

# CIVIC BEAUTIFICATION

Budget \_\_\_\_\_

Members: 15 minimum

## Chairpersons' Responsibilities:

Coordinate committee meetings  
Submit report to monthly newsletter as necessary  
Establish design for Logo Garden and order plants  
Attend TFGC board meetings  
Supervise planting and maintenance  
Prepare Book of Evidence

Committee Size: Minimum of 15 members; however, *ALL FGC members are required to attend the planting of the Logo Garden.*

## PROCEDURES:

### Fall:

1. Conduct fall meeting to discuss and vote on design for next year's Logo Garden. Arrange meeting place, date, and time, and call or email all members at least two weeks ahead. Members should also decide what flowers to use. Choose two members to count the plants on the graph needed for the order, figuring 5 or 6 plants per square depending on size of plant. Encourage attendance of past and future year's members.
2. Draw the design on graph paper—1/4" square = 1". Size of Logo Garden 25' x 40'. It is best to use color—either colored pencil or watercolor. This could be done by the person that draws the design.
3. The flower order must be made by early December to Anna Blight at the Ag-Science Dept. of the TBA Career Tech Center. This can be done by email; however, it is better to take the design and information to her for discussion. Anna's email is [abligh@tbasid.k12.mi.us](mailto:abligh@tbasid.k12.mi.us)
4. Compile and submit 'Book of Evidence' to the 2nd vice president by the September meeting. Obtain the online application as the rules may change every year. This consists of three pages including two of photos and articles. Collect photos from the year's projects to be used.
5. Decide spring planting dates for Senior Center and Logo Garden for the program committee. Make sure the dates do not conflict with other meetings or events.
6. Summary of year's committee activities to club president by November. This can be a brief one-page report.

# CIVIC BEAUTIFICATION Cont'd . .

## Spring:

1. Keep in contact with Anna Blight about the plants and confirm the planting date for the Logo Garden.
2. Contact the Parks and Recreation Dept. with dates for planting at the Sr. Center and Logo Garden. Rob Britton 922-4910, x 122 is our contact.
3. Call Lori Wells at the Sr. Center with date of planting.
4. Prepare copy of weekly weeding schedule from mid-June to mid-Oct.
5. In April create some type of media (flyer) that explains to local businesses that TFGC is looking for submissions from local businesses that would like to be considered for a landscape and design award. Also, check about submitting an article in the newsletter that businesses receive. (Chamber of Commerce?)
6. Arrange meeting of committee members to plan for planting days and other summer activities. Contact all committee members at least two weeks ahead and announce at the April general meeting. Decide the use of 'Osmocote' and/or corn gluten. Choose sub-committees for:
  - a) Bringing thermos of water and cups for Logo Garden planting day;
  - b) Circulating weeding schedule;
  - c) Helping with the preparation of the garden bed one or two days ahead of the planting.
  - d) Collecting business names and planning the viewing route for business awards (Award's Coordinator)
7. Talk to TFGC Publicity team to contact local newspaper, TV stations, etc. regarding the planting of the Sr. Center and Logo Garden. Take lots of pictures for Book of Evidence!
8. The day before the entire club plants, have four people plus the TC Parks & Rec person set up stakes and draw out the logo design. Work from right to left.
9. On day of Logo Garden planting, arrive early (8:30am). Have two copies of the design in plastic sleeve. Supervise with specific instructions on spacing of plants and be responsible for 'on the spot' decisions. Purchase extra plants and arrange storage until the need for replacements (one flat of each).

# CIVIC BEAUTIFICATION Cont'd . .

10. Discuss with TFGC Publicity team about putting an article in the printed media regarding the community landscape awards the club will be awarding to two businesses in July.

## Summer:

1. Work with the weeding coordinator to encourage the weekly weeding. Submit the names monthly to the newsletter. Encourage this at the monthly general meetings.
2. Encourage all club members at the general meetings to be aware of business landscapes and submit names by the June meeting for possible civic awards which will be presented in early July.
3. Late June, plan with the CBC award's coordinator the date and route for viewing the businesses suggested for possible awards. Announce in newsletter or general meeting. When the winners are chosen, write a letter to each and arrange a date and time for presentation of awards. Coordinate with club president since she must present the award. Certificate has been made by Stephanie Nelsen, signed by the president, and must be framed. Pick up metal signs from past year's awards.
4. In early July the presentation of the Landscape design awards is made by TFGC president with the CBC members and any interested TFGC members in attendance. Talk to TFGC publicity team to contact local newspaper, TV stations regarding the award presentation. The publicity team should be present to take photos for submitting to the local papers. CBC takes lots of pictures for the Book of Evidence.
5. Be sure to pick up the metal garden award sign from the businesses by November 1st.