Youth

- a. *Mabel Schwartz Junior Conservation Award:*

The group may be an established group of a garden club or may be organized solely for the purpose of this award. The group must work under the sponsorship of a member club of the FGCV. The word “conservation” is to be interpreted in its broadest sense: i.e. clean-up and green-up of nature trails, plantings of all kinds, or any related projects. The award includes \$25.00.

- b. *Young Gardeners Award:*

A First Place Award will be given to the club that has done the most to involve children in NGC goals: Design, Horticulture, Garden Therapy, etc.

- c. *Smokey the Bear/Woodsy Owl Poster Contest:*

Smokey Bear encourages personal responsibility for fire prevention and/or Woodsy Owl promotes exploration and stewardship of the natural world. The contest is open to all students, grades 1-5. It marks the collaboration of NGC Inc., and the United States Forest Service. First place winners in each club size category are to be submitted to the FGCV Chairman no later than January 15. See the NGC website www.gardenclub.org for Poster Contest complete rules.

12. Pamela C. Hebert Award for Historic Preservation

- Save or restore an historic structure or landmark.
- Preserve an ancient cemetery or private burial ground.
- Restore or plant a garden.
- The award includes \$25.00.

13. Vermont Judges Council Award (See Appendix C. p.13)

This award is presented annually to the FGCV Garden Club that has best promoted floral design in their club activities. This may be accomplished through flower shows, design workshops, public exhibits, etc. To be eligible for this award, the following criteria must be met:

- Fill-out **FGCV Application Form** answering applicable questions.

- b. Include 4-10 photographs with the name and date of the event.
- c. Send to Awards Chairman by state due date.
- d. The award includes \$25.00 provided by the FGCV Judge's Council.

14. Golden Trowel Award

Each club may recommend and receive an award for a person or group who made extraordinary contributions of time and talent to furthering the aims of a garden club. The award may be given to garden club members or non-members. A golden trowel pin and certificate will be presented to the winner(s). When completing the application, fill out the top of the application but do not answer the questions. Instead, write paragraphs explaining why the candidate is nominated for this award.

15. Landscape for a Business

Each club is eligible to recommend one business in the area which strives to use plants to improve the appearance of its premises. A one-page description and pictures of the landscaping should be included. A First Place Award will be presented to each winning business.

16. Garden Therapy Award

The FGCV will award a First Place Award and \$25.00 to the club judged to have the most effective garden therapy program(s).

PART II FEDERATION AWARDS – FLOWER SHOWS

Introduction

All the information needed to have a National Garden Club (NGC) Flower Show is included in the 2017 Handbook (HB) for Flower Shows. The HB is free online on the NGC website <https://gardenclub.org> under Flower Shows. New information is added to the website on July 1st of every year, printed in red, and included in the free, Fall online issue, of The National Gardener Magazine.

For a club to apply for Awards # 20 and/or # 22, there must be a judging panel selected to evaluate the show. The judges evaluating can either be judges judging the show or a separate panel that will just evaluate the entire show. Each club having a Flower Show will have a mentor. That mentor will be a Flower Show judge and will help with the procedure.

When a club decides to have a Flower Show, they are requested to contact the VT State Awards Chairman to let them know of plans. The Awards Chairman will contact the appropriate people to secure judges.

The following awards are given to clubs AFTER a Flower Show is held. Members place so much effort and energy into having a Flower Show. It is wonderful to reward their creativity by applying and receiving awards.

17. The Horticulture Award

A First Place Award will be presented each year to a member of the FGCV who has received the most points for HORTICULTURE in FGCV flower shows. People may be nominated by their club presidents or Flower Show Chairman based on the shows they entered that year. The exhibitor must be a member of FGCV.

Ribbon Points as follows:

Top Exhibitor Award = 6 pts.

Blue = 5 pts.

90+ = 4pts.

Red = 3pts.

Yellow = 2 pts.

White =1 pt.

18. The Louise Murray Award

A First Place Award will be presented to a member of the FGCV who in one year, between May 1 and April 30, has accumulated the greatest number of awards for DESIGNS exhibited at any FGCV flower show.

If there is a tie, Ribbon points will need to be counted.

Ribbon Points as follows:

Top Exhibitor Award = 6 pts.

Blue = 5 pts.

90+ = 4pts.

Red = 3pts.

Yellow = 2 pts.

White = 1 pt.

19. The Vermont Sweepstakes Award

A First Place Award will be presented for a FGCV garden club for winning the greatest number of blue ribbons in design, horticulture, and botanical arts in Vermont Flower Shows. The number of blue ribbons must be reported to the Awards Chairman.

20. Ruth Dodge Flower Show Education Award

A First Place Award will be awarded to the member club presenting a Standard Flower Show, Small Standard Flower Show, Horticulture Specialty Flower Show, Design Specialty Flower Show, or Youth Standard or Small Standard Flower Show with the greatest overall educational value. The award selection is to be determined by a committee of three to include the Flower School Chairman, Awards Chairman, and Judge's Council Chairman. The award is to be based on the Educational Exhibit Scale of Points p. 130 in *The Handbook for Flower Shows Revised 2017 latest revised edition* (found on NGC website). The exhibit must pertain to some facet of flower show work or NGC goals.

21. Jean Merriam Williams Flower Show Schedule Award

A First Place Award will be presented for the best Flower Show Schedule in Vermont. Judging is to be based on the Schedule Scale of Points pp. 135-138 in *The Handbook for Flower Shows Revised 2017/2023*. Each club which has a flower

show should submit two (2) copies of its schedule attached to the **FGCV Application Form**.

22. Flower Show Award including Standard, Small Standard, Petite, Horticulture Specialty, Design Specialty, or Youth Standard or Small.

To receive a FGCV Flower Show Award the club applying must follow the rules of the National Garden Clubs (NGC) and receive at least an average of 80% on the judging. Judges will tell the FS Committee Chairman if they qualify at the end of Judging.

A Book of Evidence (BOE) is also required (See Appendix D p. 13). A **FGCV Application Form** is used to apply for this Award. The 3-page limit is not applicable. Maximum number of pages for a BOE is 20 pages. Fill out the application form listing the pages in the BOE that answer the questions.

NGC Flower Show Achievement Award has its own application. NGC Achievement Award Rules and Application can be found on the National Garden Clubs website, www.gardenclub.org



**Federated Garden Clubs of VT
Awards Application Cover Sheet
2024**

Award Name:

Award #:

Date:

Club Submitting Award:

Number of members in club:

Submitted by:

Email:

Address:

Phone:

State Awards Chairperson: Jo Fretz; 802-773-2554; 802-345-1814;
dfretz39@gmail.com, USPS address. 694 Upper Cold River Rd., Shrewsbury, VT 05738

Please complete each topic, if applicable. Use numbering as below when completing the form. Do not exceed three pages total including this cover sheet. Use front pages only. Photos are encouraged to display the project. Applications (cover sheet and up to two additional pages) are to be electronically submitted. PDF preferred, Word accepted.

- 1. New project: (Y/N) Beginning & completion dates:**
- 2. Brief summary and objectives of project**
- 3. Involvement of club members, other organizations, etc**
- 4. Project expenses and means of funding**
- 5. Continuing involvement, follow-up, maintenance**
- 6. Attach or insert photos, landscape plans, etc**

Appendix A



Federated Garden Clubs of VT (FGCV) Awards Program
General Rubric Scoring Sheet
 Based on NGC General Rubric

Presentation	Possible Points 5	Total _____
Cover sheet information, all sections completed	2	
Application sheet adheres to 3-page one side limit	2	
Application neat and concise	1	

Achievement	Possible Points 65	Total _____
Meets NGC and FGCV Mission and Goals	6	
Need identified	8	
Scope of project defined	4	
Prior planning	4	
Comprehensiveness of work	6	
Activities to attain goals explained	8	
Goals achieved	12	
Benefit to target (members/recipients/community)	10	
Educational	4	
Brief history if a continuing project (full credit if not)	3	

Participation	Possible Points 15	Total _____
% of Member participation (any type of support given)	12	
Involvement of others (community, government agencies, professionals, youth, facility residents, etc.)	3	

Documentation	Possible Points 15	Total _____
Clear photos - must be labeled	5	
Landscape plan, where applicable (full credit if not)	5	
Financial details	5	

Total Possible Points 100 Total _____

Appendix B



Federated Garden Clubs of VT (FGCV) Awards Program Yearbook Rubric Scoring Sheet

Single member Garden Club

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

Presentation

Possible Points 15 Total _____

Application Cover sheet, all sections completed	1	
Cover Sheet/application form- neat, concise	1	

Format

Following pages should be in logical order	1	
Book Structure: (practical, convenient size, durable, neat)	1	
Cover: Name of Club, town, state, year, an appealing design	2	
Title Page: club name, town, state, year, # of members, affiliated organizations (NGC, Region, State, District)	2	
Table of Contents:	1	
Membership Roster: Mailing addresses, phone #, email addresses. Avoid crowding.	1	
List of Club Officers and Committee Chairman	1	
NGC, NEGC, FGCV Information: Names, email addresses, and websites of NGC President (her theme and referral to the NGC webpage and Facebook page), NE Director, State President, District Director, Judges Council Chairperson.	2	
Calendar of Events: NGC Convention, NEGC Annual Meeting, State Meetings if room -list of NGC Schools in NE.	2	
Options: choice to include bylaws, fund raising, Regional State Themes: club theme if used should be evident throughout.	0	

Programs**Possible Points 50 Total_____**

Six meetings or gatherings a year	3	
Date, location, address and time of meeting	3	
List names of Speakers/Workshop Leaders, qualifications (brief), program title, and description of program/workshops/tours	4	
Variety of speakers (specialists, members, etc.)	14	
Variety of program topics (theme not required)	14	
Variety of styles of programs (lectures, slides, demonstration, hands-on workshops, tours, etc.)	12	

Projects**Possible Points 35 Total_____**

Projects involve actual membership participation that benefit the community and further NGC Goals and Objectives (does not include fund-raising or social activities).

List Continuing and New Projects (a club is not required to have new projects)	15	
Give brief word description of projects: chairman, location, how others benefit, how members are expected to participate, plans for maintenance if applicable	15	
List donations-if Applicable: Amount, in-kind donations, to whom, sale of state/NGC products (Vision of Beauty Calendars etc.)	5	

TOTAL Possible Points 100**Total_____**

Appendix C



**Federated Garden Clubs of VT (FGCV) Awards Program
Judges Council Award #13
Rubric Scoring Sheet**

Presentation	Possible Points 5	Total _____
Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	

Achievement	Possible Points 65	Total _____
Detailed description of program presented	25	
Location, date, and time given	5	
Attendance	5	
Research and preparation for program	20	
Materials used/provided	5	
Other relevant information	5	

Participation	Possible Points 15	Total _____
Size of club	4	
Involvement of members (may include any type of support given)	8	
Involvements of others (community, government agencies, professionals, youth facility residents, others)	3	

Documentation (Photocopies permitted)	Possible Points 15	Total _____
Clear photos when applicable, labeled as needed	7	
Supporting data	3	
Financial report	5	

Total Possible Points 100 **Total _____**

Appendix D

BOOK OF EVIDENCE FOR A FLOWER SHOW

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. A sample BOE can be found on the NGC website or search on the web for National Garden Club Books of Evidence.

<https://gardenclub.org/flower-show-school-resources>

A Book of Evidence (BOE) for a Flower Show must include:

- a. **FGCV Application Form**, attached to the inside cover of the presentation booklet. Twenty (20) pages maximum booklet
- b. Title page
- c. Table of contents
- d. Two schedules of the show
- e. At least one publicity item before or after the show with the date and name of the newspaper or other publication. Digital copies accepted.
- f. Photographs of winning designs, winning horticulture specimens and winning exhibits. (Photos without people). The winning horticulture specimens may be grouped together in a photo.
- g. Photographs of the theme staging and overall views of the staging of each division must be included.
- h. Photos must be labeled.
- i. Judges' evaluation sheets (supplied by the Awards chairman)
- j. Brief financial report
- k. Floor plan if space allows

A show which receives at least 95% is eligible for an NGC Achievement Award. NGC Achievement Awards are online at NGC Achievement Awards and on the NGC website. When planning a Flower Show for either the FGCV or a NGC Award, the show committee must notify the Awards chairman.