


Hello District IV members,

My name is Pamela Randall, and I am the Awards Chair for the 2023-2025 term. I am excited about working with all of you this year.

My goal is to increase the number of clubs in our district that submit applications and increase the number of those applications which go on to win both STATE and NATIONAL AWARDS. You know what they say: ***everything is better in Texas!***

After the difficulties we all encountered trying to submit award applications, I feel I should share my hints and tips with you. But first let me remind you that awards must be submitted to the District IV judges (June 2023 District IV Newsletter's Organizational Chart page 38) ***BEFORE November 1st***. You will also find information for the State Awards Chair on page 6 of our newsletter. These are my tips:

Saving the NGC Award Application Cover Sheet - A PDF downloadable NGC Award Application Cover Sheet for each individual award can be found at the [National Garden Club website](#) (Forms Library at the bottom of the page). All awards generally use the same application cover sheet but do check each award carefully before you submit. ***First enter your Group/Club name, Club size, State size, Contact name, Region, and State Awards Chair info. Follow the instructions at the top of the cover sheet by clicking the disk icon  and entering a "NEW NAME" for your NGC Award Application Cover Sheet. (This will serve as your master file for the NGC Award Application Cover Sheet in pdf format.) Note the name and location of your new file.***

1st. TIP for file location: take a picture of your PC screen with your cellphone before you hit save.

2nd. TIP get a free PDF file reader here: <https://www.adobe.com/acrobat/pdf-reader.html>.

Applying for multiple awards - **Open your master file to complete your Award Application. Click the disk icon with the pencil and **RENAME your file with the name of the award and save**. You will now have your master cover sheet that you can use for more awards plus the award application you just completed. And the GOOD NEWS is you don't have to re-type all your Club or State Awards Chair info into each Award Application.**

3rd. TIP Don't change any file extensions. You will be able to print or email the files with the original .pdf .doc or other file extensions that it was saved in.

Submitting TGC & NGC Award Entries - **Save each item (NGC Cover Sheet, 3-page Word document about your project, 3x5 index card, and any other items required for submission in its own FOLDER [named for the award]). Now your files can be printed or submitted online depending on the requirements for the award you choose.**

4th. TIP Submit your entries ***before*** the deadline of ***NOVEMBER 1, 2023***. Also, keep track of your entries and follow up after the convention. Check the District IV website (Awards tab) for a tracking sheet and list of judges.

5th. TIP To ***File electronically*** use the Award Name and Number as the Subject of your email to the District IV judge and attach ALL your files i.e., application, 3 x 5 card, Project document, etc.

6th. TIP Watch for the WORD formatted 3x5 Index Card on the District IV website:

<https://www.districtivtexasgardenclubs.org/>

Submitting SCR Award Entries – **Review the South Central Region Award Guidelines 2023-2024 (rev. 7/2023) found at the bottom of the Awards tab on the District IV website. For each SCR award you wish to submit, complete your master file (see above: Saving the NGC Award) using the SCR Award file on our website. Use the lines for NGC Award Name and Number for your SCR award information and include "SCR" on each of those lines! Print or file electronically, following the NGC Award guidelines and submit your application as stated in the SCR Guidelines. You must submit your entries to the district judge ***before*** November 1st.**

7th. TIP: SCR uses the same categories and numbers for some of their awards as the NGC awards. They also have some awards that are SCR only in those categories. You can submit one (1) entry to National and a separate entry to SCR for the same numbered award (i.e., Community Enhancement CE-1). Just be sure to mark your SCR awards with "SCR" on the Award name & number line ***and in***

the corner of the page. You can use the SCR Award form and the SCR 3 X 5 card template from the District website. And be careful to follow the SCR guidelines for each application.

Now here is **MY FAVORITE** tip: The National Garden Club has put together a great example of how to submit an award-winning entry. Here's where you find it:

1. **Go to the District IV website:** <https://www.districtivtexasgardenclubs.org/>
2. **Scroll to the bottom of the page and <<click>> on the NGC website link.**
3. **On the upper right-side drop-down menu find Awards & Grants <<click!!>>**
4. **How To Apply – Begin Here <<click!!>>**
5. **Scroll all the way to the bottom section – Resources.**
6. **This is where you find the link: “Creating an Award Winning Application”.**

I know many of you still prefer to use the NGC Award Application Cover Sheet in WORD format. I will have a file available on the District IV website for you to download. Remember the formatting shifts when you enter your text directly onto the form. Here are my suggestions:

1. Print it out and write in your information. Scan into your PC if you plan to file electronically.
2. Add your award information directly to the form and delete the additional spaces that are created when you inserted your text. ***Don't panic when the spacing goes haywire. Just delete the same number of spaces that you entered, and it magically goes back to where it was.*** Then go back in and underline (ctrl key + U) the newly inserted text after you highlight that text. You can now file electronically or print the form as needed.

First TIP Keep a blank copy of this Word version on file so you can check the original formatting against your filled-in form.

Second TIP Don't forget to save your WORD document with the name of your Master File and as your award name (see [Saving the NGC Award](#) above).

I have print-tested both the PDF and Word versions of the NGC Award Cover sheet and found no issues at this time. But please let me know if you have any difficulties. And watch for updates on the District IV website. I will be adding downloadable files under the Awards tab.

Now let's see what your clubs have been doing all year that your members are so proud to show off.

Best of luck to everyone,

Pamela Randall

District IV – Awards Chair

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