



TFGC Committee Chair

Job Descriptions

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Tennessee Federation of Garden Clubs (TFGC)

Committee Chair Job Descriptions

About Job Descriptions

This document outlines the duties of each committee chair with Tennessee Federation of Garden Clubs, Inc. (TFGC).

If a TFGC member needs additional information about rules, guidelines, procedures, and forms, the specific chair noted in this document can provide them.

Committee chairs may request a co-chair or chairs, as needed.

Abbreviations & Other Names

- Deep South Garden Clubs, Inc. (DSGC), also referred to as *Deep South*
- Endowment Trust Fund (ETF)
- Flower Show (FS)
- Flower Show Judges (FSJ)
- Ivan Racheff House and Gardens (IRH&G/Racheff)
- National Garden Clubs, Inc. (NGC)
- *NGC Handbook for Flower Shows (NGC Handbook)*
- Tennessee Council of Nationally Accredited Flower Show Judges (TFGC Judges Council/TCNAFSJ)
- Tennessee Federation of Garden Clubs, Inc. (TFGC)
- TFGC Headquarters (TFGC Headquarters/Racheff)
- *The National Gardener (TNG)*
- *The Volunteer Gardener (TVG)*
- Vision of Beauty (VOB) Calendars

Adopt-a-Park

The Adopt-a-Park chair promotes participation by encouraging clubs to establish new parks (state, city, pocket, mini, subdivision, or neighborhood).

The Adopt-a-Park chair also:

- Encourages improving or developing areas in existing parks, such as bird sanctuaries, nature trails, and Arbor Day and wildflower plantings

Air Quality

The Air Quality chair provides information to local garden club members about air pollution, its causes, and potential treatment to solve the problems.

The Air Quality chair also:

- Studies air pollution issues (such as auto emissions, tobacco smoke, energy efficient sealed buildings and homes, aerosol containers, cleaning products, and radon)

- Passes on information to combat these problems (such as planting trees, recycling, driving less, carpooling, support and use of renewable energy sources, consuming less, using houseplants, and education) to the districts and clubs
- Seeks involvement from other groups interested in safeguarding the air and advises districts and clubs on ways they may support legislation

Arboreta & Botanical Gardens

The Arboreta and Botanical Gardens chair maintains and updates lists of arboreta, botanical gardens, and open gardens, both public and private. Lists may include memorial gardens, house and garden tours, wildflower hikes, nature trails, historic sites, scenic routes, and state and national parks. Lists include the venue name, address, visiting hours, and the price of admission, if any.

The Arboreta & Botanical chair also:

- Distributes this information through the districts and encourages each club to visit one or more sites per year
- Arranges for displays at the convention and district meetings to promote interesting sites
- Coordinates the work of state committees whose work areas interrelate with those of directors of arboreta and botanical gardens
- Arranges for at least one meeting with this group during the two-year period of this position

Archivist

The Archivist chair assists the historian in gathering materials about TFGC and placing them in the IRH&G/Racheff Archives so that they will be available to members.

The Archivist chair also:

- Ensures that electronic copies of *The Volunteer Gardener* are sent to TFGC Headquarters/Racheff for posterity
NOTE: Before 2021, hardbound covers of *The Volunteer Gardener* were sent to TFGC Headquarters/Racheff for binding purposes
- Catalogs information for easy accessibility and submits a short Tennessee history to DSGC and NGC, when requested

Awards

The Awards chair encourages clubs to apply for TFGC, DSGC, and NGC awards. All judging takes place between January 1–10.

The Awards chair also:

- Notifies members of the time and place for judging

- Forwards all applications to NGC and DSGC

The Awards Committee consists of the following:

- TFGC Awards chair
- Four District Awards chairs
- President-Elect
- First Vice President
- Flower Show (FS) Schools chair
- FS Judges Credentials chair
- Immediate-past Awards chair
- Other TFGC committee chairs (as necessary)

The TFGC president signs the award forms. The BOE judges recommend where the BOE should be sent, either to NGC or DSGC.

1. The Awards chair obtains all current NGC, DSGC, and TFGC application forms and distributes them to the four district directors and District Awards chairs. The chair obtains all current special awards information and distributes to each district. The chair updates all forms and special awards information on the NGC and TFGC websites.
2. In 2019, the Awards chair added the “TFGC Award Rules” and “Flower Show Award Rules” in the *Awards Manual*, along with the NGC and DSGC Special Project information. Award manuals are given to the district directors and the [awards list, rules, and applications](#) are on the TFGC website. The chair updates the manual, as well as special project information, before the first board meeting of a new administration. The *awards year* is January 1 through December 31. All applications must be received no later than January 1. There are exceptions, so carefully note each awards deadline.
3. Any individual, group, or club who wishes to add a *new award* must apply in writing to the Awards Committee. Payment for the new award must be specifically established. After committee approval, the award is presented to the Executive Committee and then the Board of Directors for approval. The chair presents the specifications for NGC, DSGC, and TFGC awards at the Post-Convention Board Meeting. Approved awards are then published in the [Awards Rules](#) and on the TFGC website for distribution to the clubs no later than the president’s meeting.
4. **District Awards:** The District Awards chairs form a committee to evaluate club ratings, judge any district awards, and judge any Junior Standard awards. The chairs list the placings and send this list to the Awards chair by February 1.
5. **Flower Shows:** ALL clubs having a flower show send a “Letter of Intent” to the State Awards chair and the TFGC FS State Evaluations chair. After receiving the letter of intent, the Awards chair sends the club a *Flower Show Packet*, which includes all necessary forms and other important information. All clubs having flower shows and entering for the staging award must send the staging award form to the Awards chair. The Awards chair and the Evaluations chair work closely together.

6. **Publicity Press Books:** The Awards chair is responsible for having the Publicity Press Books judged and mailed to the DSGC Publicity Press Book chair by the DSGC deadline. Press Book winners in all three categories are sent. This chair fills out the DSGC Awards applications with the DSGC award number on the applications. The rest of the Press Books are brought to the TFGC Convention to be returned to the rightful district director.
7. If a club wants any *Press Book* or *Flower Show Book* returned, the club must include a self-addressed envelope and return postage.
8. The TFGC treasurer forwards the names of any delinquent clubs that are ineligible for any awards to the Awards chair. Delinquent clubs have members owing dues as of June 1.

Backyard Wildlife Habitat

The Backyard Wildlife Habitat chair encourages the use of bluebird feeders, butterfly houses, and water sources in the backyards or gardens of garden club members.

The Backyard Wildlife Habitat chair also:

- Encourages members to provide food sources for the animals in our surroundings to promote health and growth
- Provides information on these subjects, as well as resources for acquiring further information

Bees

The Bees chair promotes knowledge, conservation, and appreciation of bees.

The Bees chair also:

- Alerts garden club members and the public about the plight of bees and what may be done to help them
- Educates all on the importance of bees to our food and ornamental crops
- Strives to develop and promote programs and publicity that create interest and concern among garden club members

Birds

The Birds chair promotes activities and projects related to the protection and welfare of ALL birds and their habitats throughout the state. Activities include:

- Establishing sanctuaries
- Furnishing food and homes
- Promoting the passage and enforcement of laws concerned with bird welfare

The Birds chair also:

- Encourages promotion of public education on the economic, biological, aesthetic, and recreational value of birds

- Encourages cooperation with clubs, schools, Junior Garden Clubs, and Audubon Societies
- Submits an article to *The Volunteer Gardener* or the TFGC website when requested

Blue Star & Gold Star Families Memorial Markers

The Blue Star & Gold Star Families Memorial Markers chair is familiar with NGC and the Tennessee Department of Transportation (TDOT) concerning the placement of Blue Star & Gold Star Families Memorial Markers. Plans for placing markers and landscaping are made with the cooperation of TDOT.

The Blue Star chair:

- Encourages clubs and districts to place these memorials as a tribute to those who have served, to those are serving, and to those who will serve in the Armed Forces of the United States

One club or a group of clubs may raise funds for an individual marker or by a group of clubs or a district for a district marker. Clubs or group of clubs purchasing a single marker may handle their own finances. Contributions for a district marker are paid to the clubs' district treasurer, to be retained until a sufficient amount has accumulated for a marker.

The Blue Star chair also:

- Reports the number and location of each memorial marker to the DSGC and NGC chairs
- Assists in the dedication of each new marker, along with the president and district director
- Provides a sample program and tips for a successful dedication
- Prepares an article with photographs of new marker dedications to *TVG* and/or the TFGC website
- Updates all related forms and information

Butterflies

The Butterflies chair promotes knowledge, conservation, and appreciation of butterflies.

The Butterflies chair:

- Alerts garden club members and the public about the plight of butterflies and the environmental dangers the butterflies face
- Encourages the planting of butterfly gardens, protection of habitat, and the availability of nectar and larval foods
- Strives to develop and promote programs and publicity that create interest and concern among garden club members

Bylaws & Standing Rules

The Bylaws & Standing Rules chair recommends amendments to the Board of Directors that facilitate the functioning of TFGC.

As part of this process, the TFGC Recording Secretary:

- Provides copies of proposed bylaw amendments, which have board approval, to each member club at least 30 days before the annual meeting

The Bylaws & Standing Rules chair:

- Ensures the publishing of these bylaws in *TVG* and the TFGC website under *About Us, Leadership, Governance* prior to the annual meeting
- Works with the Website Administrators to update these documents: *TFGC Bylaws, TFGC Standing Rules, TFGC Committee Chair Job Descriptions, and Duties of TFGC Officers & Racheff Treasurers*
- Works with the Website Committee Forms Manager to ensure that the forms are current and have the latest additions and changes

NOTES: The Parliamentarian and President-elect are members of the Bylaws/Standing Rules committee. The latest documents are always available on the [TFGC website](#).

Calendar of Events (for TFGC)

The Calendar of Events manager, who is part of the Website Committee, ensures that all dates related to TFGC are included in the online events calendar. If not handled by the TFGC president, this manager makes the information available to *The Volunteer Gardener* editor and the website administrator, as requested.

Requests are emailed to this manager immediately when tentative dates are set. The president must approve state and district event dates.

Calendars—NGC Vision of Beauty (VOB)

The NGC VOB chair contacts District Calendar chairs each year and gives instructions on how to place orders and promote sales. Refer to the NGC or TFGC websites for the VOB calendar form. In the year the administration changes, VOB calendar information comes from NGC after the NGC Convention. The price of the calendars is determined by the NGC cost (100 and up quantities) plus \$2 equals the TFGC price.

The District Calendar chairs take orders from clubs and secure the payments. The orders and one combined total check from each district treasurer are sent to the TFGC Calendar chair. This chair submits district orders and checks to the TFGC treasurer who places one combined order shipped with standard freight with NGC Member Services.

If NGC agrees, this chair requests the calendars be sent to the District Calendar chairs in the quantities ordered and the bill for payment sent to the TFGC treasurer. Additional orders may be placed as long as supplies last, and orders placed are in quantities of 100 for the NGC price break.

All profits from the sale of calendars are retained by TFGC for use in the scholarship fund.

This chair:

- Develops plans to increase the sales of calendars and encourages entries in the NGC calendar contest. Contest entry information is available in the back of the calendar.
- Submits articles promoting sales to *TVG*
- Instructs the District Calendar chairs to promote sales in district newsletters
- Sends reports to the NGC chair, the DSGC chair, and the TFGC president when sales are finalized

Civic Roadside Beautification

The Civic Roadside Beautification chair's duties include these areas: Scenic Tennessee, Keep America Beautiful (KAB), and Keep Tennessee Beautiful (KTB).

The Civic Roadside Beautification chair encourages clubs to plan programs and projects that improve the environment. Projects should have a broad base of community involvement and participation with other groups in the area.

The chair also:

- Works toward roadside beautification, including cooperation with other committees and groups working for the control of billboards, removal of litter, junk yards, and auto graveyards
- Cooperates with local authorities, with the help of district chairs, in searching for more scenic conditions in our towns and cities

Club Programs & Illustrated Lectures

The Club Programs & Illustrated Lectures chair promotes dynamic, informative, and fun programs for individual garden clubs.

The Club Programs & Illustrated Lectures chair also:

- Knows the available material within TFGC and from NGC
- Updates this information as needed
- Lists materials helpful in planning programs for clubs
- Compiles materials for distribution to inquiring clubs
- Encourages well-planned, interesting, and varied subjects that are garden-related and of general interest

Sources of program materials include local county extension offices. A program could consist of various study courses spread over a series of meetings, field trips, or cleanup days.

This chair also:

- Makes material available to local clubs through the district chairs
- Encourages the illustration of special program projects and helps make these programs
- Keeps program-related slides and videos belonging to TFGC
- Maintains a list of available speakers, with help from district chairs
- Encourages clubs to use their own members as speakers for better education within the club
- Submits at least one article each year, suitable for a garden club program, to *The Volunteer Gardener* editor and to the TFGC website

Conservation Camp (established in 1954)

The Conservation Camp chair serves as General chair of the TFGC Conservation Camp. Working with the president, Conservation Camp Committee, and with the supervisor of the State Department of Conservation Education in planning the program, this chair:

- Endeavors to include information on conservation-related topics that are given special emphasis by DSGC or NGC
- Submits program plans and formats to the president for approval before invitations, printing, or contracts are made

See the detailed procedures set forth in the [TFGC Events Reference Guide](#), available under Resources, Forms, Miscellaneous on the TFGC website.

Using the *TFGC Events Manual*, the Conservation Camp chair:

- Makes reservations for the camp facilities and employs a caterer, if necessary
- Prepares notices and registration forms for publication in the summer issue of *TVG*

This chair also:

- Appoints a registrar to account for registration and finances for the camp and other committee chairs, as needed, for exhibits, material distribution
- Mails excess funds, if any after all the camp expenses are paid, to the TFGC treasurer within sixty days

Refer to [TFGC Standing Rules](#), Section XIII, *Conventions, Conservation Camp and Other Meetings*.

- Reports the activity and achievements of the camp in the winter issue of *TVG* and on the *TFGC website*
- Distributes conservation materials to garden clubs and encourages them to have one or more programs on conservation each year
- Encourages clubs to work for TFGC and NGC Conservation awards

- Prepares TFGC applications for these awards, when requested
- Works closely with the University of Tennessee in promoting the yearly conservation workshop for teachers, co-sponsored by TFGC, held during summer months

Conservation Education

The Conservation Education Fund (CEF) was created by a motion at the 2010 Conservation Camp (*BOD 2/16/2012*) to set up a fund to help preserve Mack (*Mr. Conservation*) Prichard’s slide collection and other information. When Mr. Prichard retired from the Tennessee Department of Natural Resources in 2010, the state lacked storage space for his extensive collection on the natural resources of Tennessee. Mr. Prichard was the founder of the Cumberland Trail and a Conservation Camp spokesperson and program presenter for many years. After Mack passed away on April 29, 2020, Tennessee Governor Bill Lee declared March 31 as Mack Prichard Day in 2021.

The Conservation Education chair requests donations to support preservation of the Prichard slide collection about conservation camps, state park histories, wildflowers, and wildlife information, and recordings from Mr. Prichard’s speeches at past conservation camps, hikes, and tours.

This chair works with the TFGC treasurer and curators for the Mack Prichard Legacy Project (MPLP)— Friends of the South Cumberland State Park, Inc., PO Box 816, Sewanee TN 37375—with the CEF supporting their employee for the MPLP (*BOD 1/31/19*). To view the curators’ progress, visit www.MackPrichard.org. This chair requests information and assistance from other conservation groups that have worked with Mack. Future subjects pertaining to conservation education could qualify for this fund.

Convention

The Convention chair for each annual meeting serves as a member of the Board of Directors for two years. This chair, with the approval of the board, is responsible for planning the annual meeting in accordance with the detailed procedures set forth in the [TFGC Events Reference Guide](#). As soon as the date is confirmed and approved by the president, the chair submits it to the TVG editor for inclusion in the *Date Book* or *Calendar*. Other publicity must comply with the *TFGC Events Reference Guide* available on the TFGC website.

The district director of the host district is the official hostess for the convention. The TFGC president, after consultation with the convention chairs, appoints the Program, Hospitality, and Registration chairs for each convention. The Convention chair may have approval of the TFGC president to make these appointments.

This chair coordinates the duties of all convention chairs and follows up with all convention assignments in accordance with the *TFGC Events Reference Guide*.

After all the convention expenses are paid, the chair or the appointed Convention treasurer mails excess funds, if any, to the TFGC treasurer within sixty days. (Refer to *TFGC Standing Rules, Section XIII, Conventions, Conservation Camp and Other Meetings*.) A complete convention financial report must be submitted to the TFGC Board of Directors at the fall board meeting following the

convention. The chair reports the activity and achievements of the convention in the winter issue of *TVG* and the TFGC website.

Endowment Trust Fund (ETF)

The Endowment Trust Fund chair promotes contributions and grant applications from TFGC garden clubs to the TFGC Endowment Trust Fund. This chair reports to the TFGC Endowment Trust Fund trustees and the TFGC Board of Directors.

A minimum of 10 percent of the annual net earnings of the fund is added to the corpus of the funds (*Agreement and Declaration of Trust, TFGC 1996, Item V-A, Investment Authority*).

Requests for distribution of income (grant applications) is made to the ETF Board of Trustees (*Amendment to Agreement and Declaration of Trust, TFGC, 1996, Item IX-Distribution of Income—BOD 10/8/14*). Applications are sent to the four ETF trustees representing each district. These trustees send copies of received grant applications to all seven members of the ETF Board of Trustees members for review. The decision on awarding is made by the complete board at the ETF fall meeting prior to Conservation Camp.

This chair receives the trustees' votes and announces the grant winners at Conservation Camp. The ETF *Grant Information* document, *Contribution* form, and *Matching Grant Application form* are updated by the ETF trustees and are available on the [TFGC website](#).

Energy Conservation

The Energy Conservation chair encourages each district to seek ways that result in conserving energy and improving the environment.

The Energy Conservation chair also:

- Sends or presents information about this topic to the district directors at the TFGC Board of Directors meetings for general distribution to the membership.
- Researches unusual and challenging methods of energy conservation
- Devises ways to enhance member participation
- Promotes awareness with general information about “hydroelectric power,” including the location of these power stations in the United States; main usages; advantages and disadvantages; and effects on recreational areas, wildlife protection, agriculture land, and products
- Submits energy filler tips and an article on energy conservation when requested by the *TVG* editor

Environmental Schools: Refer to [Trillium Consultants Council](#) of TFGC

Finance & Budget (Finance & Budget Committee)

The Finance & Budget Chair and the officers mentioned below make up the Finance & Budget Committee.

The Finance & Budget chair, the TFGC treasurer, TFGC assistant treasurer, and three members appointed by the TFGC president prepare a dated, two-year budget to be presented for approval in June of the odd-numbered years. The president and parliamentarian serve as ex officio members of this committee.

The Finance & Budget Chair & Committee also:

- Presents a budget review in October of the even-numbered years at the Fall Board of Directors Meeting
- Submits the Budget Report for publication in *The Volunteer Gardener* and the TFGC website
- Advises the president on financial matters, as requested

Finance & Budget (Internal Audit Committee)

The Finance & Budget Committee comprises the Internal Audit Committee and conducts an internal reconciliation of the TFGC treasurer's records in the second year of the treasurer's term to review the internal control processes.

The IAC committee meeting occurs prior to the annual business meeting. The Internal Audit Committee report is presented the second day of the TFGC annual meeting and is submitted for publication in *TVG* and the TFGC website.

Floral Design

The Floral Design chair seeks to expand the knowledge, practice, and enjoyment of the art of Floral Design in Tennessee. Since Flower Show School courses serve primarily those members who compete or judge in NGC standard flower shows, there is a need to attract and reach more garden club members who wish to learn floral design—to beautify their homes (for recreation or therapy) and to encourage our youth to enjoy floral design.

Objective approaches may include this chair's efforts to:

- Cite resources of educational information, especially new publications
- Promote club projects involving youth floral designs and joint projects with other nonprofit youth groups, awarding them with certificates
- Promote district floral design demonstrations or workshops with a focus on everyday use of floral design. These demonstrations and workshops are open to the public and staffed by volunteer flower show judges.

Flower Show Judges Council

The Flower Show Judges Council chair rotates numerically through the TFGC districts with the chair elected by the judges in the district where the chair resides.

The FS Judges Council chair also works with the president and Convention chair when holding the annual meeting in conjunction with the TFGC Convention.

At convention, the chair presides over the annual meeting of the Tennessee Council of Nationally Accredited Flower Show Judges (TCNAFSJ) and holds a memorial service for TFGC judges who have died each year.

The chair instructs the council treasurer to provide \$400 (*approved April 14, 2016, Council Meeting, Murfreesboro*) to the convention to help defray expenses for the design program. All District Judges Councils pay dues annually to the TCNFSJ, currently \$6 per member before April 1 each year (*approved April 25, 2019, Council Meeting, Memphis*).

This chair also:

- Serves as the Flower Show State Evaluations chair or appoints someone
- Encourages clubs to have standard flower shows
- Offers assistance to clubs in planning and staging
- Furnishes lists of qualified judges upon request
- Understands the standard flower shows forms
- Remains informed of all changes in TFGC and NGC rulings
- Reports any changes regarding judges to the Membership Database chair or the subject of judging to the TVG editor and TFGC website

District Judges Councils and Flower Show Judges (FSJ) Clubs are recorded with this chair and updated annually. The list states the judges' contact information (address, phone number, email, judge's status, and good standing year). The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FSJs in the four districts in order to conform to their job description. The FSJ Credentials chair may request FSJ lists or the evaluations or credentials chairs.

Beginning with the 2017–2019 administration, the Tennessee Council of Nationally Accredited Flower Show Judges (TNCNAFSJ) recommends candidates to the TFGC president for appointment of chairs for the:

- Flower Show Credentials chair
- Flower Show Schools chair
- Flower Show Symposium chair
- Flower Show Symposium co-chair
- Flower Show State Evaluations chair
- Flower Show Schedule Review chair

(This process was approved April 23, 2015, Post Convention BOD Meeting, Jackson.)

Flower Show State Evaluations

The FS State Evaluations chair refers to the [NGC Handbook for Flower Shows](#), as needed. **NOTE:** A digital version is available for downloading from the NGC site.

The chair of the Tennessee Council of Nationally Accredited Flower Show Judges (TCNAFSJ) acts as this chair or appoints someone to this position. The FS State Evaluations chair (*approved at BOD, April 28, 2011*) receives a completed list of all flower show judges prior to judging a standard flower show when the club staging the show is planning to apply for an NGC Flower Show Achievement award.

From this list, the chair certifies that the judges' credentials are in good standing to judge and selects a panel of three NGC Accredited Flower Show judges in good standing to evaluate the flower show. The local flower show chairs never select the judges who will evaluate their flower shows.

Upon request, this chair provides a list of NGC FS judges who may be available to judge a flower show. District Judges Councils and Flower Show Judges (FSJ) Clubs are recorded with this chair.

The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FSJ in the four districts in order to conform to their job description. The list states the judges' contact information (address, phone number, email, judge's status, and good standing year).

The chair reports any changes regarding judges to the Membership Database chair. FSJ lists may be requested from this chair, the council, or credentials chairs. This chair works with the Awards chair and the Flower Show Judges Credentials chair in completing the duties of this position.

Flower Show Schedule Review

The Flower Show Schedule Review chair reviews flower show schedules in draft format prior to the process of printing for a flower show.

The Flower Show Schedule Review chair also:

- Makes suggestions to the schedule writer to correct or improve the schedule based on the current [NGC Handbook for Flower Shows](#)
- Endeavors to stimulate interest in the educational phases of shows, originality in schedules, and higher quality in all flower shows

All FS schedules remain the property of the schedule chair for that specific flower show.

Flower Show (FS) Schools Committee

There are three member chairs of this committee:

1. Flower Show Judges Credentials
2. Flower Show Schools
3. Flower Show Symposia

Flower Show Judges Credentials

The Flower Show Judges Credentials chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions. This chair refers to the NGC *Handbook for Flower Shows*, as needed.

The Flower Show Judges Credentials chair:

- Keeps accurate and confidential records on all Tennessee Council of Nationally Accredited Flower Show Judges
- Issues permission to take an FS school or symposium for credit or audit toward advancement according to the NGC requirements
- Notifies FS judges of their levels and dates of good standing as they work through the processes to achieve a master level
- Keeps track of judges who refresh beyond a master level

NOTE: If a judge wishes to take a symposium other than in Tennessee, the judge must get written permission from this chair showing they are eligible.

FS judges send this chair \$5 to cover envelopes, paper, and postage (*approved April 29, 2017, FSJ Council Meeting, Gatlinburg*).

This chair also:

- Communicates with Credential chairs in other states
- Submits required forms for judges, along with the card identifying the judge level
- Receives symposium details from the FS Symposium chair about attendance and grades
- Makes any necessary entries in the individual judge's records
- Maintains a current list of *accredited judges* whose records are in Tennessee and updated annually
- Maintains a list of *emeritus judges*

District Judges Councils and Flower Show Judges (FSJ) Clubs are recorded with this chair. The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FS judges in the four districts. The list states the judges' contact information (address, phone number, email, judge's status, and good standing year).

The chair also:

- Reports any changes regarding judges to the Membership Database chair. FSJ lists may be requested from this chair, the council, or the evaluations chairs.
- Assists the FS State Evaluations chair in completing the evaluation form

This chair is appointed by the TFGC president, may be reappointed, and serves as a member of the Awards committee.

Flower Show Schools (FSS)

A Flower Show School series may be sponsored by a local garden club, council, district, judges' council, judges' study club, or the state club with surplus funds being retained by the sponsor.

The Flower Show Schools chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions.

This chair:

- Provides the [27H Evaluation of Course/Symposium & Instructor form](#) to all attendees and emphasizes that evaluations are necessary to keep abreast of what is happening in the classroom
- Promotes Flower Show Schools (FSS) in Tennessee, keeps all records of FSS, and works closely with the chairs of FSS. Each chair of an FSS touches base with this chair concerning all forms, tests, and any NGC communication.
- Encourages the school chair to send publicity on speakers and topics for publication and requests the details of an FSS for publication in the *TVG* Calendar and the TFGC website. The NGC chair approving the school advises the *TVG* editor about publication.
- Forwards all required forms to the proper NGC chair
- Checks and signs all applications conforming to all requirements for approval of schools

At the close of an FSS, this chair:

- Files all necessary forms for the final certification of the school and keeps these records as a permanent part of TFGC records
- Handles the *NGC Handbook for Flower Shows* exam (given twice a year) for TFGC and is responsible for all the paperwork for the exams
- Notifies the TFGC FS judges and the Credentials chair of the status of student judges and the date of their accreditation

This chair is appointed by the TFGC president, may be reappointed, and serves as a member of the Awards committee.

Flower Show Symposium (FSS)

The Flower Show Symposium chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions. This chair refers to the *NGC Handbook for Flower Shows*, as needed.

An FS symposium may be sponsored by a local garden club, council, district, judges' council, judges' study club, or the state club with surplus funds being retained by the sponsor.

The FSS chair:

- Provides the NGC 27H form, [Evaluation of Course/Symposium & Instructor](#), to all attendees
- Emphasizes that evaluations are necessary to keep abreast of what is happening

- Attends TFGC symposiums when invited by the district hosting the symposium, and the host district pays all expenses for this chair (e.g., hotel, travel round-trip, meals)

This chair is responsible for all symposiums held within Tennessee and is the liaison between NGC, TFGC, and each district.

This chair also:

- Requests approval from the TFGC Executive Committee or Tennessee Council of Nationally Accredited Flower Show Judges to sponsor a symposium at least one year before the symposium
- Plans and organizes all FS symposiums within the state
- Supervises all details, or may appoint or have appointed a local/district FS symposium chair

Each TFGC district can have an FS symposium chair who communicates, works, and is guided by this chair. All forms to the NGC FS symposium chair, instructors, or headquarters, relative to all symposiums, must be approved or mailed by this chair.

This chair:

- Refers to the NGC website to save or copy required FSS forms
- Provides the duties and forms to the local FS symposium chair or refers them to the NGC website

When the FS symposium has been accredited, this chair receives signed and dated copies of all papers submitted. NGC headquarters receives copies of forms and the check from the NGC symposium chair. Then this chair notifies the local symposium chair that the symposium has been accredited with NGC. Examination papers are never returned to judges until the symposium has been accredited.

All mailings and postage by the sponsoring local/district FS symposium chair are paid out of the local or district symposium budget (TFGC and NGC FS symposium chairs do not pay for any mailings. NGC does not pay for mailing papers back to the state, and the state chair does not pay for mailings back to the local chair). The mailings are sent via certified mail with a return receipt requested or priority mail with a delivery confirmation sent to this chair.

The local or district FS symposium chair must include postage for all the items going to the TFGC level and NGC level. After this chair signs all the forms, the forms are sent to the NGC FS symposium chair for a signature and to get the symposium accredited with NGC.

The NGC FS symposium chair forwards judges' advancements after attending a symposium to the FS Judges Credentials chair.

This chair is appointed by the TFGC president and may be reappointed.

Gardens for Children

The Gardens for Children chair encourages the creation of gardens planned specifically with children in mind. These gardens can be developed at schools, churches, libraries, and at public parks. This chair works closely with the DSGC Children’s Garden chair and passes on information to the districts.

Gardening—Community

The Gardening—Community chair encourages clubs to establish small gardens in various areas of their communities, such as public grounds or vacant lots. The chair emphasizes development and planting for easy maintenance, as well as improvement by other groups, such as youth, civic organizations, and Boy and Girl Scouts.

Gardening—Food/Herbs

The Gardening—Food/Herbs chair encourages garden club members to participate in:

- Promoting the growing of all types of plants for food and educating members on growing methods for food plants
- Informing others of the methods of disease and pest control to keep food safe for human consumption
- Evaluating cultivars that have more genetic resistance to pests and diseases
- Supplying methods of growing food plants, such as container-grown and hydroponics
- Encouraging the use of food plants for landscaping
- Encouraging the growing of herbs and their use
- Informing others of the services available to them through The University of Tennessee Agricultural Extension Service and other reliable sources of information

Gardens—Healing/Sensory

The Gardens—Healing/Sensory chair encourages garden club members to create healing/sensory gardens as a project in their communities or districts. These gardens can be developed at schools, churches, libraries, and at public parks.

The Gardens—Healing/Sensory chair also:

- Emphasizes development and planting for easy maintenance
- Promotes improvement by other groups, such as youth, civic organizations, and Boy and Girl Scouts
- Creates a list of these gardens in Tennessee and has the list published in *TVG*

Gardens—Historic

The Gardens—Historic chair promotes the creation of appropriate gardens at historic sites where no garden exists or the restoration and preservation of existing gardens at such sites. This chair also:

- Keeps the National Project chair and the DSGC Project chair informed of historic garden activities around the state
- Compiles materials to be used in NGC and DSGC projects' books of evidence
- Encourages interest in the historic sites of Tennessee
- Promotes publicity concerning garden club work in these fields
- Submits reports, articles, and photos to *TVG* and the TFGC website

Gardening—Indoor

The Gardening—Indoor chair encourages TFGC garden club members to grow container-grown plants in their homes and for exhibition in flower shows.

Container-grown plants can consist of:

- Plants grown for bloom
- Plants grown for foliage
- Dish gardens
- Group of plants in planters and terrariums

The Gardening—Indoor chair's goals are to promote:

- Correct plant identification and nomenclature
- Knowledge of proper light, water, and fertilization requirements
- Use of more diverse plant materials

Matching the type of container to plant requirements is of the utmost importance.

Gardening—Organic

Organic gardening pertains to the use of compost, manure, peat moss, and other natural fertilizers in the cultivation of gardens.

The Gardening—Organic chair encourages TFGC garden club members to learn about garden problems through organic gardening.

The Gardening—Organic chair supplies information about:

- Using rain barrels
- Not using chemicals in the garden
- Creating nature-inspired gifts from the organic gardens

Gardens—Memorial

The Gardens—Memorial chair encourages the owners of private gardens to permit garden club members to visit their memorial gardens.

The Gardens—Memorial chair also:

- Tries to locate all Tennessee memorial gardens sponsored by TFGC garden clubs
- Encourages the establishment of new memorial gardens
- Encourages continued maintenance of memorial gardens already in existence

Gardening Schools:

Refer to [Trillium Consultants Council](#) of TFGC.

Garden Therapy

Garden Therapy is the use of garden-related activities as an aid to the recovery and rehabilitation of the physically and mentally challenged.

The Garden Therapy chair outlines and distributes information on types of garden therapy, as set forth in the *Garden Therapy Manual* of NGC and stresses education and rehabilitation in hospitals and institutions.

The Garden Therapy chair:

- Maintains a list of institution types that could benefit from garden therapy projects and a list of suitable programs of work
- Encourages clubs to work with patients, according to their capabilities, in the growing or caring of plants
- Stresses the importance of obtaining permission of management before any work is begun

The experience of clubs with successful therapy programs can benefit others who wish to do similar work and can be shared through garden therapy reports and appropriate articles in *TVG* and the TFGC website.

Habitat for Humanity (HFH)

This activity, funded with district donations, was discontinued (*approved at the June 13, 2019, BOD meeting*). Habitat no longer encourages garden clubs to landscape HFH properties. All district funds were previously sent to Habitat. Garden clubs and members can make personal donations or work for HFH.

Headquarters of TFGC

The headquarters of Tennessee Federation of Garden Clubs is located at the historic Ivan Racheff House and Gardens (IRH&G/Racheff) and is the property of TFGC.

Mailing Address: PO Box 50185, Knoxville, TN 37950-0185 **NOTE:** Send all mail to the PO Box only.

Location Address: 1943 Tennessee Ave. NW, Knoxville, TN 37921-2686

Phone Number: 865-522-6210

Website: www.tngardenclubs.org

Friends of Racheff

“Friends of Racheff—SCOOP—Special Cleanup of Our Place”

The TFGC Friends of Racheff (Friends) chair promotes and encourages participation in this project throughout TFGC. Each district should have a Racheff representative or District Friends chair actively pursuing this project and supporting the TFGC Friends chair.

The purpose of the project is to raise awareness of the historic Ivan Racheff House and Gardens (IRH&G/Racheff), our TFGC headquarters located in Knoxville, and to raise funds to help the Racheff Board of Governors maintain the facility. The TFGC Friends chair, with the assistance of district Racheff representatives and district Friends chairs, promotes the project through exhibits at garden club meetings, district events, TFGC conventions, and community fairs.

[Registration forms to become a Friend](#) are available on the TFGC website and are available along with the exhibits. This chair updates the forms and promotes the project by submitting articles and reminders to [The Volunteer Gardener](#) (TVG) and the [TFGC website](#).

Donated funds received for this project are sent to district directors who record the information and forward to the TFGC treasurer with appropriate documentation (name and address of the contributor, name of Friend to be honored, amount contributed, the TFGC district, and the garden club of the contributor).

This chair sends an acknowledgement letter to each donor or person honored. This project is a great opportunity to honor garden clubs, special persons in the clubs, and others outside the garden club community who deserve special recognition by becoming a Friend and by contributing \$76 to the project.

A donation of \$76 to become a Friend represents the amount of money Ivan Racheff spent on the first phase of his gardens. This chair ensures that contributors have their name or name of the designated Friend placed on a plaque of honor at Racheff and submits all names of Friends to *The Volunteer Gardener* editor and the TFGC website.

Racheff

The Racheff chair resides in the area where the TFGC headquarters is located, supervises the work of the TFGC headquarters/Racheff office, helps out if needed, and also works with the president and president-elect to enable them to be familiar with the workings of the office.

The Racheff chair:

- Knows the exact location of any deactivated committee records placed in headquarters until the applicable committee is reactivated
- Is responsible to TFGC for the administration of Racheff in accordance with the “TFGC Headquarters/Racheff Plan of Operation” (*presented to the Board of Directors on November 8, 1977, and unanimously adopted at that meeting with subsequent revisions*)
- Serves as a liaison to TFGC
- Presents a report at each meeting of the Board of Governors (BOG) and at each TFGC Board of Directors meetings with copies to the TFGC President and TFGC Treasurer
- Is elected by the Ivan Racheff House and Gardens Board of Governors

Only the TFGC President is authorized to review and sign agreements, contracts, and policies for TFGC and IRH&G. Only the Racheff Treasurers are bonded by TFGC to sign and handle all financial accounts for IRH&G.

Racheff bylaws were developed and adopted Sept. 14, 2015, at the Board of Governors meeting held at Racheff, Knoxville. Updated Racheff standing rules were adopted Sept. 14, 2015, with subsequent revisions.

Racheff Treasurer

The Racheff treasurer:

- Updates the signature cards with the current treasurers’ names for all accounts and the investment fund upon taking office. The treasurers are bonded by TFGC and are the only ones authorized to handle the financial accounts for IRH&G.
- Receives all monies for Racheff and is responsible for payment of all expenditures made on behalf of the property, except those expenditures listed as duties of the assistant treasurer
- Obtains approval from the Racheff BOG for payments of any unbudgeted items over \$200
- Presents a financial report at each Racheff board meeting and the TFGC board meeting with copies to the TFGC President and the TFGC Treasurer
- Receives reports from the Assistant Treasurer and Gardens chair by the first Monday of each month for inclusion in the treasurer’s monthly report. A copy of the monthly treasurer’s report is forwarded to the TFGC president and TFGC treasurer.
- Gathers and delivers all financial documents of Racheff and those designated to the Racheff treasurer annually to the appointed CPA firm by May 31. TFGC pays for the TFGC and Racheff CPA invoice annually.

Both the Racheff chair and the Racheff treasurer:

- Holds a key to the safety deposit box in Knoxville (address in the *Treasurer’s Manual*). The Racheff treasurer updates the signature cards for the keys and keeps a list of all items in the safety deposit box, along with a form stating who has been in the box and/or removed

items from the box. Items may be copied only. No one except the TFGC president may remove items from the box. This list and form are sent to the TFGC president and TFGC treasurer on an as-needed basis to communicate with TFGC.

- Hold the PO box keys. The chair and treasurer deliver mail from the PO box pertaining to and for TFGC to the appropriate person. They use [Form A2—Funds Collected Transmittal Sheet](#) to transfer mail, document the mail, and request return signatures.
- Are aware of maturity dates on Certificates of Deposit and dates of renewal and policies of Racheff Investment Accounts. Any investment action taken must have the approval of the Board of Governors.
- Prepare and collect all Racheff financial documents for the TFGC CPA firm at the end of the year after March 31 and deliver these documents to appointed CPAs before May 31. After completion of the CPA reports, they are responsible for storing the Racheff records in the TFGC archives.
- Register yearly (before September 30—six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming, using TFGC account C027838. Filing is done by both the TFGC treasurer and the Racheff treasurer, respectively.

NOTE: Forms are available from the Division of Charitable Solicitations & Gaming; phone: 615-741-2555; website: <https://sos.tn.gov/charitable>; email: charitable.solicitations@tn.gov (*approved BOD Oct. 3, 2017*). As of 2019, the CPA firm completes the forms for the TFGC treasurer to mail.

Racheff Assistant Treasurer

The Racheff assistant treasurer:

- Updates the signature card for the payroll account
- Serves as chair of the Finance Committee and reports to the Racheff treasurer
- Prepares a report for the board of each fundraising event that includes the budget, expenses, and event income
- Is responsible for the payroll account for Racheff employees and TFGC employees (if any)
- Files the 941 Quarterly Payroll reports by April 30, July 31, October 31, and January 31, and provides copies to the Racheff treasurer for delivery to the CPA firm by May 31
- Submits a payroll accounting report at the Racheff Board meetings and each TFGC Board meeting

Historic Preservation

The Historic Preservation chair provides information to assist garden clubs in initiating projects to identify and preserve historic sites, trails, buildings, landmarks, and markers.

The Historic Preservation chair also:

- Encourages clubs to work with local historical societies and other civic groups for the preservation of beauty and history of these areas
- Promotes publicity concerning garden club work in these fields
- Submits appropriate copy and photographs to *TVG* for publication

Horticulture & Improved Cultivars

The Horticulture & Improved Cultivars chair encourages the study of plants (their culture and use) by all clubs.

The Horticulture & Improved Cultivars chair also:

- Works with organized plant societies for better horticulture standards and promotes their membership in TFGC by referring the societies to the National Affiliates/Plant Societies Liaison chair
- Encourages club members to participate in exhibiting horticulture at flower shows and strive for distinction and horticulture perfection in exhibits
- Promotes the growing and showing of houseplants and greenhouse culture
- Endeavors to make gardeners aware of the improved varieties of ornamental and edible plants available
- Encourages districts to list trial and show gardens
- Asks garden club members who specialize in various types of plants to write brief informative articles appropriate to the season
- Prepares a brief report of informative program ideas to be forwarded to District Horticulture chairs in April, August, and January of each year
- Cooperates and works closely with TFGC and District Wildflower chairs

Hospitality

The Hospitality chair, with the approval of the president, selects a place for the board meetings when TFGC Board Meetings are slated for a particular district.

Working with the second vice president, this chair makes arrangements for the luncheon and sees that an American flag, a lectern, and a microphone are present, and that sufficient seating is provided.

The Hospitality chair is designated in the call letter to board meetings to receive luncheon reservations and payments and to submit the payment to the TFGC treasurer and request a check from the treasurer for the total amount of the luncheon.

Invasive Plants

Governmental and volunteer organizations are working on the problem of invasive plants, developing material, and holding seminars and workshops.

The Invasive Plants chair acts as a pipeline between the many groups by displaying and handing out material at TFGC meetings and events.

The Invasive Plants chair also:

- Sends materials to members who are either giving a program or making a display for flower shows, state fairs, and other events
- Shares lists of websites where the latest materials can be found for invasive plants
- Writes an article for *TVG* and the TFGC website

Landscape Design Schools: Refer to [*Trillium Consultants Council*](#) of TFGC

Land Trust & Nature Conservancy

(Justin P. Wilson Cumberland Trail State Park or The Cumberland Trail—TCT)

NOTE: The TFGC Land Trust Project was chosen in 2009–2011 as a TFGC Continuing Project in 2019.

The Land Trust & Nature Conservancy chair prepares information on this project for distribution to clubs in all districts and encourages clubs and individuals to donate to the Land Trust Project.

This chair also encourages clubs to have programs, to participate, and to apply for awards in this field and receives records of donations from the TFGC treasurer for a report to the TFGC Board and NGC and DSGC chairs.

The Tennessee Parks and Greenways Foundation is dedicated to preserving the beauty of Tennessee. The goal is to preserve Tennessee’s scenic beauty and rich wildlife by creating an interconnected network of state parks, greenways, and wild areas from the Mississippi River to the Great Smoky Mountains.

A Land Trust Mission Statement, 2009-2011, was written by Park Manager Bobby Fulcher and approved by Superintendent Mark Woods of Cumberland Gap National Historical Park and TFGC for the TCT. It states:

“TFGC will support the Cumberland Trail in the acquisition of the most scenic, the most ecologically significant, and the most historically important features along the eastern edge of Tennessee’s Cumberland Mountains, through eleven counties, from Cumberland Gap National Historical Park to the Signal Mountain unit of the Chickamauga and Chattanooga

National Military Park. TFGC will partner with the Cumberland Trail and the National Park Service to support TCT in trail development, land acquisition, native landscaping and ecological restoration, ecological and cultural education, and environmental protection projects.

“To acquire a long-distance hiking trail of 300 miles and a state park of 30,000 acres focused on outdoor recreation, ecological and cultural education, protection of natural features and ecological integrity, the Cumberland Trail requires cooperative management with state, federal, private, and community partnerships. The TCT currently manages 180 miles of trail and 23,000 acres and intersects or manages seven state natural areas, three state parks, six National Park Service units, five Wildlife Management areas, one state forest, and two National Historic districts. TCT trailhead is within 35 miles of a population of 2.3 million and directly affects 80 neighboring Tennessee communities along its corridor.

“The trail will be constructed and maintained to the highest standards employed in America. The state park areas will invite a diversity of outdoor recreational and cultural uses, consistent with the protection of the outstanding natural resources within its management. TCT will recognize the cultural history and diversity that has shaped the landscape within its management and that has contributed to the history and culture of the communities adjoining the trail corridor.

“TCT will serve the adjoining communities, the state, and the nation as a resource management area, a recreation area, a cultural institution, and an educational institution. The Cumberland Trail may become Tennessee’s largest and most visited state park.”

Legislation & Government Action Liaison

The Legislation & Government Action Liaison chair promotes responsible legislative action in areas that best parallel the NGC objectives.

The Legislation & Government Action Liaison chair also:

- Informs garden clubs of pertinent legislation, which is to be considered by our state legislature
- Urges promotion of legislation endorsed by NGC
- Drafts resolutions covering proposed legislation to submit to the TFGC Board of Directors for consideration
- Urges all members to become familiar with state and national laws affecting the objectives of garden clubs
- Arranges for the introduction of TFGC-sponsored bills in both the Senate and the House
- Keeps alert to the status of the bills
- Keeps chairs informed so they can persuade club members to contact their Senators and Representatives to obtain their support on the bills
- Presents articles about legislation to the *TVG* editor for publication

- Sends article copies to the TFGC president, and DSGC and NGC Legislation chairs

Life Membership

NGC, DSGC, TFGC Life Memberships

The Life Membership chair promotes life memberships to the members and clubs in TFGC. These memberships can be a gift to a member or purchased by a member for themselves. All life memberships (whether in NGC, DSGC, or TFGC) are reported to district directors, the TFGC treasurer, and the TFGC Membership Database chair.

The Life Membership chair uses [Form E: Member Change Notification](#) to inform the Membership Database chair of any changes to the life members. Application forms for NGC, DSGC, and TFGC [Life Memberships](#) are on the TFGC website and are updated by this chair.

National Garden Club Life Membership (NGCLM)

The National Garden Club Life Membership chair promotes life memberships in National Garden Clubs, Inc. Requests for applications and forms are sent to this chair to be forwarded to the NGC Life Membership chair. The cost for an NGC Life Membership is \$200.

The National Garden Club Life Membership chair presents the recipient with an NGC membership certificate and a card signed by the NGC president and the NGC Life Membership chair. Names of deceased NGC life members should be sent to the NGC Life Membership chair, the TFGC Membership Database chair, and the editors of *TVG* and *TNG*.

Deep South Garden Clubs Life Membership (DSGCLM)

The Deep South Garden Clubs Life Membership chair promotes life memberships in the Deep South Garden Clubs, Inc. Applications and requests for forms are sent to this chair to be forwarded to the DSGC Life Membership chair. The cost for a DSGC Life Membership is \$50.

TFGC Life Membership (TFGCLM)

Applications for TFGC life memberships are sent first to the District Life Membership chair who records the request for their district information. Then the District Life Membership chair forwards the application to the TFGC Life Membership chair with a remittance of \$75 per membership. TFGC life memberships last for the duration of a TFGC garden club member's life.

A TFGC life membership applies only to the club of record as shown on the application. When an LM (life member) wants to change her club of record, the member must write to this chair and provide the information for the change. When an LM belongs to more than one club, the member must inform the other clubs of the club of record for that LM.

Other clubs can record their LMs but must also make note of the club of record in order for their treasurer to claim only the LMs of their club and not LMs of other clubs. The club of record does not pay dues for a TFGC life member.

The TFGC Life Membership chair keeps completed forms for each TFGC LM in a card file of

members by districts. The card file contains the following information: name, address, date membership was issued, by whom given, name of applicant's garden club, and the district. The card file is created by this chair. New TFGC life membership names and addresses are sent to the TFGC treasurer, and the same information is forwarded to the TFGC Membership Database chair.

The recipient is presented with a TFGC Life Membership certificate signed by the Life Membership chair and the District Life Membership chair. The TFGC Life Membership chair may use *Form D* for New Member Notification names and *Form E* for names of deceased TFGC life members in order to send the information regularly to the TFGC membership chair and *TVG* editor.

NOTE: These forms are either emailed or mailed (depending on whether the online or paper form is used).

Litter/Recycling & Waste Management

The Litter/Recycling & Waste Management chair works in cooperation with the Legislation, Civic Development, and other committees to see that laws are passed and enforced to prevent litter blight.

The Litter/Recycling & Waste Management chair offers reports about reclamation centers in the state. Recycling helps industry obtain essential materials to develop energy independence and to conserve natural resources, and this chair encourages clubs to participate in these programs.

Waste management includes concerns of solid waste reduction and management, including litter control and Adopt-A-Highway, recycling, reuse, reduction in commercial packaging, hazardous waste, and nuclear waste reduction and management.

The Litter/Recycling & Waste Management chair provides related educational materials and programs that stimulates appropriate community action in the field of litter prevention, reclamation, and waste management.

Membership Database

The TFGC Membership Database chair reports to the TFGC president and TFGC Board as required. This position requires computer experience in working with spreadsheets.

The TFGC Membership Database chair maintains a current spreadsheet (by club) of all active TFGC club members' names and addresses, as well as life members, drops, deaths, inactive members, garden club councils, national affiliates, and plant societies. District Judges' Councils are recorded with the TCNAFSJ chair. TFGC presidential information is supplied to NGC by this chair.

The spreadsheet includes notation of all individual club presidents and any other pertinent information deemed necessary, such as members of more than one club. The complete spreadsheet is shared with the TFGC president and treasurer.

Individual district spreadsheets are to be shared only with their respective district directors and District Membership chairs. Spreadsheets are not shared with the general public or any other organization.

Each individual club sends membership lists and dues on [Form C: Annual Membership & Dues](#) to

their respective district director by the yearly due date of April 1. The list reflects all necessary updates regarding individual member status.

Each district director coordinates with their respective membership chair and treasurer to ensure list accuracy. Any discrepancies found on the submitted list is corrected through contact by the district with their individual clubs.

The TFGC treasurer forwards copies of Form C and Form D: New Member Notification to this chair. Form E: Member Change *Notification* is sent to this chair for purposes of updating the database. *Form E* is updated or changed by this chair.

NOTE: The [Forms section](#) on the TFGC website contains **online forms**, which are automatically sent to district directors, the Membership Database chair, and the TFGC treasurer, and **printable forms**, which can be filled out manually.

Membership Development

The Membership Development chair coordinates activities with district directors and district membership chairs to bring existing Tennessee clubs into TFGC.

The Membership Development chair also:

- Works to form new clubs in TFGC
- Recruits new individual members
- Encourages small clubs to form garden club councils
- Provide any pertinent information relative to club membership
- Supplies districts with any necessary printed material, training aids, and ideas that helps recruit new club members
- Reviews [Form NC: New Club Application](#) for all required information before the form is presented for signatures and brought before the board
- Updates *Form NC*

Upon completion of the application form, the district director submits a motion form to the TFGC Board of Directors at the next available board meeting for final approval of the new club.

NGC Member Services

The Member Services chair's theme is "One-Stop Shopping for Every Garden Club." This chair promotes the vast array of items listed on the NGC website.

The National Garden Club headquarters, which houses NGC Member Services, stocks NGC publications, basic information kits for club presidents, program materials, bylaws and standing rules, approved flower show supplies, convention ribbons and badges, *Vision of Beauty* calendars, slide programs, videos, and loan materials.

Refer to the [NGC website](#) to browse items to purchase, or download applicable documents and forms.

To directly order:

- Phone: 1-800-550-6007
- Email: headquarters@gardenclub.org

NGC Permanent Home

The National Garden Clubs, Inc. (NGC) headquarters is called “Permanent Home” and is in St. Louis, Missouri. Income from the Permanent Home Endowment Fund is used to support the building, grounds, furnishings, equipment, and maintenance.

This fund has been built from dedicated garden club members.

In the Spring of 1971, Tennessee became 100-percent in donating \$1 per member to our permanent home. To retain the 100-percent status, clubs use [Form D: New Member Notification](#) and send \$1 for each new member added since the past membership dues payment.

Using the *New Member Notification* form, individual garden club treasurers include a list of the new members, a check payable to TFGC for each new member, and send all to the TFGC treasurer. The names of 100-percent clubs are submitted regularly to editors of TVG and TNG.

All clubs are urged to contribute to our permanent home, regardless of the 100-percent status. All donations are forwarded by the TFGC treasurer to NGC headquarters to honor our TFGC presidents.

National Affiliates & Plant Societies Liaison

The National Affiliates & Plant Societies Liaison chair maintains and updates lists of National Affiliates and Plant Societies memberships and forwards these lists to all district directors for dissemination on a quarterly basis.

The National Affiliates & Plant Societies Liaison chair also prepares and updates lists based on membership applications received from district directors and referrals from the Horticulture & Improved Cultivars chair.

Membership of plant societies are based on the *TFGC Bylaws, Article III, Membership and Dues, Section I*, which states:

“Affiliate membership may be held by Audubon, plant, and ornithological societies, and garden departments of other clubs. Membership is not based on nor refused to anyone for reasons of race, religion, color, national origin, disability, gender, or age. Section 5 states that Audubon, plant and ornithological societies and garden departments of other clubs may become affiliates of Tennessee Federation of Garden Clubs, Inc., without the privilege of voting or holding office.”

A National Affiliate or Plant Society meets the following criteria by:

- Being a member of a permanent statewide or national plant society
- Being entitled to representation at the annual meeting by their president or alternate

- Paying annual dues (*Article III, Section 5, of the TFGC Bylaws*)
- Not belonging to a district

Plant societies:

- Are invited to state meetings and conventions
- Receive the link for *The Volunteer Gardener*, the state magazine
- May receive advertisements in *TVG*, if applicable
- Work with garden clubs for programs and speakers
- Receive garden club members as members in their societies
- Enter flower shows or garden clubs
- Sponsor a plant society flower show
- Receive the benefits of all other information

The National Affiliates & Plant Societies Liaison chair reminds affiliates and plant societies that dues are payable April 1. An application fee of \$5 and membership dues for one year of \$20 is payable to “Tennessee Federation of Garden Clubs, Inc.,” and is sent to the District Director chair who processes the application.

You can find [Form G: Affiliate Membership Application/Renewal](#) on the TFGC website. Applications are reviewed and confirmed by the district prior to submission to TFGC. District directors forward the application and check to the TFGC treasurer, who records the information and sends this same information to the Membership Database chair and this chair.

National Garden Week

In 1987, the Senate and House of Representatives in the Tennessee designated the week of the first Sunday in June in each year as “Garden Week.” A proclamation was signed in perpetuity by the governor. The chair of National Garden Week encourages all garden club members to observe the week with educational activities and projects that focus on the benefits of gardening.

The National Garden Week chair encourages such programs as the planting of trees by school children, memorial plantings, garden programs on radio and TV, garden tours, and a series of proclamations.

The National Garden Week chair also:

- Encourages gardeners to share food, flowers, and plants with nursing homes, the sick, shut-ins, and friends
- Develops ideas for garden clubs, councils, and districts to use
- Brings National Garden Week to the attention of communities and local governments

National & Tennessee Natural Disasters

The term *natural disasters* refers to devastation created by floods, tornadoes, hurricanes, earthquakes, ice storms, fires (nationally or within Tennessee).

The National & Tennessee Natural Disasters chair encourages contributions to the National or Tennessee Natural Disasters Funds.

Club contributions designate either *National* or *Tennessee* and are submitted on [Funds Collected Transmittal Sheet: Form A2](#) to the TFGC treasurer. Donations not designated are split 50/50 between National and Tennessee. The Tennessee Natural Disaster Funds remain in the TFGC treasury.

NOTE: International Disasters was removed by NGC on October 1, 2019.

Native Plants

The Native Plants chair encourages the protection, planting, growing, and identification of native plants in Tennessee. TFGC published a plant book, *Native Plants of Tennessee: A Book of Lists*, in 2019–2020.

Penny Pines

The Penny Pines chair educates, promotes, and raises funds for this conservation program in which NGC partners with the USDA Forest Service to replant replacement trees indigenous to a damaged area of a national forest.

The Penny Pines chair works with the TFGC treasurer for accumulating donations and sending donations, which must be made in \$68 increments, using the NGC Penny Pines form to NGC headquarters. Donors use [Form J: Penny Pines Donations](#) and may designate a specific national forest where the donation may be used.

In addition, donors can make the donation in honor of an individual or group. NGC issues a certificate acknowledging the donation. The Penny Pines chair files the NGC form with the donated funds and distributes the certificates to the club, individual, or whoever made the donation. The chair also keeps a donation record.

Personnel

The process of submitting the names of TFGC members who are interested in potential committee jobs (or when requested for NGC and DSGC jobs) is handled by the TFGC president, according to NGC and DSGC timelines.

Plant It Pink

This is an NGC continuing project, which recognizes that virtually all of us have been touched in some way by breast cancer.

The Plant It Pink chair encourages garden clubs to:

- Plant pink gardens at hospitals, cancer centers, and memorial gardens

- Participate in garden therapy activities
- Offer pink flower show classes
- Participate in other activities to promote awareness of the fight against breast cancer

Projects may be carried out by garden clubs working alone or by partnering with appropriate groups of their choice.

Protocol

According to *Webster's Dictionary*, "protocol" means the code of ceremonial forms and courtesies, of precedence, accepted as proper and correct official dealings.

The Protocol chair is available for consultation any time there is a state or annual meeting involving District, TFGC, NGC, and DSGC officers. [A Protocol Handbook](#) is used as a guide in all matters concerning protocol and can be found on the NGC website.

Public Relations & Media

The Public Relations & Media chair promotes and publicizes objectives and special projects of TFGC, NGC, and DSGC.

The Public Relations & Media chair also:

- Forwards new programs and projects to the district chairs with adequate information to enable them to promote the same with club members
- Periodically reemphasizes the importance of interaction and relationships between the board members, clubs, judges, and individual members
- Serves as a goodwill ambassador for TFGC

Publicity

The Publicity chair creates newsworthy articles to email or send hard copies to TFGC members for special events before the event.

The Publicity chair also:

- Prepares press releases in advance of events (e.g., conventions, conservation camp, and district meetings) for TFGC officers to insert their information for publication in newspapers, magazines, *TVG*, and the TFGC website
- Receives information from District Publicity chairs for TFGC publication

Recognition and Remembrance Book

In the late 1980s, the *Book of Recognition and Remembrance* was started as a way to recognize people who have been important to TFGC and Racheff House and Gardens. The book recognizes former or active presidents (in Honor), and it records and remembers people who have been instrumental in the life of a club or a district (in Remembrance).

It also serves as a memorial to friends, gardeners, spouses, and children of members. The *Recognition and Remembrance Book* chair enters the contributions in the book. Donors are recognized, and recipients or family members are notified by letter about this honor or remembrance.

The book is placed on a stand at Racheff House and Gardens and may be viewed by visitors and members alike. There is no set amount for money donated.

Write the check to “TFGC” and on the bottom left corner of the check, enter the initials “R and R” so that the TFGC treasurer knows where to direct the donation. In the past, money was split between TFGC and Racheff. The proceeds are restricted funds and, as of 2011, given solely to Racheff House and Gardens.

Reforestation

The Reforestation chair provides information on Tennessee forests, such as protecting our forests, investing in our forests, and the infestation of our forests.

The Reforestation chair also:

- Encourages garden clubs to work with local forest departments
- Promotes club programs about reforestation

Resolutions

The Resolutions chair draws or accepts resolutions, apart from those involving legislation, for presentation to the board.

The Resolutions chair also presents the Courtesy Resolutions for the convention, provided that a Convention Resolutions chair has not been appointed.

Resolutions may express gratitude for exceptional work in areas of service, such as beautification and preservation, or may concern such subjects as protesting destruction by builders or contractors, or damage to historical areas. With a committee of two additional members appointed by the president, the Resolutions chair signs all such resolutions after approval by the board.

Scholarships

The Scholarships chair works with the Department of Horticulture at the University of Tennessee and its branches, as well as other Tennessee universities and colleges, to recommend recipients for scholarships in horticulture, floriculture, or related fields.

The Scholarships chair also:

- Presents applications for these scholarships to the board of directors for approval
- Urges university officials to have students prepared to apply for NGC scholarships before December 1
- Updates all scholarship forms

For these forms, see “Scholarships” under [Projects & Programs](#).

Stationery and Printing

As of 2019, TFGC has a surplus of stationery at IRH&G/Racheff and with the TFGC president. An order for stationery or printing can be designated to an officer or chair by the TFGC president.

Tennessee Executive Residence Project (TNERP)

This project is a TFGC-statewide program designed to raise funds from member contributions across the state to provide fresh flowers and floral designs for specific projects at the Tennessee Executive Residence at the invitation of the First Lady of Tennessee. The chair of this committee acts as a liaison between TFGC and the office of the first lady to plan design opportunities and secure design participants from the four districts and garden clubs across the state on a rotating basis.

Project funds are derived from voluntary donations. Garden clubs are encouraged to contribute at a minimum level of \$1 per member, although historically, many garden clubs have contributed annually at a level greater than this. Each club treasurer sends all donated funds to the TFGC treasurer. The committee and participants of the TNERP send their receipts to the TFGC treasurer for reimbursement.

The budget for each event is to be determined by the Tennessee Executive Residence Project chair and is based upon available funds. Generally, design opportunities center around a holiday or special event and include gate decorations, as well as arrangements throughout the residence, Conservation Hall, and large tents on the grounds.

An activity/status report is distributed at the quarterly state board meetings and the convention. Articles describing recent projects can be submitted to the *TVG* editor and the TFGC website.

The National Gardener (TNG)

[The National Gardener](#), the official magazine of NGC, is published four times a year. In April 2021, the *TNG* is available only on the NGC website and does not require a subscription. *TNG* is dedicated to keeping the membership informed on organizational matters, promotion of objectives, projects, and programs.

The Volunteer Gardener (TVG) Editor

The *TVG* editor plans and publishes [The Volunteer Gardener](#), the official publication of the TFGC.

The *TVG* editor:

- Compiles and publishes four issues annually, consisting of Spring, Summer, Fall, and Winter issues. The publication timeline is set by the *TVG* editor or the TFGC president.
- Adheres to stated deadlines for submitting information (stated within *TVG* issues or by the editor). Material received after those dates are considered for publication in subsequent issues.
- Solicits electronic or written material and photographs for special articles that the TFGC

president suggests or agrees should be published

- Assembles materials as they come in
- Sends articles by email to the associate editor for editing and proofing.
- Sends a final PDF of *TVG* to the associate editor for a final proofing
- Modifies articles as necessary
- Informs the TFGC president of the digital release date
- Prints copies of each *TVG* issue and mails them to the Archivist, who places them in the Archives vault at the TFGC headquarters/Racheff
- Submits [Form B: Expense Reimbursement Request](#) to the TFGC treasurer for reimbursement of printing the archival copies

The Volunteer Gardener (TVG) Associate Editor

The associate editor communicates and works with the *TVG* editor to edit materials for correctness, spelling, punctuation, and clarity.

The associate editor also:

- Rewrites articles that are incomplete or unclear
- Rewrites and reorganizes for readability and clarity, as well as to accommodate the article in the space allowed, as directed by the editor
- Communicates by email with the *TVG* editor for all materials sent for publication

Trees

The Tree chair aims to inspire each district to gain a better understanding of the importance of trees and their impact on our lives and the world we live in.

The Tree chair also:

- Encourages the planting of memorial trees to mark special occasions, to honor a club member for special service rendered, or to memorialize deceased members
- Keeps up-to-date information on the effects of problems such as acid rain, pine beetles, and tent worms on trees throughout the state
- Works with the Tennessee Department of Transportation and local governments to promote tree plantings and beautification
- Works with the Legislation chair to have laws causing the unnecessary cutting of trees on state highways repealed or amended

Trillium Consultants' Council (TCC) of TFGC

This council represents consultants who have received their status from any one or all three of the NGC schools (Environmental, Gardening, and Landscape Design) and selected the name of the

three-level Trillium at the preconvention meeting of the joint schools on June 19, 2018.

The presiding officer, known as Council President, of TCC is a consultant in either of the three schools and be a consultant in good standing. The officer is elected as council president of the Trillium Consultants' Council of TFGC.

The Council gives assistance to the three NGC schools and refreshers. The council president appreciates beauty and its creation through the continued and advanced study of the three schools.

The Council:

- Encourages clubs to consider improvements of home grounds and public areas in our communities
- Supports all areas of our environment, gardening, and landscape design.

The Council encourages consultants to participate in the NGC guidelines for a state council (*NGC Article X, page 31*).

The NGC schools may be sponsored by a local garden club, council, district, judge's council, judges' study club, or the state club with surplus funds being retained by the sponsor.

1. Environmental Schools

The mission of the NGC four-course accredited school is to teach environmental literacy, to cherish, protect, and conserve the living earth. The study is an approach to understanding the environment and the interdependence of plants, animals, and humankind. Qualified and knowledgeable speakers are engaged for each eleven-hour seminar, including a two-hour field trip.

Courses include *Course 1: Ecology and Environmental overview; Course 2: Land; Course 3: Air and Course 4: Water*. A written examination is given for each course after all units of study and the field trip are completed. Upon successful completion of all four courses, the student becomes an accredited Environmental Consultant.

The Environmental Schools chair acquires TFGC board approval for an Environmental School in Tennessee and registers each course three months in advance with the NGC ES Accrediting chair and NGC Headquarters.

2. Gardening Schools

Gardening schools were established in 1977 by NGC to stimulate interest in all phases of gardening and horticulture. The program consists of four courses, followed by an examination. Areas of study include basic botany, soils, annuals, perennials, trees and shrubs, pests, diseases of plants, pruning, and many other selected topics.

Any club, group of clubs, or district or state organization affiliated with NGC may sponsor a series of courses. Courses need not be taken sequentially. Completion of a series of four courses and the exams gains the garden club member a Gardening Consultant certificate. The certificates are renewed in accordance with NGC procedures and become invalid if not renewed within five years. Master status is granted upon renewing the certificate for the

fourth time. The Certificate of Good Standing records are kept by this chair.

The Gardening Schools chair also:

- Is responsible for the gardening program throughout the state
- Ensures that all courses meet NGC requirements
- Keeps records of all courses held within the state
- Maintains files on all accredited gardening consultants in Tennessee

3. Landscape Design Schools

The Landscape Design Schools chair is a Landscape Design consultant in good standing and is appointed by the TFGC president.

The Landscape Design Schools chair also:

- Keeps in contact with NGC regarding Landscape Design schools, refresher courses, and credentials of each consultant
- Serves as chair of a school or appoints a school chair to conduct a Landscape Design school, including all aspects related to the school
- Either keeps or appoints a Landscape Design accrediting consultant to keep credentials for all Landscape Design consultants in the state
- Conducts all necessary refreshers and tours or appoints another person to conduct these refreshers and tours

Water & Wetlands Conservation

The Water & Wetlands Conservation chair develops and implements programs focusing on water conservation and water quality, providing information to each garden club with an emphasis on the problems and specific issues within their area.

The Water & Wetlands Conservation chair also:

- Publicizes through *TVG* the seriousness of groundwater depletion, groundwater quality, water supply, surface water quality, and wetlands protection
- Stays up to date on the development and implementation of the Clean Water Act, Safe Drinking Water Act, and other related laws and government programs in Tennessee
- Encourages clubs to have programs that educate and alert members to all water problems
- Promotes workshops
- Submits relevant articles to *TVG*
- Cooperates with the Conservation Camp and Legislation chairs for follow-up activities relating to groundwater

Ways & Means

The Ways & Means chair researches and develops fundraising projects and ideas for garden club projects to benefit TFGC, districts, or clubs.

The chair and the committee endeavor to complete any fundraising projects that may have been carried over from previous administrations.

The Racheff treasurer receives Ways & Means funds for the Amazon Smiles program for TFGC/Racheff. Wanda Copley (cell: 615-890-4458; email: wanny1mommy@gmail.com) receives the Kroger account funds and sends these funds to the TFGC treasurer.

Wildflowers

The Wildflowers chair encourages the protection, planting, growing, and identification of wildflowers (native and naturalized) in Tennessee.

Wildlife & Endangered Species

The Wildlife & Endangered Species chair promotes knowledge, conservation, and appreciation of plants and animals affected by the environment and are in danger of becoming extinct.

The Wildlife & Endangered Species chair also:

- Publicizes updated lists of endangered species
- Makes these lists available for garden clubs and youth groups to use
- Cooperates with related committees in promoting and planning constructive preservation action

Website Committee

Website Administrator

The Website Administrator chair maintains and optimizes the Tennessee Federation of Garden Clubs (TFGC) website.

The Website Administrator chair also:

- Serves as the committee lead
- Works with all website committee chairs to ensure the website contains up to date and useful information for all TFGC club members, officers, directors, and committee chairs

The chair and co-chair work closely with the TFGC president to ensure all content and links are updated and accurate. Tasks include:

- Replacing old content with new content
- Communicating with content providers and club officers if there are typos or other issues
- Using WordPress, the TFGC website management tool

These chairs upload content received from the president, officers, chairs, and others. The Website Committee checks all submissions for spelling, grammar, accuracy, and overall readability.

Administrators also assign and update login permissions for directors, officers, board members, and website committee members who need to access the site.

Forms Manager

The Forms Manager chair posts all TFGC forms to the website.

The Forms Manager chair also:

- Works closely with the TFGC president and other garden club representatives to ensure that TFGC forms are correct, up to date, and easy to use
- Meets with committee representatives who require certain forms for club business
- Deletes old content and replaces it with new content
- Ensures that online forms are dynamic and usable
- Ensures that the latest PDF forms are available for those club members who would rather print and fill out forms manually rather than fill them out online from the TFGC website
- Liaises with the website administrator

Calendar of Events Manager

The Events Manager chair gathers and edits all calendar special events for the Tennessee Federation of Garden Clubs' website.

The Events Manager chair also:

- Serves as the central contact for calendar events
- Works closely with the TFGC president and other garden club representatives to ensure events are correct, up to date, and contain all data relevant to the calendar (e.g., event name, date, time, location, topic, organizer, contact)
- Communicates with officers, board members, and district and committee representatives who require publication of their events on the TFGC calendar
- Deletes old event content and replaces it with new content
- Informs event representatives of any calendar conflicts to avoid training overlaps
- Liaises with the website administrator

Social Media—Facebook Manager

The Facebook Manager chair gathers and edits all content, photos, announcements, and links for the Tennessee Federation of Garden Clubs' Facebook site. The Facebook site can be accessed via a link in the TFGC website footer.

The Facebook Manager chair also:

- Serves as the central contact for all Facebook posts
- Works closely with the TFGC president and other garden club representatives to ensure Facebook posts are up to date and contain only relevant content
- Adds and deletes TFGC Facebook site members
- Communicates with officers, board members, and district and committee representatives who need Facebook posts
- Deletes old content and adds new content
- Informs contributors of any site standard conflicts
- Liaises with the website administrator to ensure that posts do not conflict with other TFGC website content

Social Media—Instagram Manager

The Instagram Manager chair gathers, formats, and edits all photos, announcements, and links for the Tennessee Federation of Garden Clubs' Instagram site. The Instagram site can be accessed via a link in the TFGC website footer.

The Instagram Manager chair also:

- Serves as the central contact for all Instagram posts
- Works closely with the TFGC president and other garden club representatives to ensure Instagram posts are up to date and contain only relevant content
- Communicates with officers, board members, and district and committee representatives who need Instagram posts
- Deletes old content and adds new content
- Informs contributors of any site standard conflicts
- Liaises with the website administrator to ensure that posts do not conflict with other TFGC website content

Key Websites

- Tennessee Federation of Garden Clubs—www.tngardenclubs.org
- National Garden Clubs—www.gardenclub.org
- Deep South Garden Clubs—<https://www.deepsouthgardenclubs.com/>

TFGC Youth

High School Distinguished Service Project Award

This is a new 2018 NGC award to be awarded to a high school student, grades 9-12, for an outstanding civic project making a significant improvement for public benefit, e.g., environment, conservation, landscape, horticulture, recycling, horticulture therapy.

A single member club, group of member clubs, districts, or a state garden club must sponsor the contest. Garden clubs are encouraged to reach out to youth groups already formed or to school classes.

High School Essay Contest

The High School Essay Contest chair reports to the Awards chair and is responsible for promoting and receiving all high school essay entries and for having the entries judged.

The TFGC deadline is before December 1. The Deep South deadline is before January 1. This contest is open to all students attending senior high school with the national winner awarded a \$1,000 scholarship. Rules, themes, scale of points, and deadlines are published in *TNG* in odd-numbered years or can be found on the NGC website.

NGC Youth Gardening

The NGC Youth Gardening chair reports to the Awards chair and encourages the formation of Youth Garden Clubs in the following categories:

- Juniors: Pre-K – Grade 6
- Intermediates: Grades 7–8
- High School: Grades 9–12

Youth clubs may be established with neighborhood children, school classes, 4-H groups, Boy/Girl Scouts, or church groups. Programs are tailored to the interest of the membership and to the grade level. NGC offers “Youth Floral Design Lesson Plans” on its online store to assist with the formation of youth clubs and program ideas.

Youth clubs must be sponsored by an adult garden club that belongs to NGC (if your club is a member of TFGC, you are a member of NGC), have a minimum membership of four for juniors and intermediates and five for high school clubs, and meet a minimum of four times during the club or school year.

All youth clubs register with this chair. By filling out [Form H: Youth Garden Club Registration](#), the sponsoring garden club registers the youth club each year by December 1 to qualify for youth awards. The first-time application fee is \$7, and the annual registration fee is \$10 dues for each youth garden club.

The NGC Youth Gardening chair registers youth clubs with the Awards chair when TFGC dues are paid and requirements are met. Youth club dues are sent through district directors to the TFGC treasurer. Form H is updated by this chair.

Another membership category is *Special Youth Clubs*, which may be organized to meet the requirements of children with special needs or those in crisis (hospitals, drug treatment centers, battered women’s shelters, and juvenile detention homes). These clubs differ from the regular youth category in that they are not required to have a minimum number of members, regular meetings, and members’ names need not be recorded in a yearbook.

NGC asks that Special Youth Clubs send a short annual report to this chair with the following information: sponsoring club, age range of children, meeting place, types of activities, and times and dates of meetings.

School Grounds & Outdoor Classrooms

The School Grounds & Outdoor Classrooms chair reports to the Awards chair and encourages clubs, councils, and districts to participate in school grounds improvement projects, such as establishment of butterfly gardens, native gardens, wildflower trails, and wildlife habitats.

The School Grounds & Outdoor Classrooms chair also promotes:

- Creating outdoor classrooms
- Planning cleanup days
- Landscaping the school's entrance
- Providing nature programs for youth in an outdoor setting
- Assisting students in planting vegetable gardens are all projects worthy of state and national awards
- Maintaining the existing outdoor classroom located at IRH&G/Racheff and encourages clubs to use this outdoor classroom

Smokey Bear & Woodsy Owl

In cooperation with the USDA Forest Service, state foresters, and NGC, the Smokey Bear & Woodsy Owl (SB/WO) poster contest is a creative program to educate children about the importance of fire prevention and basic environmental conservation principles.

The contest is open to students in grades 1–5.

The Smokey Bear & Woodsy Owl chair reports to the Awards chair, publicizing and promoting this contest among youth and furnishes contest details and procedures to all districts. Garden clubs' winning posters are submitted to this chair by January 22. This chair judges and forwards garden club winners to the DSGC chair by February 15.

Garden clubs can present "Certificates of Appreciation" (available from the NGC website) to all children who enter the contest whether they win or not. Refer to the [NGC website for detailed information](#), and refer to NGC and DSGC Smokey Bear/Woodsy Owl Contest awards printed in *TVG*.

Youth Poetry Contest

The Youth Poetry Contest chair reports to the Awards chair and promotes, receives, and arranges for the judging of poetry contest entries. Kindergarten through ninth grade and special education students are eligible to enter the youth poetry contest.

The TFGC contest deadline is December 1. The Deep South Poetry contest deadline is January 1. Refer to the Youth Poetry Contest chair for themes, rules, and entry procedures.

Youth Sculpture Contest

The Youth Sculpture Contest chair reports to the Awards chair and promotes, receives, and arranges for judging of sculpture contest entries.

The Youth Sculpture Contest chair encourages youth to keep our planet green and get involved with saving the environment. This contest is open to children in grades four through eight.

- Applications with photos are submitted to this chair before January 1.
- This chair submits TFGC winners to the DSGC youth sculpture contest chair by January 15.
- The DSGC chair submits winners to the NGC chair by February 15.

Tennessee Federation of Garden Clubs, Inc.

TFGC Special Projects

The TFGC Special Projects chair (or chairs) promotes TFGC Special Projects for the administration term to achieve the goals of TFGC by notifying all districts of the project and compiles the book of evidence to apply for any awards offered.

Deep South Garden Clubs, Inc.

DSGC Project

The DSGC Project chair serves for two years for the six southeastern states in the Deep South Garden Clubs, Inc. A conservation project is selected for each administration. The six states compete for first place in carrying out the goals and objectives of the project.

The DSGC Project chair also:

- Informs the districts with printed information regarding ways that they can participate in this project
- Keeps each district abreast of all incoming information from the DSGC Project chairs
- Encourages participation

The four districts collect information and photographs on projects pertaining to the DSGC Project and compile a book of evidence (BOE) for their respective districts. Having a DSGC project chair appointed in each district is beneficial. These BOEs may be entered as district projects in the DSGC project.

Copies are sent to the TFGC DSGC project chair who compiles the four BOEs into one BOE to enter for state competition in the DSGC Project Start Award. Refer to DSGC project information printed in *TVG* and on the DSGC website.

National Garden Clubs, Inc.

NGC Special Projects

The NGC Special Projects chair promotes and provides all materials from NGC to the TFGC districts and garden clubs interested in achieving these projects. NGC special projects information for awards and books of evidence are also provided by this chair.

NOTE: Each administration may add additional chairs or change chairs as needed.

Revision Dates: 2010, 2013, 2015, 2017, 2019, 2020, 2021, 2022, 2023