

# THINGS TO LOOK FOR WHEN PREPARING YEARBOOKS

**While NGC and the states will no longer evaluate yearbooks. Many Districts will still do so. Below are some considerations when compiling your club's yearbook.**

## **FORMAT:**

- **Book Structure 2 points:** Practical, convenient size for membership, durable, neat. Yearbooks may be stapled, spiral, or 3-ring binders. Material should be well placed with *ample margins*, and *font size suitable for members to read*.
- **Cover 2 points:** Include name of club, town, state organization, year, and appealing design. If 3-ring binder cover is used, substitute with paper cover and include required information listed above, and so note.
- **Title Page 2 points:** Include name of club, town, state organization, year, number of dues paying members, and affiliated organizations (district, region, NGC, other). If state and national dues are paid on associate/inactive/honorary members/, they are counted in total membership.
- **Table of Contents 1 point:** Number the yearbook pages and list topics on Contents Page.
- **Subsequent pages:** In any order most useful to members and best fit for page placement. Information in a club yearbook should be in logical order. National and State information does not have to be in front.

- **Membership Roster 2 points**: Complete mailing addresses, telephone numbers, and e-mail addresses (if applicable). Avoid crowding.
- **List of Club Officers and Committee Chairmen 1 point**.
- **NGC Information 1 point**: Name of the NGC President, the theme of the administration and a referral to the NGC website for further information.
- **Other Information 2 points**: Name of the NGC Central Region Director, theme of Region and referral to the Region Website; Name of the Garden Clubs of IL, Inc. President, theme of the State President and a referral to the State Website
- **Calendar of Events 2 points**: List dates and locations for district/state/region/national meetings and events to encourage members to attend and to eliminate the setting of conflicting dates.

**PROGRAMS:** Topics should cover a variety of NGC goals and objectives such as Birds, Blue Star Memorials, Butterflies, Conservation, Environment, Floral Design, Horticulture Therapy, Horticulture, Design, etc.

1. Meets minimum number of meetings required by state (3 points)
2. List date and time of meeting, location with address (3 points)
3. List name of speaker/s, qualifications (brief), program title (4 points)
4. Variety of program topics (theme not required) (14 points) (A) Variety of styles of programs (lectures, tours, etc.) (12 points)  
(B) Variety of speakers (specialists, members, etc.) (14 points)

**PROJECTS:** Projects involve actual membership participation that benefit the community and further NGC Goals and Objectives. Some fundraisers (sale of

bulbs, bedding plants, herbs, etc.) may help to beautify the community, as well as produce revenue for clubs. Some fundraisers may help promote NGC Member Services as well as publicize our organization and goals. Certain social activities may lead to membership increase. State such in descriptions.

1. List Continuing and New Projects (a club is not required to have new Projects). (15 points)
2. Give brief word description of projects: Include location, name of chairman, how members participate, list of donations if applicable, inkind donations if applicable, plans for maintenance if applicable, etc. (20 points)

**Options:** (No points given) Could fill available space. Some clubs include bylaws, budget, fundraising, roll call, former club presidents. Club theme: If theme is used, it should be evident throughout the book. Themes may be interpreted with monthly program topics and/or titles, graphics, quotes. Projects do not need to be limited to theme. Mission statement and list of members who are life members in state, region and NGC may also be included.