

NGC Flower Show Achievement Award Procedure for FGMCD Applicants and Judges

A National Garden Clubs, Inc. (NGC) Flower Show Achievement Award (FSAA) is the recognition given to an NGC member organization for its sponsorship of a superior flower show. NGC FSAA are listed on the NGC website www.gardenclub.org in the Flower Show Schools section, and in *The National Gardener* in odd-numbered years with changes noted in even-numbered years.

NGC FSAA are non-competitive. Books of Evidence are NOT compared to or judged against one another; like an exhibit at a Flower Show, Books of Evidence are judged on their own merit. If any Flower Show Book of Evidence scores 95 or more points, it will be honored with an NGC FSAA. The award year is January 1 through December 31.

A. General Procedure for Club/s or Sponsoring Organization/s

1. The FGMCD Flower Show Evaluation Chairman must be notified of the sponsoring organization's intent to have its flower show evaluated in order to apply for an NGC FSAA, at least 4 months in advance. Notice of intent must include the name of the sponsoring organization, General Chair/s with email, phone and mailing address for communications, show date/s, location and theme.
2. Before the schedule is printed, emailed or otherwise distributed, it **must first be reviewed** by the District Flower Show Evaluation Chairman, **and then reviewed** by the FGMCD Flower Show Evaluation Chairman, to check for agreement with the *Handbook for Flower Shows*, NGC policies and policies of FGMCD. Other recommendations also may be made. Please submit your draft schedule for its first review at least 6 weeks before you plan to distribute it to your members.
3. Names and contact information (with mailing addresses if out-of-state) for all judges who will judge the show must be given to the FGMCD Flower Show Evaluation Chairman at least 4 weeks in advance of the show date, to allow time for an evaluating panel to be selected. **Selection of evaluators is never made by the flower show sponsor/s.** In the case of a last-minute emergency where a selected judge is unable to evaluate the show, the other evaluating judges select a judge from the remaining judges.
 - a. Approximately two (2) weeks prior to the show, the FGMCD Flower Show Evaluation Chairman will send the NGC Flower Show Achievement Award Application Form and the Show Data Form to the General Chairman, along with the names of those selected for the evaluating panel/s. The Show Data Form must be completed on the show date, at or before the conclusion of judging, so required information may be given to the evaluating panel/s. See #5 below.
 - b. Approximately two (2) weeks prior to the show, the FGMCD Flower Show Evaluation Chairman will send the NGC *Flower Show Evaluation Point Scoring Form* to members of the evaluating panel/s.
4. Each flower show is eligible for only one (1) NGC Flower Show Achievement Award (Exception: An Adult NGC member club whose flower show includes a Youth Section eligible for a Youth Achievement Award may apply for an Adult Achievement Award and a Youth Achievement Award). If a club sponsors more than one (1) Standard Flower Show per calendar year, each show is eligible for an award.
5. Upon completion of judging, show committee must provide the evaluating panel with show data including the number of club members or clubs involved, percentage of club/organization participation, and the number of exhibits in each Division.
6. If the show has qualified for FSAA consideration, the show sponsors must prepare and submit a Book of Evidence, in a manner designated by the NGC Awards Committee and found on the NGC website, with statistics, schedule, description, pictures and evidence of publicity. The completed Book of Evidence, copy of the schedule and 2 copies of the NGC Awards Application must be submitted to the FGMCD Flower Show Evaluation Chairman within 4 weeks of the show date.
7. Each state evaluates the Books of Evidence submitted. Any and all Books of Evidence scoring 95 points or more at the state level may be submitted to the designated NGC FSAA chairman by the January 15 deadline. *This means a state may submit unlimited number of Books of Evidence for a particular FSAA.*

As stated above, all awards are non-competitive, and this allows NGC to recognize all top quality flower shows. **No applications/Books of Evidence may be submitted directly to NGC by the club or sponsoring organization; all must go through the FGCMD Flower Show Evaluation Chairman.**

8. All Book of Evidence evaluations will be returned if the sponsoring organization provides a self-addressed stamped envelope or mailer. Judges' evaluations will not be returned, but summarized with the final evaluations.

B. Procedure to be Followed by Evaluating Judges

1. Evaluators are responsible for upholding NGC's high standards, scoring wisely, responsibly and objectively.
2. Only the selected evaluating judges must submit an evaluation form to the designated State Chairman. All other judges are free to evaluate the show, but their evaluations are NOT submitted to the state.
3. An evaluator's initial responsibility prior to the show date is to study the *Flower Show Evaluation Point Scoring Form* and to carefully review the flower show schedule for conformance to the *Handbook for Flower Shows*.
4. The day of the show:
 - a. Upon completion of judging assignments, the judge must consider all aspects of the show according to the *Flower Show Evaluation Point Scoring Form*. (Form 30, 31, 32)
 - b. For a complete and fair evaluation, evaluators may confer with other judges not serving on the evaluating panel, especially in areas not judged by the evaluator.
 - c. The score of the three (3) evaluating judges must average 95 or more points for the show to be considered for an NGC Flower Show Achievement Award.
 - d. Evaluating panel must confer on observations and arrive at an approximate overall average score for the show **before** leaving the show site, though evaluator's individual scores may vary.
 - e. The Panel must inform the General Show Chairman if the show scores a minimum of 95 points. Actual scores are not given to the show committee at any time. If the show fails to score an average of 95 points, a brief diplomatic explanation of the deductions should be given to the General Show Chairman.
 - f. Each panel member shall complete an evaluation form **within one week** of the Flower Show including written descriptive and specific comments, sign the form and return the form to the FGCMD Flower Show Evaluation Chairman. Evaluations are to be kept in strict confidence and not freely discussed with others or shown to club members.

C. Compilation of the Book of Evidence

Information on preparing a Book of Evidence for a Flower Show Achievement Award, including format, can be found on the NGC website. The Book of Evidence may be submitted as a hard copy, but preferably as a pdf file burned to CD/DVD.

The following forms must be included in the Book of Evidence:

- NGC Flower Show Achievement Award Application Form
(<http://gardenclub.org/resources/awards-applications/ngc-fsaa-application-102714-3.pdf>)
- NGC Flower Show Achievement Award Show Data Form
(<http://gardenclub.org/resources/awards-applications/ngc-fsaa-show-data-102714.pdf>)

Helpful checklists, guidelines and information on evaluating schedules and Books of Evidence are also available at <http://www.gardenclub.org/awards/awards-applications.aspx>, as is a sample Book of Evidence at <http://gardenclub.org/resources/ngc-fsa-boe.pdf>

D. Determination of Final Score for the Flower Show

Flower Shows must score 95 points or more at the national level in order to be recognized. The Book of Evidence counts for 25 points, with the local judges' average evaluation pro-rated for the other 75 points. The actual point system can be found on the NGC Website.