

YEARBOOK EVALUATION WORKSHEET (Revised 2017)

TOTAL POINTS POSSIBLE: 100

TOTAL POINTS AWARDED \_\_\_\_\_

Club Name: \_\_\_\_\_

Year: \_\_\_\_\_ District: \_\_\_\_\_ Club Size Category \_\_\_\_\_ (pg. 144)

<b><u>FORMAT (Total max. 7 points)</u></b>	<b><u>Points Deducted</u></b>	<b><u>Points Awarded</u></b>	<b><u>Remarks</u></b>
<b>Book Structure: ( 2 pts.)</b> Practical/Convenient Size and Durable Neat/Easy to Read (May be stapled, spiral bound, or in 3-ring binders)			
<b>Cover: (2 pts.)</b> Club Name, Town, State Organization, and Year Appealing Design or Photo (If 3-ring binder cover is used, so note. Substitute with paper cover and include above, required information.)			
<b>Title Page: (2 pts.)</b> Club Name, Town, State Organization, Year, and Number of Members Affiliated Organizations (District, Region, NGC, Other			
<b>Table of Contents: (1 pt.)</b> Yearbook Pages Numbered Topics Listed			
<b><u>SUBSEQUENT PAGES (Total max. 8 points)</u></b>			
<b>Membership Roster: (2 pts.)</b> Names, Complete Mailing Addresses, Phone Numbers, and E-mail Addresses			
<b>Club Officers and Committee Chairmen Listed (1 pt.)</b>			
<b>NGC Information (1 pt.)</b> NGC President Name, Mailing and E-mail Addresses, NGC President's Theme and Projects NGC Headquarters' Mailing Address, Phone Number and Website Address			
<b>Other Information (2 pts.)</b> Name, Mailing and E-mail Address, and Phone Number of Region Director, State President, and District Director Themes of Region Director and State President Website Address for State and Central Region			
<b>Calendar of Events (2 pts.)</b> Dates and Locations for District, State, Region, and National Meetings and Events			
<b>FORMAT &amp; SUBSEQUENT PAGES— TOTAL POINTS AWARDED</b>			

<b><u>PROGRAMS (Total max. 50 points)</u></b>			
Program topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture, Therapy, Recycling, NGC and State Presidents' Projects, etc. (50 pts.)			
Required Minimum of 7 Meetings (3 pts.)			
Date, Time, Location (with Address) of Each Meeting (3 pts)			
Program Title and Brief Speaker Qualifications (4 pts.)			
Variety of Program Topics--Theme Not Required (14 pts.)			
Variety of Program Styles--Tours, Demonstrations, Lectures, PowerPoint Presentations, etc. (12 pts.)			
Variety of Types of Speakers such as Panelists, Club Members, Specialists, etc. (14 pts.)			
<b>PROGRAMS--TOTAL POINTS AWARDED:</b>			
<b><u>PROJECTS (Total max. 35 points)</u></b>			
Projects require membership participation that benefits the community and furthers NGC goals and objectives. Keep in mind that some fundraisers may help beautify the community, help promote NGC Member Services, and/or publicize FGCM as well as generate revenue for the club. Additionally, some social activities may help increase club membership. If so, such results should be stated in project descriptions. (35 pts.)			
Continuing and New Projects—A club is not required to have a new project (15 pts.)			
Brief Description of Projects to include location, chairman's name, how members participate; and, if applicable, donations, in-kind contributions, and plans for maintenance (20 pts.)			
<b>PROJECTS--TOTAL POINTS AWARDED:</b>			
<b>FORMAT, SUBSEQUENT PAGES, PROGRAMS, AND PROJECTS TOTAL: (Grand Total Max. 100 Pts.)</b>			

**Options – No Points Awarded**

Awards Received Previous Year, Bylaws, Budget, Club Members who are Life Members in State, Region, or NGC, Former Club Presidents, Fundraising, NGC Mission Statement, Conservation Pledge, Environmental Mission Statement, Water Conservation Platform, and Club Collect, Roll Call.

Theme: If theme is used, it should be evident throughout the book. Themes may be interpreted with monthly program topics and/or titles, graphics, and quotes. Projects need not be limited to theme.