

**MILWAUKEE DISTRICT GARDEN CLUBS  
STANDING RULES**

Standing rules are those rules, which are related to the details of the administration of an organization rather than to parliamentary procedure and which can be adopted as changed by a majority vote of the Executive Committee without previous notice.

**ARTICLE I  
CLUB MEMBERSHIP**

- A. New clubs shall contact the District Membership Chairman for assistance. Individuals or clubs sponsoring new clubs shall work through the District Membership Chairman.
- B. The District Parliamentarian shall assist the new club in drawing up its bylaws and shall forward them to the WGCF Parliamentarian for approval.
- C. A new club shall be approved by the District Executive Committee or Board of Directors before presentation to the WGCF Executive Committee.
- D. Formal application for membership in WGCF by a club shall be presented by the District Director to the WGCF Executive Committee. This shall be accomplished by the presentation of three (3) copies of membership list and a check for a first year's dues. These lists are not required for Junior Garden Clubs.
- E. Each new club shall access the MDGC website (<http://gardenclubs.weebly.com/>) for the MDGC bylaws and standing rules plus any other pertinent material which may be available and of benefit to a new club. The WGCF directory is available on the WGCF website, Members Only Section. (<https://www.wisconsin-gardenclub.org/>)
- F. Clubs shall notify the MDGC Corresponding Secretary of all club membership changes.

**ARTICLE II  
CLUB OBLIGATIONS**

- A. Clubs shall be represented through the attendance of the President or representative at each MDGC Meeting as a (DELEGATE) voting member. District officers and chairman cannot represent a club because they are entitled to individual voting privileges.
- B. Clubs shall be financially responsible for providing centerpieces for the annual Spring District Meeting and the Fall District Meeting, in rotation as determined by the First Vice Director.

**ARTICLE III  
FINANCE**

- A. All unbudgeted expenditures must be approved by the Executive Committee.
- B. A Wisconsin Life Membership is presented to the District Director-Elect from Milwaukee District at the WGCF Annual Convention in odd-numbered years. When District Director-Elect is already a Life

Member, a donation of \$50.00 shall be given to the WGCF Memorial Scholarship Fund in the Director-Elect's honor, or the recipient's choice of the current MDGC project or Scholarship Fund.

- C. Convention Package Plan, Half (1/2) of a double room rate and mileage at the WGCF reimbursement rate shall be paid for the District Director to attend the WGCF Annual Convention.
- D. District Director and First Vice Director courtesies: MDGC luncheon and workshop expenses to be paid from that event's budget.
- E. Visions of Beauty Calendars are to be ordered from NGC. This is a service to the MDGC Clubs and not a fundraiser.
- F. Prior to raising funds, all District Fund Raising Activities require the approval of the Executive Committee.

#### **ARTICLE IV** **FUNDS**

- A. General Operating Fund: The General Operating Fund shall consist of all undesignated monies of MDGC. It shall be used for all administration expenses and any other scientific, educational and charitable contributions voted upon by the Board of Directors.
- B. Scholarship Fund: The Scholarship Fund consists of monies donated by clubs/individuals. Only the interest shall be used for annual scholarships unless designated in writing by the donor that the donation should be used for the annual scholarship for the current year.

#### **ARTICLE V** **PROTOCOL**

**Protocol as we now know is generally being courteous, polite, gracious, treating others as we would like to be treated, using company manners along with recognizing that in meetings of organizations, certain Officers at various levels have rank. The rank is to be considered in seating, introductions, receiving lines, etc. It is an extension of the rules of courtesy. Just as we recognize that when the Mayor of the city comes to our local or district meetings, or the Governor comes to our Region or State Conventions, special honor is given to that rank. We also realize that our Officers are looked upon as having achieved a certain position of honor. In most cases, the higher the rank, the easier it will be to observe all the amenities. Please and thank-you are fine words, and we need to utilize them always.**

- A. Duties are located on page 9 of the NCG Protocol Handbook located in NGC Convention Manual, under Protocol Chairman, Local or District Meeting. (<https://gardenclub.org/ngc-convention-manual>)

**ARTICLE VI**  
**MILWAUKEE DISTRICT AWARDS AND PROCEDURES**

**GENERAL INFORMATION**

1. THE AWARD YEAR RUNS FROM JANUARY 1<sup>st</sup> TO DECEMBER 31<sup>st</sup>.
2. APPLICATIONS MUST BE SENT TO THE DISTRICT AWARDS CHAIRPERSON BY **DECEMBER 1<sup>st</sup>** UNLESS A DIFFERENT DATE IS LISTED UNDER THE AWARD.
3. ALL NEW DISTRICT AWARDS OR ANY CHANGES MUST BE APPROVED BY THE DISTRICT EXECUTIVE COMMITTEE. THE MILWAUKEE DISTRICT SHALL ASSUME COST OF ENGRAVING ALL AWARDS. ANY AWARD FOR WHICH NO APPLICATION HAS BEEN RECEIVED WITHIN TEN CONSECUTIVE YEARS SHALL BE REVIEWED.
4. ALL DISTRICT AWARDS ARE GIVEN AT THE SPRING DISTRICT MEETING EXCEPT FOR THE DISTRICT V.I.P. AWARD(S), WHICH ARE GIVEN AT THE FALL MEETING.
5. REFER TO THE WGCF WEBSITE TO DETERMINE WHICH STATE AWARDS/FORMS MUST BE SENT TO THE DISTRICT AWARDS CHAIRPERSON PRIOR TO SUBMISSION TO WGCF.
6. ANY QUESTIONS REGARDING DISTRICT AWARDS CAN BE DIRECTED TO THE DISTRICT AWARDS CHAIRPERSON PRIOR TO SUBMISSION.

**DISTRICT CHAIRPERSON DUTIES**

1. BE A MEMBER OF THE DISTRICT BOARD OF DIRECTORS.
2. HAND OUT THE DISTRICT AWARDS AT THE SPING AND FALL MEETINGS.
3. ANNOUNCE THE STATE AWARD WINNERS (GIVEN AT THE STATE CONVENTION), AND HAND OUT STATE AWARDS TO ANY CLUBS THAT COULD NOT ATTEND THE STATE MEETING. NOTE: THE DISTRICT DIRECTOR WILL ACCEPT THE AWARDS FOR ANY CLUBS NOT IN ATTENDANCE AT THE STATE CONVENTION.
4. ATTEND THE SPRING WGCF AWARDS MEETING, USUALLY HELD IN FEBRUARY IN CONJUNCTION WITH THE STATE EXECUTIVE MEETING. DURING THIS MEETING OTHER DISTRICT AWARD CHAIRS WILL BE IN ATTENDANCE AND ALL WILL HELP IN JUDGING WGCF AWARDS.
5. AFTER JANUARY 1<sup>st</sup>, RETRIEVE ALL TRAVELING TROPHIES, SO THEY MAY BE ENGRAVED WITH THE NEW RECIPIENTS NAMES. ANY STATE TRAVELING TROPHIES WON SHOULD BE TAKEN TO THE STATE AWARD MEETING MENTIONED IN NUMBER 4 AND GIVEN TO THE STATE AWARDS CHAIR.
6. BE PREPARED TO SEND STATE AWARDS/FORMS TO WGCF AWARDS CHAIR. REFER TO WGCF WEBSITE FOR SPECIFIC AWARDS/INFORMATION.
7. KEEP TRACK OF AWARDS GIVEN (BOTH DISTRICT AND STATE) TO MEMBERS OF THE MILWAUKEE DISTRICT. CURRENT EXCEL SPREADSHEETS SHOULD BE UPDATED PRIOR TO BEING HANDED OVER TO ANY NEW AWARDS CHAIRPERSON.
8. KEEP TRACK OF ALL DISTICT AWARD WRITE-UPS, ON A YEARLY BASIS.
9. MAINTAIN AND PURCHASE ALL AWARD MATERIALS.
10. TREASURER WILL WORK WITH DISTRICT DIRECTOR TO INCLUDE REWARD FUNDING IN CURRENT BUDGET. SUBMIT RECEIPTS TO TREASURER FOR REIMBURSEMENT OF MATERIALS.
11. SEND REMINDERS FOR THE DISTRICT AWARDS TO CLUB PRESIDENTS BASED ON THE AWARD DEADLINES.
12. CHAIRPERSON APPOINTS AWARDS COMMITTEE MEMBERS, FOR REVIEW OF ALL AWARDS.

## DISTRICT AWARDS

### AWARD #1. CLUB YEARBOOKS (BOTH DISTRICT AND STATE AWARDS)

- AWARD PROVIDES \$25 TO FIRST PLACE IN EACH CLUB CATEGORY
- INDIVIDUAL CLUB YEARBOOKS MUST BE SENT TO THE FOLLOWING BY **NOVEMBER 1<sup>ST</sup>**
  - WGCF PRESIDENT
  - WGCF YEARBOOK CHAIRMAN
  - DISTRICT DIRECTOR
  - DISTRICT AWARDS CHAIRPERSON
- THE YEARBOOK SUBMITTED MUST CONTAIN AT LEAST SIX MONTHS OF THE CURRENT CALENDAR YEAR OR CLUB YEAR
- PLEASE SEE WGCF YEARBOOK AWARD #10 FOR FURTHER WGCF AWARD INSTRUCTIONS, FORMS AND OTHER AWARDS THAT MUST BE INCLUDED WITH THE SUBMISSION TO THE DISTRICT YEARBOOK CHAIRPERSON, IF YOU WISH TO APPLY FOR STATE AWARDS.
- FIRST PLACE AND HONORABLE MENTION AWARDS MAY BE PRESENTED IN EACH OF THE FOLLOWING CATEGORIES:
  - CLUBS 15 MEMBERS AND UNDER
  - CLUBS 16-39 MEMBERS.
  - CLUBS 40+ MEMBERS.
- ALL YEARBOOKS WILL BE POINT SCORED USING THE SCALE OF POINTS FOR JUDGING YEARBOOKS THAT IS USED BY WGCF. FIRST PLACE IS AWARDED TO THE YEARBOOK SCORING 90+ POINTS. THE REMAINING HONORABLE MENTIONS WILL RECEIVE FEEDBACK VIA THE POINT SCORING SHEET.

**GUIDELINES FOR PREPARING A CLUB YEARBOOK (THE SAME AS FOR WGCF)** A YEARBOOK MUST CONTAIN ALL **REQUIRED** INFORMATION REQUESTED IN THE GUIDELINES. THIS INFORMATION IS USED FOR POINT SCORING. **RECOMMENDED** AND **OPTIONAL** INFORMATION IS USED AS A TIE-BREAKER.

### FORMAT (TOTAL: 17 POINTS)

1. BOOK STRUCTURE: 3 POINTS
  - A. IS THE STRUCTURE OF THE BOOK PRACTICAL?
  - B. CONVENIENT SIZE: LARGE ENOUGH TO BE LEGIBLE AND SMALL ENOUGH TO BE EASY TO CARRY TO A MEETING. A RECOMMENDED SIZE USES AN 8 1/2 X 11 SHEET OF PAPER FOLDED IN HALF CROSS WISE.
  - C. DURABILITY: SECURELY BOUND OR WELL FASTENED. GENERALLY, RIBBONS, STRING OR YARN TENDS TO WEAR OUT BEFORE THE YEAR'S END, STAPLES OR MACHINE STITCHING IS MORE SATISFACTORY.
  - D. NEATNESS: PLEASING CHOICE OF COLOR INK AND PAPER, EVENLY CUT PAGES, EVEN MARGINS, NUMBERED PAGES, IDENTIFIABLE HEADINGS, ARRANGED FOR EASY READING. PROFESSIONALLY TYPESET, PHOTOCOPIED AND COMPUTER-GENERATED BOOKS ARE ALL CONSIDERED EQUALLY.
2. ARRANGEMENT OF CONTENTS: 14 POINTS
  - A. COVER: 4 POINTS
    - I. COVER MUST INCLUDE THE FOLLOWING: NAME OF CLUB, TOWN, STATE AND YEAR. EVEN IF THE TOWN'S NAME IS INCLUDED IN THE CLUB'S NAME, IT MUST APPEAR AGAIN SEPARATELY.
    - II. COVER DESIGN IS OPTIONAL AND RECEIVES NO POINTS IN SCORING. AN ATTRACTIVE COVER DOES ENHANCE THE BOOK FOR THE PLEASURE OF THE MEMBERS AND MAY ADD PRESTIGE TO THE IMAGE PROJECTED BY THE CLUB.
    - III. PERMANENT COVERS: FOR BOOKS WITH PERMANENT BINDER COVERS, SUBSTITUTE A DURABLE PAPER COVER FOR AWARD COMPETITION, MAKING SURE THAT ALL REQUIRED

INFORMATION IS ON THE TEMPORARY COVER. FASTEN THE PAGES TOGETHER WITH METAL RINGS TO ALLOW PAGES TO TURN EASILY.

B. TITLE PAGE: 4 POINTS

- I. TITLE PAGE IS **REQUIRED**: MUST SHOW NAME OF CLUB, TOWN, STATE, REGION, YEAR AND NUMBER OF MEMBERS, NGC, INC., AND OTHER ORGANIZATIONAL MEMBERSHIPS.

EXAMPLE:

1. ORGANIZATION DATE OR FEDERATION DATE
2. CLUB NAME
3. CITY, STATE
4. NATIONAL GARDEN CLUBS, INC., CENTRAL REGION
5. WISCONSIN GARDEN CLUB FEDERATION, DISTRICT NAME
6. CURRENT YEAR
7. NUMBER OF MEMBERS
8. ANY OTHER AFFILIATION OR MEMBERSHIPS, SUCH AS, THE AMERICAN ROSE SOCIETY, OR AMERICAN IRIS SOCIETY, MAY ALSO BE LISTED.
9. DO NOT HEAD THIS WITH THE TERM "AFFILIATE OF NGC" BECAUSE NGC HAS TWO KINDS OF ADULT MEMBERSHIPS, "AFFILIATE" AND "FULL MEMBER." ALL STATES ARE NGC MEMBERS; THEREFORE, ANY CLUB, WHICH IS A MEMBER OF A STATE FEDERATION, IS A FULL MEMBER OF NGC.

C. SUBSEQUENT PAGES: 6 POINTS

**I. REQUIRED:**

1. NAMES AND ADDRESSES OF NATIONAL PRESIDENT, REGION DIRECTOR, STATE PRESIDENT, DISTRICT DIRECTOR AND NGC CHAIRMAN (IF ANY IN CLUB).
2. NAMES AND ADDRESSES OF CLUB OFFICERS.
3. CLUB MEMBERSHIP ROSTER, INCLUDING COMPLETE ADDRESSES WITH ZIP CODES, PHONE NUMBERS WITH AREA CODE AND EMAIL ADDRESS.
4. A CALENDAR OF EVENTS, OTHER THAN REGULAR MEETINGS, SUCH AS NGC AND STATE CONVENTION DATES, REGION MEETING DATES, NGC SCHOOLS, ARBOR DAY, GARDEN WEEK.

**II. RECOMMENDED:**

1. TABLE OF CONTENTS IF USED, SHOULD FOLLOW TITLE PAGE.
2. NAMES AND ADDRESSES OF CLUB COMMITTEE CHAIRS.
3. CLUB'S BYLAWS.
4. IF A CLUB THEME IS CHOSEN, IT SHOULD BE LISTED IN THE YEARBOOK. REFERENCE TO THE THEME SHOULD BE MENTIONED IN THE MAJORITY OF THE MEETINGS. THE THEME SHOULD BE ON TOP OF PROGRAM PAGES WHERE MONTHLY BUSINESS MEETINGS AND PROGRAMS ARE ANNOUNCED.

**III. OPTIONAL:**

1. THEMES OF ABOVE-NAMED OFFICERS AND NAMES AND ADDRESSES OF OTHER NATIONAL, REGIONAL, STATE AND DISTRICT OFFICERS, AS DESIRED.
2. OTHER ADDITIONS: PAGES THAT ARE OF INTEREST AND VALUE TO THE CLUB MEMBERS CAN BE ADDED, SUCH AS, RECOGNIZING CLUB JUDGES AND INSTRUCTORS, LANDSCAPE DESIGN, GARDENING AND ENVIRONMENTAL CONSULTANTS. OTHER ITEMS MAY BE A STATEMENT OF CLUB GOALS, CLUB FLOWER, COLORS, AWARDS, BIRTHDAYS, MEMORIALS AND THE CLUB LIBRARY LIST.

**PROGRAM CONTENT (TOTAL: 83 POINTS)**

**GOALS** FOR IDEAL CLUB PROGRAM: STUDY AN ACTIVITY ON SOME OF NATIONAL GARDEN CLUBS

OBJECTIVES: BIRDS, BLUE STAR MEMORIAL HIGHWAY, BUTTERFLIES, CIVIC HABITAT FOR HUMANITY, HISTORIC PRESERVATION, HISTORIC AND NATURE TRAILS, HORTICULTURE, JUNIOR/INTERMEDIATE GARDENING, LANDSCAPE DESIGN, LEGISLATION, NATIONAL DISASTERS, NATIONAL HEADQUARTERS, OPERATION WILDFLOWER, PRESIDENT'S PROJECT (S) AND ANY OTHER RELATED OBJECTIVE.

**OBJECTIVES, PROJECTS, ACTIVITIES:** *ACTIVITIES* ARE THE MEANS FOR ACCOMPLISHING *PROJECTS* UNDERTAKEN FOR THE PURPOSE OF FULFILLING ONE OR MORE OF NGC *OBJECTIVES*. *EXAMPLE:* PREPARING SUET BALL FEEDERS FOR THE WINTER SEASON IS AN *ACTIVITY* PLANNED AS PART OF THE *PROJECT* TO PROVIDE BACKYARD BIRD SANCTUARIES, FULFILLING THE *OBJECTIVE* OF AIDING IN THE PROTECTION AND CONSERVATION OF NATURAL RESOURCES—BIRDS.

CLUB MEETINGS: 50 POINTS

**A. REQUIRED:**

1. AT LEAST SEVEN BUSINESS (MONTHLY) MEETINGS PER YEAR. (PRESENT AT LEAST SIX MEETINGS PER CURRENT YEAR IN YEARBOOK).
2. WHEN: PRINT THE EXACT DATE AND TIME, EVEN IF THE MEETING IS ALWAYS ON THE SAME TIME, DAY, AND WEEK OF THE MONTH.
3. WHERE: PLACE OF MEETING, PROVIDE THE EXACT ADDRESS, PHONE NUMBER, EVEN IF IT IS THE SAME EACH MONTH. IF HELD IN A HOME PRINT HOST'S NAME, ADDRESS AND PHONE NUMBER AND NAME OF CO-HOST, IF ANY.
4. WHO: NAME OF SPEAKER, INCLUDING CREDENTIALS AND INFORMATION ON TYPE OF PRESENTATION. EXAMPLE: MR. BOB JONES IS THE OWNER OF CREATIVE DESIGNS. HE IS A LANDSCAPE ARCHITECT AND BOTANIST. HE WILL PRESENT A SLIDE PROGRAM ON "LANDSCAPING YOUR GARDEN WITH PERENNIALS." THERE WILL BE A QUESTION AND ANSWER SESSION FOLLOWING HIS PRESENTATION.

**B. RECOMMENDED:**

1. IT IS A GOOD IDEA TO ALLOW A SEPARATE PAGE PER MONTHLY MEETING. IF NOT POSSIBLE, SEPARATE EACH MEETING WITH EMPTY SPACE, A DESIGN TRIM OR SERIES OF LINES. LEAVING EMPTY SPACE ALLOWS FOR EASIER VISIBILITY AND IDENTIFICATION.
2. BUSINESS AGENDA AND COMMITTEE REPORTS SHOULD BE CONSIDERED AS PART OF THE MEETING'S PROGRAM AND LISTED WHERE APPROPRIATE.

CLUB PROJECTS: 33 POINTS

CONTINUING PROJECTS AND NEW PROJECTS FOR THE CURRENT YEAR MUST BE LISTED SEPARATELY. A NEW PHASE OF A CONTINUING PROJECT CAN BE CONSIDERED A NEW PROJECT IN ITSELF.

*EXAMPLE:* A NEW ROSE TRELIS IN A MEMORIAL GARDEN, WHICH IS MAINTAINED AS A *CONTINUING* PROJECT.

**A. REQUIRED:**

1. LOCATION, DESCRIPTION AND MEMBERSHIP PARTICIPATION (PERCENT OF MEMBERSHIP) IN BOTH TYPES OF PROJECTS. A MINIMUM PARTICIPATION OF 25% OF MEMBERSHIP IS REQUIRED.
2. NOTATION OF WHEN SUBJECTS OF MEETINGS PERTAIN TO PROJECT WORK.

**B. RECOMMENDED:**

1. ON PAGE WHERE PROJECTS ARE LISTED, GIVE EACH PROJECT A NUMBER. USING THAT NUMBER ON MEETING PAGES TO DESIGNATE WHERE OR WHEN PROJECT(S) TOOK PLACE.
2. EXAMPLE: NEW PROJECT #1 OR CONTINUING PROJECT #3. A CODE SYSTEM CAN BE USED; NP #1 FOR NEW PROJECT #1 OR CP #3 FOR CONTINUING PROJECT #3.
3. MEMBER SPEAKER—M; GUEST SPEAKER—G. THESE IDEAS ARE OPTIONAL AND READY FOR

INNOVATION.

**SCALE OF POINTS FOR JUDGING YEARBOOK (SAME AS WGCF)**

<b>I. FORMAT</b>	<b>(17 POINTS)</b>
<i>A. Book Structure</i>	<i>(3 points)</i>
1. Practicability; convenient size	1 point
2. Durability	1 point
3. Neatness	1 point
<i>B. Arrangement of Contents</i>	<i>(14 points)</i>
1. Cover	2 Points
a. Name of Club	1 point
b. Town, state, year	1 point
c. If permanent type binder cover is used, please substitute paper cover	
2. Title page	(4 points)
a. Name of club	1 point
b. Town, state, year	1 point
c. Number of members	1 point
d. NGC and organizational memberships	1 point
3. Subsequent pages	(6 Points)
a. Names and addresses of national president, central region director, state president, district director, chairman, if any	2 points
b. Club officers	1 point
c. Club membership roster with complete mailing addresses including zip codes and areas codes, phone numbers and email.	2 points
d. Calendar of events other than regular meetings	1 point
<b>II. PROGRAM CONTENT</b>	<b>(83 POINTS)</b>
<i>C. Club Meetings</i>	<i>(50 points)</i>
1. At least seven meetings a year	5 points

2. WHEN- date and time of meeting	5 points
3. WHERE-place of meeting	5 points
4. WHO- name of speaker	5 points
5. WHAT- title of speaker's subject	25 points
6. EXTRAS- roll call, exhibits or social activities (optional)	5 points
<i>D. Club Projects-</i>	<i>(33 Points)</i>
1. List projects	
a. New projects	5 points
b. Listing of continuing projects for the current year should be listed separately	2 points
2. Give location of	
a. Continuing projects	1 point
b. New projects	1 point
3. Give description of:	
a. Continuing projects	5 points
b. New projects	5 points
4. Membership participation in:	
a. Continuing projects 25% +	1-3 points
b. New projects 25% +	1-3 points
5. Note where subjects of meeting pertain to project work	8 points
<b>TOTAL</b>	<b>100 POINTS</b>

**AWARD #2. DORIS SWARTZ AWARD (DISTRICT ONLY-MDGC'S OUTSTANDING MEMBER AWARD)**

TO BE GIVEN AT THE SPRING MEETING TO AN INDIVIDUAL FOR DISTINCTIVE ACHIEVEMENT AND/OR SERVICE TO THE MILWAUKEE DISTRICT.

**PURPOSE:**

- TO ENCOURAGE AND STIMULATE ALL FACETS OF GARDEN CLUB WORK.
- TO GIVE RECOGNITION TO INDIVIDUALS WHO TYPIFY SPECIAL QUALITIES OF LEADERSHIP, DEVOTION AND LOYALTY IN THE ACTIVITIES OF THE DISTRICT.
- TO HONOR OUTSTANDING ACHIEVEMENT IN THE ADVANCEMENT OF THE AIMS AND GOALS OF THE MILWAUKEE DISTRICT.

**ELIGIBILITY:**

- MUST BE AN ACTIVE MEMBER OF THE MILWAUKEE DISTRICT
- THE RECIPIENT MAY BE RECOMMENDED TO THE AWARDS CHAIRPERSON BY AN INDIVIDUAL OR A CLUB WITHIN THE DISTRICT.
- ACHIEVEMENT MAY BE IN ONE OR MORE AREAS OF GARDEN CLUB WORK.
- THE PERIOD OF SERVICE MAY HAVE EXTENDED OVER A PERIOD OF YEARS, BUT AT LEAST SOME PHASE OF ACTIVITY MUST BE WITHIN THE CURRENT AWARDS YEAR.
- OUTSTANDING SERVICE TOWARD PROMOTION OF THE DISTRICT GOALS MUST BE ABOVE AND BEYOND THE DUTIES OF ANY OFFICE THAT MAY HAVE BEEN OR IS CURRENTLY HELD.

RECOMMENDATION SHOULD BE PRESENTED TO AWARDS CHAIRPERSON BY **APRIL 15<sup>th</sup>**. SHOULD BE A BRIEF AND CONCISE SUMMARY OF RECIPIENTS ACHIEVEMENTS.

AWARD IS MADE BY KEN SWARTZ  
8706 W. SCHLINGER  
WEST ALLIS, WIS 53214 414-258-7902



DISTRICT AWARDS CHAIRPERSON NEEDS TO CONTACT KEN IN ADVANCE FOR AWARD. HE REQUIRES ATLEAST A TWO WEEK NOTICE. THE AWARDS CHAIRPERSON ALSO NEEDS TO HAVE A BRONZE PLATE WITH STICKY BACK ENGRAVED AND DELIVERED/MAILED TO KEN. HE WILL ATTACH TO AWARD AND LET CHAIRPERSON KNOW WHEN TO PICK UP THE AWARD. SUBMITT RECEIPT FOR PLATE TO TREASURER FOR REIMBURSEMENT.

PLATE SHOULD MEASURE 2 1/2" BY 1".

THE ENGRAVING SHOULD INCLUDE:

**YEAR**  
**DORIS SWARTZ AWARD**  
**RECIPIENTS NAME**

**GARDEN CLUB OF THE YEAR (BOTH DISTRICT AND STATE)**

**BOTH AWARDS REQUIRE A BOOK OF EVIDENCE. THE DISTRICT WILL USE THE SAME BOOK OF EVIDENCE THAT IS SUBMITTED TO WGCF.**

THIS BOOK FIRST GOES TO STATE FOR THE STATE CLUB OF THE YEAR AWARD. IT WILL BE RETURNED TO THE DISTRICT AWARDS CHAIRPERSON AFTER THE STATE CONVENTION. THIS SAME BOOK WILL BE REVIEWED FOR THE DISTRICT CLUB OF THE YEAR AWARD.

- A MONETARY AWARD OF \$125.00 IS PRESENTED TO THE GARDEN CLUB WHOSE ACHIEVEMENTS DO THE MOST TO PROMOTE THE OBJECTIVES OF MDGC, AS WELL AS SUPPORTING ITS PROJECTS.
- THE CLUB'S ACHIEVEMENTS ARE SO DISTINCTIVE AS TO MERIT IT BEING CITED AS THE OUTSTANDING GARDEN CLUB OF THE MILWAUKEE DISTRICT GARDEN CLUBS.
- A CLUB MAY RECEIVE THIS AWARD ONCE EVERY THREE YEARS.
- APPLICATION FOR THE DISTRICT AWARD IS IN THE FORM OF A BOOK OF EVIDENCE TO CONTAIN ONE YEAR'S RECORD (12 CONSECUTIVE MONTHS). TO INCLUDE:  
TYPED ACCOUNT OF ACHIEVEMENTS.  
YEARBOOK.  
PUBLICITY WITH DATE AND NAME OF PUBLICATION.  
FLYERS.  
PHOTOGRAPHS.  
CANCELED CHECKS OR EQUIVALENT SHOWING PAYMENTS AND CONTRIBUTIONS.  
A THREE- RING BINDER WITH PLASTIC PAGE COVERS IS SUGGESTED.
- IT IS POSSIBLE TO SCORE HIGHER THAN 100 POINTS.
- A MINIMUM OF 90 POINTS IS REQUIRED TO WIN THIS AWARD.
- THE SAME SCALE OF POINTS USED BY WGCF IS USED BY MDGC FOR BOOK OF EVIDENCE.

**SCALE OF POINTS FOR JUDGING BOOK OF EVIDENCE – SAME AS WGCF**

#	DESCRIPTION	POINTS Per	POINTS Received
1	WGCF Membership dues to State Treasurer by June 1	1	
2	Club represented at WGCF Annual Business Meeting; list names of attendees)	1	Pt. per attendee
3	Number of Wisconsin Life Members; list names	1	Pt. per name
4	<i>National Gardener</i> subscriptions (exclusive of complimentary copy)	1 2 3 4 5	% Subscribers ≥25% ≥50% ≥75% ≥99% 100%
5	WGCF Scholarship Fund (Minimum donation \$25.00)	1	
6	Sponsor K-12 participant in an educational program at a nature center that provides education combined with outdoor experiences.	1	Per child (max 5 points)
7	Contribute to current WGCF state project (\$25.00 minimum)	1	
8	Work actively with Garden Therapy group.	5	

9	Sponsor Youth Garden Club group (Juniors, Intermediate, High School) or work actively with 4-H club, scout troop, or other youth	5	Per group
10	Paid attendance at Symposium, Flower Show School, Gardening Study School, Landscape Design School or Environmental Studies School within WGCF	1	Per member per symposium per school
11	Attendance or participation in WGCF sponsored projects, (adopted by the Executive Committee/Board of Directors for the current term),workshops or seminars(exclusive of Annual Convention)	1	Per member, per activity
12	Accredited Flower Show Judges Gardening Consultants, Landscape Design Consultants, Environmental Studies Consultants, WGCF Officer and/or Chairman; specify name and titles)	1	Per Title
13	Field trip to outstanding public or private garden or place of horticulture interest; club activity not to exceed more than one event	3	
14	Yearbook submitted to proper chairman	4	
15	Monthly meetings	1	Per meeting (Max 12 pts.)
16	Arbor month recognitions-Programs, planting, school participation	5	
17	Gardening projects of community interest with majority of club members participating. This may be a continuing project. Not more than 3 projects eligible; list projects	10	Per Project
18	Standard Flower Show with majority of club members participating	10	For Club or District Show
19	Member participation in a plant society show; list names and include entry tag.	1	Per Member
20	Planned public design exhibition by a federated garden club using a theme and minimum of 10 exhibits with a majority of club members participating: these may include design, horticulture and educational exhibits. Evidence required.	1	Per individual (max. 15 pts.)
21	Garden Walk with a minimum of three (3) gardens shown, with a majority of members participating	5	
22	WGCF Award application and/or nominations for the current year	1	Per application or Nomination
23	Club website or Facebook page	3	
24	Club program in current year to include an authoritative speaker Historic Preservation, Operation Wild Flower, Membership Promotion,	1	Per program

	Land Trust, Natural Disasters, Horticulture, Flower Arranging, Environmental Education or any other State/CR or NGC objective		
25	Paid Club advertising in <i>Wisconsin Gardens</i>	3	Per Ad
26	New Members during the current awards year	1	Per member
27	Monthly club newsletter	1	Per month

#### **AWARD #4. V.I.P. AWARD (DISTRICT ONLY)**

THE AWARD IS GIVEN AT THE FALL DISTRICT MEETING.

A DISTRICT AWARD GIVEN TO AN INDIVIDUAL IN RECOGNITION OF DEVOTED SERVICE TO YOUR INDIVIDUAL GARDEN CLUB. THE RECOGNITION MAY BE FOR LONG-TERM DEDICATION TO OVERALL CLUB PROJECTS AND ACTIVITIES OR FOR DEDICATED SUPPORT OF ONE SPECIAL CLUB PROJECT.

EACH CLUB MAY HONOR ONE INDIVIDUAL ANNUALLY BY SUBMITTING A BRIEF SUMMARY (2 OR 3 PARAGRAPHS) DESCRIBING HIS/HER ACCOMPLISHMENTS.

AN INDIVIDUAL MAY RECEIVE THIS AWARD ONCE EVERY 3 YEARS. IF THE INDIVIDUAL BELONGS TO MORE THAN ONE CLUB, THEY MAY RECEIVE THE AWARD FROM EACH CLUB. EACH AWARD MUST REPRESENT A NEW OR DIFFERENT MAJOR CONTRIBUTION. AWARD RECIPIENTS ARE ENCOURAGED TO BE IN ATTENDANCE AT THE DISTRICT MEETING TO RECEIVE THE AWARD. IN ADDITION TO HONORING A CLUB MEMBER, THIS AWARD SERVES TO ENCOURAGE CLUB MEMBERS TO ATTEND THE DISTRICT MEETING. PLEASE LET THE RECIPIENT KNOW IN ADVANCE AND ENCOURAGE YOUR CLUB MEMBERS TO ATTEND THE MEETING IN SUPPORT OF THE AWARD WINNER.

SUBMIT YOUR NOMINEE TO THE DISTRICT AWARDS CHAIRPERSON AND THE DISTRICT DIRECTOR BY **SEPTEMBER 1<sup>ST</sup>**.

THE AWARD IS A SMALL TOKEN OF APPRECIATION. THE TOKEN IS DETERMINED EACH TERM, BY THE AWARDS CHAIRPERSON AND DISTRICT DIRECTOR, WORKING WITH THE BUDGETED FUNDS AVAILABLE.

#### ***“AND THEN SOME” (STATE V.I.P. AWARD USED FOR WGCF GOALS)***

WHILE THIS IS A STATE AWARD GIVEN AT THE STATE SPRING CONVENTION, THE DISTRICT AWARDS CHAIRPERSON AND DISTRICT DIRECTOR CONFER TO CHOOSE A CANDIDATE. BELOW ARE THE REQUIREMENTS FROM THE WGCF WEBSITE:

- EACH YEAR INDIVIDUAL CLUBS MAY HONOR A MEMBER FOR WILLINGNESS TO SERVE, GIVING A LITTLE EXTRA, *AND THEN SOME*, TO ACCOMPLISH WGCF GOALS. A ONE-PAGE REPORT MUST ACCOMPANY THE SELECTION STATING ONE OR ALL OF THE FOLLOWING:
  - MEMBER DID WHAT WAS EXPECTED OF HIM/HER.
  - SHOWED CONSIDERATION AND THOUGHTFULNESS OF OTHERS.
  - MET THE OBLIGATIONS/RESPONSIBILITIES “ABOVE AND BEYOND.”
  - FRIENDLINESS WAS SHOWN TO OTHERS.
  - UNEXPECTED HELP WAS GIVEN IN AN EMERGENCY “AND THEN SOME.”
- THE INDIVIDUAL CLUB’S EXECUTIVE COMMITTEE SHOULD MAKE THE SELECTION, UNKNOWN TO THE RECIPIENT IF POSSIBLE.
- MEMBERS MAY RECEIVE THE AWARD MORE THAN ONE TIME.
- ENTRIES ARE SENT TO THE DISTRICT DIRECTOR FOR ELIMINATION AND THE TOP ENTRY SENT TO THE WGCF AWARDS CHAIRMAN BY **DECEMBER 1<sup>ST</sup>**
- WHEN RECIPIENT IS CHOSEN, THE RECIPIENT’S CLUB WILL BE NOTIFIED BY THE DISTRICT DIRECTOR. THESE CLUB MEMBERS SHOULD ENCOURAGE RECIPIENT TO ATTEND THE ANNUAL CONVENTION TO RECEIVE THE AWARD.