

# District IV Awards Information for Judges

[Official TGC 2023-2025 Awards Brochure](#) (pg. 8-9)

*DIV Awards Chair comments in italics.*

## GUIDELINES FOR JUDGING AWARDS

1. Immediately upon receipt of awards, check to be certain each is entered in the correct category. The 3 x 5 card will be removed by the TGC Vice President of Awards Chair.
2. Secure a panel(s) of a minimum of 3 judges; some may be specialists in the field related to the award rather than all garden club members.
3. Be certain the panel understands the award rules, description, and Scale of Points. If entry is not worthy, award should be withheld. Clarify if there is a rule violation that removes the application from consideration. *Give **all** judges a description of the award from the appropriate Award Manual and a copy of the Scale of Points (TGC entries) or Scoring Rubric (SCR & NGC entries).*
4. Winners must be kept secret until after the awards presentation.
5. Do **not** write on pages in Book of Evidence; use the comment sheet.
6. Do **not** deduct points for anything not specifically in the Scale of Points. If points are deducted for omission, be sure the omission was not inadvertently overlooked by the panel. *Check for links and attachments that must be reviewed!*
7. Comments are required and should **encourage and educate**. Start with complimentary remarks before explaining how application can be improved. Give careful thought to wording: comments should help club when sending in their next application. Explain why points are deducted.
8. The Standard System of Awarding is used:

First Place	90 or above	Second Place	85 or above
Third Place	80 or above	Honorable Mention	75 or above
9. Please, **no tie scores can be awarded**. Only one First Place, one Second, one Third, and then all awards scoring over 75 are awarded Honorable Mention. (ex. First Place could score 99, Second 93, Third 84, HM 81, and HM 79. If there is only one entry with a score of 80, it would receive Third Place). If scores are too close, OK to allow ties on honorable mentions.
10. District Chair: send first place entry in each size category to State Chair and **list** all others that score 95 or above, on report form to State Chair. *Judges, send a copy of this report and a copy of your report that lists **all entries you received** to the DIV Chair and keep copies for your records.*

### DIVISION I – Single Member Clubs

- |              |              |               |               |
|--------------|--------------|---------------|---------------|
| Small club – | 1-20 members | Medium club - | 21-50 members |
| Large club – | 51+ members  |               |               |

### DIVISION II – Groups of Clubs, District, Council and Forums

- |         |              |         |               |        |            |
|---------|--------------|---------|---------------|--------|------------|
| Small : | 1 – 55 clubs | Medium: | 56 - 149clubs | Large: | 150+ clubs |
|---------|--------------|---------|---------------|--------|------------|

### DIVISION III – Affiliate

11. Do not mail awards that are not eligible for state awards to state chairs or TGC VP Awards. Each District's procedure may vary; Books of Evidence and entries are usually returned to the member clubs at the District Spring Convention or by using the enclosed postage. *Please forward or mail ineligible entries to me once judging is completed. I will return them at our Spring Convention.*
12. Do not mail awards that are not eligible for NGC awards to TGC Vice President of Awards Chair. TGC Chairs bring the Books of Evidence to the TGC Spring Convention. At the conclusion of the convention, the awards are collected by District Directors to return to the member clubs. *DIV Chair will plan to return awards to clubs as quickly as possible after the State Convention.*
13. **DEADLINES ARE IMPORTANT!** Awards must be forwarded promptly from District to State as State Chairs have little time to forward eligible entries to the TGC Vice President Awards. Entries must arrive by December 15 to TGC Vice President Awards to be considered! The TGC Vice President Awards Chair must process and mail the awards to the NGC Awards Chair no later than **January 3** to be assured of on time arrival.

## Award Submission Requirements

Official TGC 2023-2025 Awards Brochure (pg. 6-7)

*DIV Awards Chair comments in italics.*

*All entries MUST use the NGC application cover sheet found on the NGC Website [awards-app.pdf \(gardenclub.org\)](#). Make sure SCR & TGC entries are noted “SCR” or “TGC” on the application forms Award Number & Name sections.*

### **PROCEDURE FOR PREPARING AWARDS & BOOK OF EVIDENCE for ELECTRONIC OR MAIL SUBMISSION FOR TGC**

- CARD – for TGC information only:** Prepare 3 x 5 card and paper clip to award applications – TGC Vice President Awards will remove if award is submitted to National. List the following information:
  - Award Number/Name (class if any)** (example – TGC Community Service)
  - Name of Club, City, District, Club Rating** (Gold, Silver, Bronze, Green)
  - Number of Members,**
  - Name, Address, Telephone No. & Email of Current President**
  - Dates TGC and District dues paid.**
- Submit award entries to appropriate District Chair, unless otherwise noted in awards description. Council/Forum/Federation and Districts send entries directly to appropriate TGC Chair.
- If your District doesn't have a Chair that corresponds with each award, send your award to your District Awards Chair. **All awards must go through District first – no exceptions other than those listed in #2.**
- Do not hesitate to call or email your District or TGC Vice President of Awards for information.
- POSTAGE:** Include enough postage for the award to be sent by the District Chair to the State Chair, then to the TGC Vice President-Awards and then to the NGC/National Chair, if the award qualifies. **Do not send cash.** Any unused postage will be returned. Enclose postage in an envelope with your club's name and paper clip to binder. (Please send small denomination stamps rather than one \$3.00 stamp). If digital application no postage is necessary.
- RETURN OF AWARD:** Awards that are ineligible to be submitted for state competition will be returned to the clubs at **Spring District Conventions**. Awards submitted for State and National competition will be returned to District Directors at **Spring TGC Convention**.
- TEXT OF AWARD:**
  - Make sure that the text and the photos show the extent of the club's work. Organize materials that tell a story of the project from beginning to end. Be descriptive – give word pictures of the project. Explain who, what, when, where why.
  - In the text, address “Fulfillment”, “Scope”, “Prior Planning”, “Benefit.”
  - Give number of member participation in the project and how goals reached. Club participation is important; 2 members doing all the work is not a club project.
- Supporting data must be focused on this particular award. Cut news articles photos neatly. Cut or arrange news articles where there will be no foldouts; use rubber Cement to attach photo(glue sticks hold paper but do not hold stiff photos well), underline or highlight key information in a lengthy article. It is okay to photocopy except for the Publicity Press Book. Entries may use a summary page at the end of their project write-up keeping within the 3-page max. to highlight key information.
- Neatness is important. Use even and liberal margins. Number the pages. Proofread carefully.
- Follow all the rules in preparing the Book of Evidence. **Don't miss out on 1st place because you forgot the required information.**

### **CLASSIFICATION FOR GOLD, SILVER, BRONZE, GREEN & AFFILIATE CLUBS**

#### Division I – single member clubs

Small 1 –20 members  
Medium 21-50 members  
Large 51+ members

#### Division II - Groups of Clubs, Councils, Districts, Federations

Small 1 – 55 clubs  
Medium 56 - 149 clubs  
Large 150 + clubs

#### Division III – Affiliate Clubs

# DISTRICT IV AWARD JUDGES

rev. June 24, 2024

**NEW\*\*\*\*\*** Submit all Award entries to [awards4TGC@gmail.com](mailto:awards4TGC@gmail.com) **\*\*\*\*\*NEW**

**DO NOT MAIL** paper copies unless stated below.

**Send books** (Yearbook, Scrapbook, Flower Show Schedule, etc.) directly to Judge listed.

**NEWSLETTER: Send by mail ONLY ONE** most recent Newsletter directly (email the others) to Judge listed.

Digital Yearbooks may be submitted directly to the Yearbook Judges.

## **DIRECTOR OF AWARDS (Email to Awards address)**

Pamela Randall  
8802 Granite Gorge Dr.  
Spring, TX 77379  
Cell/text: 281-543-5889  
[yardmap@aol.com](mailto:yardmap@aol.com)

## **LITTER/RECLAMATION/RECYCLING (Email to Awards address)**

Bonnie Baker  
2869 Country Road 229  
Schulenburg, TX 78956-5842  
Cell: 979-562-2432  
[bonnie@cvctx.com](mailto:bonnie@cvctx.com)

## **ARBOR DAY (Email to Awards address)**

Valeda Landry  
10014 Roritan Dr.  
Houston, TX 77080  
Cell: 713-203-5806  
[valedalandry77025@gmail.com](mailto:valedalandry77025@gmail.com)

## **NEWSLETTERS (Mail ONLY the latest hard copy, email others)**

Nancy Galloway  
1172 FM 109  
New Ulm, TX 78950  
Cell: 979-551-5559  
[gardentx23@gmail.com](mailto:gardentx23@gmail.com)

## **BIRDS/BUTTERFLIES (Email to Awards address)**

Bonnie Baker  
2869 County Road 229  
Schulenburg, TX 78956-5842  
Cell: 979-562-2432  
[bonnie@cvctx.com](mailto:bonnie@cvctx.com)

## **SCRAPBOOKS (Mail books)**

Lisa Lofaro  
123 Coral Bay Drive  
League City TX 77573  
Cell: 832-561-7933  
[lofaros@gmail.com](mailto:lofaros@gmail.com)

## **BLUE/GOLD STAR MARKERS (Email to Awards address)**

Pamela Randall  
8802 Granite Gorge Dr.  
Spring, TX 77379  
Cell/text: 281-543-5889  
[yardmap@aol.com](mailto:yardmap@aol.com)

## **YEARBOOK - GOLD/SILVER (Mail Books, email digital copies)**

Leslie Wong  
15422 Driftwood Oak Court  
Houston, TX 77059  
Phone: 28-935-6442  
[lesliej.wong@gmail.com](mailto:lesliej.wong@gmail.com)

## **CLUB PROGRAM (Email to Awards address)**

Kathleen Sullivan  
24806 Lakebriar Dr.  
Katy, TX 77494  
Phone: 281-389-2142  
[kathleensullivan9@icloud.com](mailto:kathleensullivan9@icloud.com)

## **YEARBOOK - BRONZE/GREEN (Mail Books, email digital copies)**

Debbie Braden  
209 Oak Cluster  
Columbus, TX 78934  
Cell: 214-794-3806  
[dsbraden@gmail.com](mailto:dsbraden@gmail.com)

## **FLOWER SHOW SCHEDULES (Mail Books)**

Regena Williamson  
P.O. Box 57  
Sheridan, TX 77475  
Cell: 36-550-1485  
[Regena46@yahoo.com](mailto:Regena46@yahoo.com)

## **YOUTH AWARDS (Mail directly)**

Nancy Giffhorn  
6107 Hidden Lakes  
Houston, TX 77345  
Ph: 713-542-5519  
[rgiffhorn@aol.com](mailto:rgiffhorn@aol.com)

**RESOURCES** (with live links)

DIV Award Application & Judging information: [Awards | District IV TGC \(districtivtexasgardenclubs.org\)](#)  
DIV List of Judges: [Microsoft Word - District IV Judges List rev.10 2023 \(1\).docx \(districtivtexasgardenclubs.org\)](#)  
DIV Website: [Home | District IV TGC \(districtivtexasgardenclubs.org\)](#)  
DIV Youth Awards: [Awards | District IV TGC \(districtivtexasgardenclubs.org\)](#)

NGC Award Categories, Applications & Scoring Rubrics: [NGC Awards | National Garden Clubs, Inc.](#)  
NGC Award Handbook: [awards-handbook.pdf \(gardenclub.org\)](#)  
NGC Website : [Homepage | National Garden Clubs, Inc.](#)  
NGC Youth Awards: [youth-work-category.pdf \(gardenclub.org\)](#)

SCR Applications & Scoring Rubrics: [NGC Awards | National Garden Clubs, Inc.](#)  
SCR Award Categories: [Awards | SCR Garden Clubs](#)  
SCR Award Guidelines: see Award Categories  
SCR Website: [Home | SCR Garden Clubs](#)  
SCR Yearbook Award Scoring Sheets: see Award Guidelines  
SCR Youth Awards: [YOUTH-ORGANIZATION-AWARDS-BROCHURE-2-21-2023-1.pdf \(texasgardenclubs.org\)](#)

TGC Award Application (pdf download): [Forms Library | National Garden Clubs, Inc.](#)  
TGC Award Brochure: [Official-TGC-AWARDS-Brochure-2023-2025-FINAL.pdf \(texasgardenclubs.org\)](#)  
TGC Award Categories: see Award Brochure  
TGC Forms: Award Brochure, NGC Handbook, NGC Application Cover Sheet, TGC Youth Awards Brochure, Flower Show Brochure, Scrapbooks Awards Form, Yearbook Awards Form: [Forms – Texas Garden Clubs](#)  
TGC Scale of Points for scoring: see Award Brochure  
TGC Website: [Texas Garden Clubs – Promoting the love of gardening](#)  
TGC Youth Awards: [YOUTH-ORGANIZATION-AWARDS-BROCHURE-2-21-2023-1.pdf \(texasgardenclubs.org\)](#)