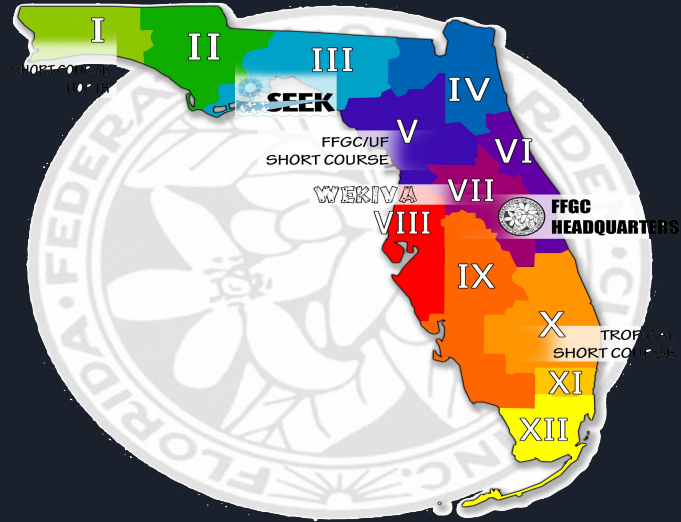


# Florida Federation of Garden Clubs Awards Explained

Help! Where do I  
begin or How to  
write a Winning  
Award Application?





Which award is suited to our Club's Programs and Events?

Club Presidents and your Board:

Look over the list of Awards and see if your Project or Event is suitable for an award from the very beginning of the year.

Make a plan.



Which award is suited to our Club's Programs, Events and Members?

Selecting an award to write:

- Civic
- Community/Historical
- Conservation
- Flower Show Achievements
- Horticulture
- Junior Gardening



## Which award is suited to our Club's Programs and Events? continued

Selecting an award to write:

- Landscaping
- Leadership- Honor an Outstanding Member
- Publications/Social Media
- Special Achievement- Highlight your Club or a Mentor
- Tree Planting



## Which award is suited to our Club's Programs and Events? continued

Selecting an award to write:

- Garden Club of the Year
- FFGC President's Nell Coe Award
- Digital Photography
- Publicity
- Smokey Bear



## Which award is suited to our Club's Programs and Events? continued

Selecting an award to write:

- Public Programs
- Flower Show Related
- Library
- Parks
- National Garden Week



## Which award is suited to our Club's Programs and Events? continued

Selecting an award to write:

- Birds
- Butterflies
- Convention Delegate
- Fun with Flowers
- Floral Designer

**Let's look at one award**

**#39 (Award # is 39) ARBOR DAY CELEBRATION (Award Name)**

**Description/Purpose:** To recognize the Garden Club with the most comprehensive program that celebrates the **planting of trees** in an Arbor Day program.

**Proof of Accomplishment:** Use the FFGC Awards Application to submit a narrative report. Pictures may be used.

**Award:** An award of \$25 is offered in the following





## Awards Application - how to save and use

- Download the Award Application.
- Open the Awards Application from Downloads on your computer.
- Save it as **#38 Arbor Day Celebration Green Thumb GC** ( I know you really want you club name first, But for Awards to be identified quickly give us the Awards Number, Name and then Club Name.
- Notice this is the same way we want the Award Email Subject to look.



## **Awards being sent electronically**

**Email and why they should all be uniform in appearance:**

**Awards should be emailed to: Awards Chair or refer to “FFGC Awards Rules and Procedures”**

**Emailed from Award Writer with cc: Club Pres. and District Awards Chair.**

**You will receive confirmation email was received.**



## **Awards being sent electronically**

**Subject Line of Email should read this way.**

**This enables ease in identification and  
how to file Award properly for judging.**

**Email subject line: #39 Arbor Day Celebration Green Thumb GC**



## Awards being sent electronically

Email subject line: **#39 Arbor Day Celebration Green Thumb GC**

Attach all pdfs and jpegs pertinent to the one Award  
to one email.

## Awards being sent electronically

To: ffgcawardentry@gmail.com,

Cc: Club President, District Awards Chair,

Subject: #38 Arbor Day Celebration Green Thumb GC

**#38 Arbor Day Cele Green Th...pdf (3 KB) ×**



# How to Write an Award

## Award Application

### **Award #:**

**Double Check that you you have typed or written the correct Award #.**

This Award is #39



## How to Write an Award

**Award Name: ARBOR DAY CELEBRATION**

**Copy the Award Name EXACTLY as you see it written.**

# How to Write an Award



**Award #:** \_\_\_ **Category:** \_\_\_ **Class:** \_\_\_ **Award Name:**

(1-7 if there is one) (A-F if there is one)

**District:** \_\_\_ **#Members in Club/Circle:** \_\_\_ **City:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Garden Club or Individual/Group:** \_\_\_\_\_

[Enter name exactly as it should appear on any award received]

\*For Individual or Groups - Garden Club name: \_\_\_\_\_

**Award #      Category    Class      Date**

**Correct #    is there a Category or Class?    Date: completed Award Application**

1. There not be a Category or Class
2. There may be just a category or just a class



**Award # 39 Award Name: Arbor Day Celebration**

**District: I # Members in Club/Circle \_\_\_\_\_ City \_\_\_\_\_**

***Example from BOI 2020-2021***

**GREEN THUMB GARDEN CLUB, INC.**

**3<sup>rd</sup> Wednesday (Sept - May ... Except Nov and Dec)**

**Location: Santa Rosa Beach**

**Members: 114**

**President xxx xxxx 1096 xxxx, Miramar Bch 3xxxx**

**president@gmail.com**

**xxx-xxx-xxxx**

## **#39 (Award # is 39) ARBOR DAY CELEBRATION ← (Award Name)**

**Description/Purpose:** To recognize the Garden Club with the most comprehensive program that celebrates the **planting of trees** in an Arbor Day program.

**Proof of Accomplishment:** Use the FFGC Awards Application to submit a narrative report. Pictures may be used.

**Award:** An award of \$25 is offered in the following

### **Categories: THIS is based of Membership Size**

1. Small Clubs/Circles 29 members and under
2. Medium Clubs/Circles with 30-59 members
3. Large Clubs/Circles with 60-99 members
4. Ex-Large Clubs/Circles with 100 members +



**Submission:** Follow the current year's directions and by Due Date

**4 Categories by Membership Size**

# Fill out the Award Application

Award #: \_39 Category: 4 Class: \_\_ Award Name: ARBOR DAY CELEBRATION

(1-7 if there is one) (A-F if there is one)

District: \_I\_ #Members in Club/Circle: 114 City: Santa Rosa Beach Date: \_11/24/2023

**Name of Garden Club or Individual/Group:**

\_\_\_\_\_ [Enter name

exactly as it should appear on any award received]

**\*For Individual or Groups - Garden Club name:**

\_\_\_\_\_  
Garden Club President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person preparing application: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_



## How to Write an Award

**Are there Awards without a Class or Category?**

**YES!**

**If there isn't a Class or Category**

**DO NOT PUT one.**



## How to Write an Award

### **Common Error:**

**Class(is a letter) or**

**Category (is a number)**

**Double Check EACH AWARD and make certain you have the correct Class or Category listing, it could be different with each award you write.**

**If there isn't a Class or Category DO NOT PUT one.**



# How to Write an Award

## Common Error: Class or Category

### #20 YEAR'S HORTICULTURE PROGRAMS

Is it Category \_\_\_\_ or Class \_\_\_\_

#### Categories:

1. Small Clubs/Circles 29 members and under
2. Medium Clubs/Circles with 30-59 members
3. Large Clubs/Circles with 60-99 members
4. Ex-Large Clubs/Circles with 100 members +

**If you have 54 Members what \_\_\_\_\_ is your Club?**



## How to Write an Award

### **Common Error: Class or Category**

**#40 ARLINGTON DOLLY MORRIS AWARD**

**Award reads this way: “No Class or Category”**

**Is it Category \_\_\_\_ or Class \_\_\_\_?**



# How to Write an Award

## **Common Error: Class or Category**

### **#50 ENVIRONMENTAL EDUCATION AWARD**

**Award reads this way:**

**Class A - Club or Circle**

**Class B - Individual**

**Class C - Group of Clubs or District**

**Is it Category \_\_\_\_ or Class \_\_\_\_?**





## How to Write an Award

**District: (I - XII)** *Club President can answer this. FIND Out the Correct District # Typos happen- Db check*

**#Members in Club/Circle:** *Ask your Treasurer if uncertain. Look in your yearbook or Book of Information online at [ffgc.org](http://ffgc.org) **This does matter.***

**City:** *Of your Club...Deep South puts the City on their Awards. So the City you want on a certificate.*

**Date:** *The date when you **complete** the application.*



# How to Write an Award

## **Name of Garden Club or Individual/Group:**

**[Enter name exactly as it should appear on any award received] **this only matters when you win and your Certificate is name improperly.****

**\*Some of you call your Garden Club a simplified name or use initials. Your Award Certificate will reflect whatever you write for the Name of the Garden Club.**

**Example: DeLand Garden Club vs our actual Name**

**The Garden Club of DeLand, Inc.**



## How to Write an Award

**Garden Club President: Phone: Email:**

**Person preparing application: Phone: Email:**

**Address:**

**The above information should be accurate, in case we (NGC, Deep South, FFGC needs to contact you.**

**If you are writing awards for other Clubs in your District, double check your information.**



## How to Write an Award

**NOTE: Application form is limited to three printed pages (this page and two additional pages) – front of pages only, unless otherwise noted (No report cover, binders, or plastic sheets allowed.) unless the Award requires a Book of Evidence.**



## How to Write an Award

**NOTE: When typing up your Award, Judges should not have to get out a Magnifying Glass to read your award. If you want them to read your award, use a readable font size, 9pt is too small and it depends on the font also, so stick with Arial.**

9pt Arial 10 pt Arial 11pt Arial



## How to Write an Award

**Email your entry to: Awards Chair, your District Awards Chair and Club President *unless* otherwise noted in the award description to arrive no later than Due Date.**





## How to Write an Award

**1. New project: Yes  No**

**An Ongoing Project is acceptable,  
so your answer can be No.**



## How to Write an Award

**Beginning date: When did this project for Jan 1, current year - Nov. 24, current year. Begin?**

**Beginning date should not be 1975.**

You have noted this is an ongoing project..so any date in the current year is the date if you started project up again.





## How to Write an Award

**2. Have you applied for any other awards for this project? Yes  No**

**If yes, list other awards applied for.**

**Yes and No are valid responses, but #2 should be answered and is often left blank.**

**(Your club is welcome to go for more than one award for the Same Project. HOWEVER, it has to be written up differently.)**



## How to Write an Award

### **3. Brief summary and objectives of project**

**YES! Here we Go....**



## How to Write an Award

### **3. Brief summary and objectives of project**

**Note: BRIEF---SUMMARY---**

**OBJECTIVE...refer to FFGC and NGC Objectives.**

▪



# How to Write an Award

## Award Application:

**3. Brief summary and objectives of project**

## **Look at the Award's**

## **Description/Purpose: Example**

## **#36 COMMUNITY SERVICE AWARD**



# How to Write an Award

## 3. Brief summary and objectives of project Example

**Description/Purpose: To recognize outstanding community service projects. This award was designed to stimulate “New ideas” for meeting the needs of the community and to create a closer relationship between the community and garden clubs.**



## How to Write an Award

### 3. Brief summary and objectives of project Example

***HOW did you stimulate “new ideas” for meeting the needs of the community and to create a closer relationship between the community and garden clubs? Write briefly what you did that was New.***



## How to Write an Award

***EXAMPLE:*“The Garden Club provided an educational program for the club and public with the step-by-step process of container gardening to enhance the appearance of the local Downtown area. We met onsite Downtown at 6 of the 4 cornered intersections, 24 corners total. 24 Horticulture leaders took small groups to create 3 large container gardens on each corner of the intersection. Each Leader had 1 other club member assisting. What kind of soil, plants and how many plants were discussed with the group. Then demonstrated on how to remove a plant from a garden pot, prepare that plant and how deeply to plant it..Completed one container together and had the participants plant the 2 remaining containers. We then discussed...How to fertilize and when. Watering needs of the Container Gardens and how to spot pests and how to control them.”**



## How to Write an Award

**4. Involvement of club members, other organizations, etc. *Please document how many were involved as you gather your information.***

**Many Applications neglect how many members and how many from the public participated. Points are subtracted for this every time.**





## How to Write an Award

**“We partnered with a local nursery to facilitate examples of good soil preparation materials and plants appropriate for the season and a Thriller, Filler and Spiller concept was provided. This education venture provided planning for the present and future plantings.”**



# How to Write an Award

## Award Application:

### **5. Project expenses and means of funding**

**#5 is often neglected in award applications.**

**Points deducted- Let's Explore what is needed**



## How to Write an Award

### Award Application:

**Your Project may be funded from your Club's Budget, by donations of members or by a business. You need to explain what the expenses were and how they were paid for.**



## How to Write an Award

### Award Application:

**Flowers \$150. Donated by a member, the project expenses total \$567 and was planned for and paid for by the Club. Or Members donated all materials used in the amount of \$98.00**



## How to Write an Award

**Award Application: 5. Project expenses and means of funding**

**Every Successful Event or Project starts with a Plan and Budget. This ensures that you do not have problems in your Club's budget and your project runs smoothly.**

**Do not leave out the Financial report.**



## How to Write an Award

### 6. Award Application:

**Continuing involvement, follow up,  
maintenance**

**Here we are at the Home Stretch...**



## How to Write an Award

**Award Application: 6. Continuing involvement, follow up, maintenance**

**“The Club will be assisting the Community Group in their planning of next Season’s Planting, beginning 7 weeks before the planting, in ordering new plants.”**

**“Continued Education on Environmentally Sound Pest Control and Identification, fertilizing and watering needs.”**



## How to Write an Award

Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**





# How to Write an Award

## Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan  
(does not need to be professionally drawn)**

**You are now going to SHOW your  
Evidence**



# How to Write an Award

## Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You have been collecting Thank you Notes, Articles that have been published. Please include the Media's Header with the Date**



# How to Write an Award

## Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You can copy and paste electronically your articles, photos and landscape drawings on the 2nd and 3rd pages.**



# How to Write an Award

## Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**I am not computer savvy!**

**You can do all the work ahead of time and then secure a computer savvy person to insert all of your information.**



# How to Write an Award

## Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You have these great photos of your Project.**

**Label them with names of plants, names (if appropriate). Labels help judges understand what you are sharing.**



## How to Write an Award

**Should I call FFGC Awards Chair and ask for Special Privileges on Due Date? NO**

**Email awards to FFGC Awards chair**

There are some exceptions review and that is stated with the award description. Refer to “FFGC Awards Rules and Procedures”



## How to Write an Award

**Please complete each topic, if applicable. Use numbering as below when completing form.**



## How to Write an Award

**Judges having to HUNT for your information concerning Lines #3-6 on Application slows down judging, and runs the risk of information being missed.**





# Leadership

There are 3 awards that demonstrate LEADERSHIP by an Individual.

**#1 BLANCHE CAPEL COVINGTON LEADERSHIP-** To obtain from clubs reports of outstanding personal contributions and/or outstanding club accomplishments achieved through sustaining strong leadership by nominee in one or more of the following areas: Civic development, horticulture therapy, youth activities, conservation, landscape design, horticulture, floral design, or all-around excellence.



# Leadership

**#2 OUTSTANDING SERVICE - To recognize an individual who has, over the period of not less than two years, continuously sustained and developed any one or more phases of garden club work, with particular emphasis being given to work undertaken and promoted at the club or federation level.**



# Leadership

**#3 LEADERSHIP - Use the FFGC Awards Application to report. Nominee should: display an awareness of the goals of National Garden Clubs; contribute to his/her club's or circle's progress, and serve in various posts (chairmanships, club officer, etc.); be cooperative and congenial; be willing to serve; have broad interests and shares knowledge gained with others, including non-garden club members. To recognize leadership in worthy individuals who have been members of clubs or circles in FFGC during a period of 5 years but not more than 7 years.**



# Special Achievement and Excellence

## #4 FFGC AWARD OF EXCELLENCE FOR A CLUB

The following areas are explored on the Point of Scale for Judging:

Service to the community, Educational projects, Involvement in Federation Projects, Participation, Contributions



## #5 SPECIAL ACHIEVEMENT

Description/Purpose: To recognize and award especially outstanding garden club work during the year in the three classes listed below. The application should demonstrate promotion of FFGC objectives in civic development, beautification, garden therapy, and other related areas. Youth involvement is encouraged. The uniqueness of a single project and the scope of benefit to the Club and/or District will be considered by the judges. Classes:

Class A - Club or Circle

Class B - Individual Member

Class C - District



## #8 GARDEN CLUB OF THE YEAR

Description/Purpose To recognize a garden club in Florida which excels in all aspects of garden club activities. The winning entry will automatically be submitted for the Deep South Garden Club of the Year Award. Membership Increase (for one year), Service, Club Programs, Club Representation, Club Projects, Clubs Financials.



## #10 MENTORING AWARD

Description/Purpose: A mentor is a member who works with other individual members to pass on their experience, knowledge and connections and goes above the call of normal garden club duties and is a loyal member willing to give assistance and/or support to garden club officers and members across the state. "A mentorship is a relationship between two people where the individual with more experience, knowledge, and connections is able to pass along what they have learned to a more junior individual within a certain field."



## Publication & Social Media

#11 YEARBOOK AWARD November 1st Due Date  
Always

#12 NEWSLETTER/MAGAZINE/BULLETIN

#13 PUBLICATION- This award is available for:  
Manuals, Handbooks, Educational pamphlets &  
brochures, Membership publications, Calendars,,  
etc.





## Publication & Social Media

#14 DEPALMA/SILLIK WEBSITE AWARD

#14-A FACEBOOK AWARD



## Community Projects/ Historical

**#15 GARDEN THERAPY GERIATRIC &  
EXCEPTIONAL**

**#17 DECORATION OF HISTORIC BUILDINGS  
(Historic Preservation Award)**

**#18 HISTORIC PRESERVATION AWARD**



# Horticulture Awards

#20 YEAR'S HORTICULTURE PROGRAMS

#21 HORTICULTURAL ACHIEVEMENT

#22 HORTICULTURE - SPECIAL PROJECT

#28 HORTICULTURE LEADERSHIP AWARD



## Civic Awards

#29 COMMUNITY SERVICE DESIGN AWARD

#30 COMMUNITY GARDENS

#31 THE MADIRA BICKEL CIVIC ACHIEVEMENT  
AWARD

#32 PARK/CITY PLANTING



## Civic Awards

#33 CLYDE D. WARE AWARD FOR CIVIC  
DEVELOPMENT

#36 COMMUNITY SERVICE AWARD



## Civic Awards

#37 SCHOOL GROUNDS BEAUTIFICATION

#38 CIVIC BEAUTIFICATION/ GARDEN OF THE  
MONTH AWARD

#39 ARBOR DAY CELEBRATION



# Landscaping Awards

#40 ARLINGTON DOLLY MORRIS AWARD

#41 THE SENATOR DIRKSEN MARIGOLD AWARD

#43 BLUE STAR/Gold Star MEMORIAL MARKER  
AWARD

#44 NATIVE PLANT LANDSCAPING



# Landscaping Awards

#45 WATER GARDEN AWARD

#46 GARDEN TOUR AWARD

#47 HABITAT FOR HUMANITY AWARD





# Tree Planting

#48 FLOWERING TREE

#49 TREE PLANTING ACHIEVEMENT (FFGC Only  
- Awarded Every Other Year) At the end of each  
FFGC administration.



## Conservation

#50 ENVIRONMENTAL EDUCATION AWARD

#51 ENVIRONMENTAL EDUCATION INVOLVING  
YOUTH AWARD

#52 ENVIRONMENTAL AWARD INVOLVING  
COMMUNITY EDUCATION



Conservation

#55 ELOISE SNIFFEN CONSERVATION AWARD

#56 BUTTERFLY CONSERVATION



Conservation

#58 PROMOTING BEES THROUGH KNOWLEDGE



Nell Coe Award- changes every two years

#61 Nell Coe Award



## Miscellaneous

#62 MARY S. COMPTON AWARD FOR PUBLICITY

#63 GARDEN CENTER PROGRAMS

#64 LIBRARY

#65 CONVENTION DELEGATE

#66 NATIONAL GARDEN WEEK AWARD



## Miscellaneous

#69 DIGITAL PHOTOGRAPHY AWARDS

#71 THE ELLA JOYCE BOALS PROGRAM AWARD

#73 PUBLIC PROGRAM

#74 YEAR'S PROGRAMS



## Miscellaneous

#75 “FUN WITH FLOWERS” PROGRAM

#76 “FUN WITH FLOWERS” SERIES AWARD

#78 PARKS AND GROUNDS PROGRAM

#80 ART IN BLOOM AWARD

#81 FLORAL DESIGNER’S AWARD