

Awards Chairman Responsibilities

Summer:

1. Decide if any awards need to be retired or updated
2. Select award committee and meeting place
3. Write to each Award donor to see if they still want to sponsor the Award or make changes. Let them know that they will be contacted in the spring if their award was given for payment.
4. Update the Awards description list, rules and application and email it to the WV Garden News Editor in odd numbered years as soon as possible before Sept 1. (Keeper Issue -odd years)
5. Work with Emily Shirey to create a fillable PDF for the Award Coversheet. (you might want to use the NGC coversheet, I believe they will modify it to be for WV)
6. Create PDFs for all other documents.
7. Work with Scholarship Chair to post revised information to website.
8. Update the new rules on the WVGCI website.
9. Verify number of award certificates on hand (we are low on Award Certificate, asked Martha to order)

Fall:

1. Report to Executive Committee of Activities.
2. Receive or make arrangements for the embosser from the state president. (I just brought the Award Certificates to Convention)
3. Receive Award Applications and respond to submitters that they have been received.
4. Develop Criteria for judging and worksheets. (see list for Awards meeting)
5. Confirm that Flower Show Awards has evaluation included - check on criteria for SAR/NGC.
6. Update the 20xx Award Winner Spreadsheet with any Award changes.
7. Hold Award Judging Meeting.
8. Start submitting awards to SAR and NGC – Only one award application can be made at each of the awards. With the exception of awards by club size. Note: There is a summary sheet that needs to be submitted!

Winter:

1. Check Ribbon Inventory.
 - a. Smokey posters are given certain ribbons (we don't have ribbons)
 - b. Flower Show are given Rosettes – order thru NGC catalog
2. Send the state Treasurer the list of award winners and amount awarded. (Award Winner Spreadsheet)
– The treasurer will notify donors and process payments.
3. Work on Award Certificates. (Need the embosser, or bring certificates to convention)
4. Scholarship Chairman will send you the name of the club submitting the winning Scholarship winner.
5. Coordinate with the Youth Chairman to have their award winners for treasurer and for certificates.

Spring:

1. Lead the Award Ceremony – make the presentation by club
2. Give feedback sheets to clubs! Optional
3. Let those know that they should cash their check in 6 months.
4. Type your award presentation and file after presentation.
5. Update the list of award winners on Website
6. Send list of winners and presentation to WV Garden News.
7. Send to Emily Shirey for inclusion in history.
8. Send to Secretary for inclusion in minutes.