



Mountain Garden Club Position Description Form

Position Name

Awards Chairperson

Date Created: Jul 23, 2016

Form Creator Name: Annie Ficke

Home Phone: _____

E-Mail Address: (see yearbook)

Committee Name: Awards

Position Overview:

The Awards Chairperson studies the awards given each year by New Hampshire Federation of Garden Clubs, Inc. (NHFGC), New England Region (NER) and the National Garden Clubs, Inc. (NGC) to see which ones might be applicable to the Mountain Garden Club projects for the current year. MGC always submits an award application for the Press Book, Scrapbook, Yearbook and Brochure, each of which accompany the application. The chairperson must visit each web site to look at the most recent awards and application forms. Every two years the recipient names and addresses at NHFGC, NER and NGC may change and need to be updated on the forms. Many of the awards require a three-page Book of Evidence that includes a description of the project with accompanying photographs, as well as design drawings and newspaper articles if applicable. The head of each MGC project will provide this information for the chairperson to coordinate.

Skills/Abilities/Other Requirements:

1. A good understanding of what projects the MGC is involved in for the current year, so he/she can review the NHFGC, NER and NGC awards to determine which are applicable.
2. Writing and organizational skills.
3. Knowledge of basic computer programs, in order to create a Word file and move photos and scan drawings, etc. Tutorial help is always available in this area.
4. Knowledge of web site ???
5. Ability to interface with committee/project members to collect the necessary information for the awards.

Essential Position Functions:

1. Review awards on the NHFGC, NER and NGC web sites for the current year. Sometimes awards are dropped and/or new awards are added.
2. Review the application forms on the NHFGC, NER and NGC web sites, as the chairperson names and addresses may change.
3. Determine which awards are applicable, based on MGC projects for the year.
4. Report periodically to the MGC board members on awards that are applicable for the current year and when they have been submitted during the year. Each organization has a different schedule for submission. Refer to the Timeline Form for detailed description.
5. Interface with the project coordinator well in advance to make sure he/she sends all relevant information



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to you as the project evolves (e-mail correspondence, description of the project, organizations/people involved in the project, financial costs, donations in kind, number of MGC members participating, photos, drawings, publicity).

6. Fill out award application for NHFGC or NER or NGC and create the three-page Book or Evidence if required, being sure to answer each questions that is asked.

7. Submit awards electronically to the NHFGC awards chairperson that require a Book of Evidence. If it is for NER or NGC, the NHFGC chairperson forwards it on after a committee evaluates all the awards submitted throughout New Hampshire.

8. Mail via USPS/UPS to the NHFGC chairperson the Press Book, Scrapbook, Yearbook and Brochure with the award application attached. If it is for NER or NGC, the NHFGC chairperson forwards it on after a committee review if they feel it is worthy.

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Awards

Date Created: Jul 23, 2016 Form Creator Name: Annie Ficke
 Event/Pub Date: (appx) N/A Form Creator Tel.: _____
 Date to Begin By: _____ Form Creator Email: (see yearbook)
 Committee Name: Awards

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
July	Prepare award applications and a Book of Evidence (BOE), if required, for the New England Region (NER) awards to be submitted to the New Hampshire Federation of Garden Clubs, Inc. (NHFGC) Awards Chairperson.	a. The most current NER application form is available on the web site, ngcner.org . This needs to be checked every year, because it changes every two years, when the NER Awards Chair changes. b. When preparing the BOE, make sure you answer every question in the text portion. c. Interface with the project chair to make sure there are photos, as well as drawings and newspaper articles, if applicable.
August	All NER award applications are due August 1st and are either mailed or sent electronically to the NHFGC Award Chairperson.	
September		
October		
November	Prepare award applications and BOE's, if required, for National Garden Clubs, Inc. (NGC) awards.	a. In addition to any other NGC awards submitted, MGC submits award applications along with the Yearbook and Brochure to NHFGC every year. These items are mailed, unlike most of the awards with a BOE that are submitted electronically. b. The most current NGC application form is available on the web site, gardenclub.org . The form changes every two years, when the NGC Awards Chair changes. c. Interface with the project chair to make sure there are photos, as well as drawings and newspaper articles, if applicable.
December	a. All NGC award applications are due December 1st and are either mailed or sent electronically to the NHFGC Award Chairperson. b. Work on the award application and with the person who is overseeing the Smokey Bear Woodsy Owl project. c. Remind Press Book chair that the Press Book is due January 25th.	



Mountain Garden Club Time line Template

Event/Publication

Awards

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
January	<p>a. The Smokey Bear Woodsy Owl award application and drawings for the first place winner in each age category are due January 10th to NHFGC Award chairperson.</p> <p>b. The MGC Press Book is due January 25th to be mailed to NHFGC, using the NGC application form.</p> <p>c. Begin a review of all awards available from NHFGC, NER and NGC. Determine which awards fit projects that have been done in the past year or will be completed before the award application is due. Most of the awards cover the projects completed in the calendar year from January to December.</p>	<p>a. MGC submits an award application along with the Press Book to NHFGC every year. This item is mailed, unlike most of the awards with a BOE that are submitted electronically.</p>
February	<p>Present a list of possible awards for the coming year to the MGC board members. They might have suggestions for other projects to be considered.</p>	
March	<p>a. NHFGC Community Star application is due to District 1 Director on March 1st, if applicable.</p> <p>b. Work on BOE's for NHFGC awards and remind the person who is doing the Scrapbook that the deadline is approaching.</p>	
April	<p>All NHFGC award applications and BOE's are due April 1st.</p>	<p>a. In addition to any other awards submitted, MGC submits award applications along with the Scrapbook and Yearbook every year to NHFGC. These items are mailed, unlike most of the awards with a BOE that are submitted electronically.</p> <p>b. The most current NHFGC application form is available on the web site, nhfgc.org. Login username is "nhfgc" and the password is "peony". The form changes every two years, when the NHFGC Awards Chair changes.</p>
May		
June		
Generally		<p>With every MGC project that is completed, or about to be completed, review the awards to see if any apply. The MGC has always done very well receiving multiple awards from NHFGC, NER and NGC, but the only way that happens is if we submit the awards!!!</p>

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Print Form