2026 CGCI AWARD JUDGING GUIDELINES

Awards Year: January 1, 2026 to December 31, 2026

Award Applicants' Deadlines: December 1, 2026 & January 10, 2027
Award Judging Chairmen's Deadlines: January 3 & February 15, 2027

By Pat Clayes, Awards Chairman

THANK YOU FOR AGREEING TO BE AN AWARD JUDGE!

Background:
All award entries must be submitted electronically to Awards Chairman Pat Clayes. **Exceptions**: Flower Show Award #37 (Flower Arranger of the Year), Photography Awards #40 and #41, and Yearbook Awards #54 and #55. The entries for these awards must be mailed (Emily Troxell for #37, Pat Clayes for #40 and #41, and Carol Vallens for #54 and #55).

After receiving the electronic entries and mailed photography award entries, Pat saves them on her computer and forwards them (via email) to the judging chairmen responsible for evaluation. Pat also mails the photography entries to the judging chairman. Emily saves the flower show award entries on her computer and assembles a panel to judge them. Emily is also responsible for judging Award #37 (Flower Arranger of the Year) – the entries for this award are sent to Emily via mail. After judging, Emily sends all entries to Pat.

Judging Chairmen need to print and complete evaluation forms for each entry they receive. These forms are in the Awards Manual on the website under the "Awards" Section. Download the Manual and locate the page for the specific award. Print a copy of this page for each award received. Then, submit the completed evaluation forms to the Awards Chairman. The evaluation forms will be sent to the applicants via the District Directors at the next convention.

After judging, Judging Chairmen need to send the judging report forms (found on the website under "Awards") and evaluation forms to Pat at 72946 Ken Rosewall Lane, Palm Desert, CA 92260, or email them to patclayes@aol.com. The deadline for Judging Chairmen to submit evaluation and judging report forms for all awards with a December 1 deadline is **January 3**, and the deadline for all other awards is **February 15**.

Your Procedure:
- After receiving all entries (ideally five to seven days after the applicant's deadline), try to gather two knowledgeable garden club members for a judging session. Always be kind, nice, and fair. Provide positive and constructive comments on the back of the evaluation form. Start with a positive comment. Please limit your constructive comments, as excessive feedback may discourage applicants from entering in the future.
- Please review the cover sheets and deduct points on the evaluation forms for missing information.
- Take points off if an event is not included under Calendar of Events (e.g., NGC Convention & Fall Board Meeting, PRGC Convention, CGCI Convention and two board meetings). See dates required to be in yearbook on the last page of the evaluation form for Award 54.
- Complete a judging report for each award, section, or class. Please use legible handwriting or typing. If possible, avoid ties for placement awards (first, second, third, and HM). If scores are close, you can use decimals to deduct points (e.g., minus .0125 for 1/8, minus .25 for 1/4, minus .5 for 1/2, minus .75 for ¾. When there are many small deductions, adding decimals is easier than adding fractions.

- Keep a copy of the judging report for your records.
- Mail or email evaluation and judging report forms to Awards Chairman Pat Clayes at the above address. **Note your deadlines (January 3 or February 15)** for sending the documents to Pat.

Awards Manual & Forms:
Please make sure to review the updated 2026 Awards Manual and Awards Cover Sheet, as well as the "Helpful Information and Suggestions for Creating an Award Application." You can find all these documents on the website under the Awards Section. Additionally, there is a sample of a completed three-page award application available on the website**.**

Please find your name below and see the awards for which you are responsible:

Judging Chairman	Award	Entry Deadline	Deadline to Send Evaluation Form to Pat Clayes
Awards Committee	Special Awards	Dec. 1	Jan. 3
Judy Bates	#51 (Sec. 1)-Published Article by Individual	Dec. 1	Jan. 3
	#51 (Sec. 2)-Publications	Dec. 1	Jan. 3
Sue Bennett & Jane McKee	#53-Website	Dec. 1	Jan. 3
Pat Clayes	#52-Social Media	Dec. 1	Jan. 3
Lisa Cosand	#65-Activities for Youth GC	Dec. 1	Jan. 3
Rita Desilets	#1-Community Impact	Dec. 1	Jan. 3
	#16 Membership Promotion	Dec. 1	Jan. 3
Carolyn Hoyum	#12-Club Program	Jan. 10	Feb. 15
	#15-Home Garden Tour	Jan. 10	Feb. 15
Maria Krenek	#6-Memorial Planting	Dec. 1	Jan. 3
	#11-Achievement for Single	Dec. 1	Jan. 3
	#17-Seminar & Workshop	Jan. 10	Feb. 15
	#18-Ways & Means	Jan. 10	Feb. 15
	#24-Horticulture	Jan. 10	Feb. 15
Shirley Lipa	#10 Blue Ribbon of Achievement	Feb. 15 for DDs to send list of names to Shirley (can give DDs more time)	
Ellyn Meikle	#27-Unique Backyard Enhancement	Jan. 10	
Terry Sampson	#13-Club Program	Jan. 10	Feb. 15
Alexis Slafer	#3-Civic Development	Dec. 1	Jan. 3
Elisabeth Tufo	#25-Wildflower	Dec. 1	Jan. 3

Emily Troxell	#14-Garden Therapy	Dec. 1	Jan. 3
	NGC FS-1 to FS-16	Dec. 1	Jan. 3
	#37-Flower Arranger of the Year	Jan. 10	Feb. 15
	#38-Floral Design Program	Dec. 1	Jan. 3
George Unrine	#2-Blue Star	Dec. 1	Jan. 3
George & Judy Unrine	#22-Container Gardening	Dec. 1	Jan. 3
	#23-Edible Gardening	Dec. 1	Jan. 3
	#29-Raised Bed Gardening	Dec. 1	Jan. 3
Carol Vallens	#54 & #55-Yearbooks	Dec. 1	Jan. 3
Gail Vanderhorst	#50-Newsletters	Dec. 1	Jan. 3
Brad Welles	#40-Photography	Jan. 10	Feb. 15
	#41-CA Arboreta…Photography	Jan. 10	Feb. 15