

## IDEAS FOR CLUB YEARBOOKS

Requirements are in bold print

### **FORMAT 15 pts. total**

**BOOK STRUCTURE: Practical, convenient size, durable, neat 3 pts.** Club's choicer of size. Stapled spiral or permanent binder. Neatness: material well placed, ample margins, type large enough to read.

**COVER: Name of club, town, state, year (design optional) 2 pts.** If permanent binder cover is used, substitute with paper cover and include required information on cover and so note

**TITLE PAGE: Name of club, town, state, year, number of (dues paying) members, affiliated organizations (district, state, region, NGC, other) 2pts.** Number of members: if State dues are paid on Associate/Inactive/Honorary members, they are counted in total membership. Table of Contents: in front of book is helpful. Number the pages for convenience of members.

**SUBSEQUENT PAGES: In any order most useful to members 8 pts.** The information in a club yearbook should be logical order and easy to read. National and State info does not have to be in front.

- **Club Officers and Committee Chairman:** phone numbers and email is very helpful
- **Membership Roster:** complete mailing addresses and telephone numbers. Don't crowd the list. Hint: "All area codes 716 and zip codes 14127 unless otherwise noted"; email addresses are important, too, these days.
- **Names and addresses of NGC President, CAR-SGC Director, FGCNYS President, District Director.** Their themes are optional.
- **Calendar of events:** It is suggested that you include National, Regional, State, District dates to encourage members to attend and to not set conflicting dates.

**OPTIONS: 0 pts.** Club's choice to include bylaws, or fund raising. NGC/Region/State themes; Club theme, if used, should be evident throughout the book. Theme may be interpreted with monthly program topics and/or titles, graphics, quotes - does not need to be interpreted in projects.

**PROGRAMS: (judged upon quality and balance of programs) 50 pts. Total**

Study on variety of NGC Goals and Objectives such as: Birds, Blue/Gold Star Memorials, Butterflies, Civic Achievement, Conservation, Environment, Flower Shows, Floral Design, Historic Preservation, Horticulture, Garden Therapy, Landscape Design, Native Plants, Roadside Beautification, Wildflowers, World Gardening, Youth, etc.

**MEETINGS:**

- At least seven meetings a year **3 pts.**
- Date, location/address, time of meeting **3 pts.**
- Speaker's name, qualifications (brief), program title **4 pts.**

**PROGRAMS, WORKSHOPS AND TOURS FURTHERING NGC GOALS AND OBJECTIVES: 40 pts.**

**Give brief word description (lecture, slides, demonstration, hands-on workshop)**

Example: "Let's Get a Face Lift!" Patsy Petal, owner of Petal's Nursery, presents a slide program on updating the front entry of your home.

Variety of programs: A good variety attracts and keeps members. A Garden Study Club may have only horticulture and landscape programs, but the programs can be varied. Rather than lecture after lecture, plan a variety of formats such as demonstrations, clinic, hands-on-workshops, tours, panel of members, forum discussion of all members with a moderator, book review, skits, etc.

Monthly study: in addition to main program, club may have 5 - 10 minute monthly study, design exhibit etc. given by members/s.

**PROJECTS (judged upon scope of projects) 35 pts. 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 PARTICIPATING PROJECTS 15 pts.** There is no required format to list projects; could separate projects by double spacing, numbering, using bullets, bold face type, etc. **Give brief word description of projects; who benefits, location, how community benefits, how members are expected to participate, chairman, etc.**

- A club is not required to have new projects.
- Listing percentage of participation is no longer needed. Referring to a projects/s on program page is not required.

## IDEAS FOR CLUB YEARBOOKS with requirements are in bold print, Continued

**LIST DONATIONS: 20 pts.** List amount, in-kind donations, to whom, sale of state/NGC products (Vision of Beauty Calendars, state cookbook). Examples:

- Stage a Standard Flower Show,, “Spring Fling”, April 29 - 30 at Erie County Fair Grounds, Pinky Tulip, Chairman.
- Safe Haven: Teams provide plants and monthly maintenance for the perennial garden at battered women and children’s shelter. Rosie Leaf, Chairman.
- Fox Run Senior Facility: Members give monthly program at senior residence center, providing refreshments and garden related program for approximately 25 residents. Daisy Dew, Chairman.
- Encourage members to feed birds during the winter ..... is not a project. “Encourage” is not action.....
- Establish a bird sanctuary at Orchard Park Elementary Schools with Mrs. Henning’s 2<sup>nd</sup> grade. Woody Pecker, Chairman.
- Support State Project....is not a project. Support is not action. Support how?.....
- Support State Conservation Project with series of three lectures on water-wise gardening at Erie County Library, June 21, July 23 and August 24, Bubbles Blair, Chairman.
- Annual Style Show and Luncheon, May 9 is not a project. Funds raised are used for speakers, room rent, outgoing president’s gift, printing yearbooks, etc. and also to fund projects....
- Two \$1,000.00 Scholarships for graduating seniors at Orchard Park High School. Funds raised from annual Style Show and Luncheon, May 9, Suzy Bloom, Chairman.
- Erie County Food Bank \$25.00
- Safe Haven Shelter, 3 truckloads of compost \$350.00 value (loaded from town compost center into member’s cars/trucks)
- Sale of Vision of Beauty Calendars - could include number sold and years this has been done.
- Sale of District wreaths for the Holidays.

**NOTE: Social Activities** - Events that involve members only are not projects - they’re fun and educational, example: workshops, field trips, garden tours, covered dish luncheons or an anniversary tea.

## **IDEAS TO INDIVIDUALIZE CLUB YEARBOOKS** (Suggestions, not requirements)

**Cover:** decorative papers available at printers and office supply stores; computer clip art, original artwork, laminated pressed flowers, embossing with brass plate and stylus.

**Style:** allow most room for most used portions of yearbook - programs and roster; different size and/or bold types to emphasize important material; don't mix too many font styles to avoid busyness; colored dividers between sections, ribbon bookmark (taped in back).

Frequent problems: crowded pages; uneven tables and margins; lack of continuity in style from page to page; typos; illogical [placement of material].

**Graphics:** computer graphics, clip art books from book store, scrapbook stickers; can print in black ink then hand color; do not overuse graphics; use same styles - do not mix cartoons with Victorian.

**Monthly pages:** make meeting date at top of page larger and easy to see; helpful to allow one page for each month; month at a glance - calendar of events on same page as monthly meeting; business agenda; quote or short filler to interpret president/cub's theme.

**Roster:** different colored paper for membership; arranged to open at center fold for quick reference; member's bio; photos of members taken with digital camera; birthdays; list Judges and NGC Consultants; list offices help in NGC/State/CAR-SGC/District.

**Other ideas:** former club presidents; design/horticulture/nature tips; awards won last year; club history; club library list; district conservation list; addresses, telephone numbers, websites of related organizations, e.g. Erie County Cooperative Extension, Master Gardeners; poems or quotations that interpret theme; coupon to local nursery; questionnaire or data needed by president for year-end report; blank pages for notes.

**AND A FEW MORE HELPFUL HINTS:** Be careful not to use information from earlier yearbooks without updating -

- NGC Officers, CAR-SGC, and FGCNYS for example; Old website addresses; Omitting or using past year's dates/events from NGC, FGCNYS, and CAR-SGC on calendars
- Be sure to give speaker qualifications
- Never put TBA/TBD
- As noted on the Judges' Scale of Points - if you are paying dues to FGCNYS for any members, they are included in your membership count. For example: if you have 4 Honorary Members who do not pay your Club dues, yet your Club pays dues to FGCNYS for those members, include them. If not, don't.

