

FFGC Adult Award Book of Evidence Handbook

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Book Of Evidence

Because of the importance of some FFGC Awards and the extent of accomplishment that they represent, or because some simply will not fit on the new awards form, a Book of Evidence is required. The Following FFGC awards require a Book of Evidence:

- # 1 – Blanche Capel Covington; # 8 – Garden Club of the Year; # 10 –Mentoring Award (Book of Evidence 4 pages, front and back);
- # 62 –Mary S. Compton Awards for Publicity (Publicity PressBook) – unlimited pages, special guidelines;

	Guidelines	For Completing	a Book of	Evidence	
1. Use a lightweight, solid color, theme type binder, size not to exceed 8.5 by 11 inches. NO Ring Binders	2. Outside label should include the award number-name -class; district number, name of club, circle or group of clubs and city. No other embellishments.	3. On top of the first page include AWARD Number-name-class; district number;name of club.circle, or groups of clubs and city; percentage of members participating (when required) No Table of Contents required.	4. Firmly paperclip two copies of the completed application form to the inside front cover.	5. Only a summary should be written on the lower part of the FFGC Award Application Form. Place documentation and additional materials on the pages of the BOE.	6. Entries are to be sent to FFGC Headquarters to arrive on or before Award Due Date. Download award form from the FFGC website at www.ffgc.org

		Presentation			
Read each BOE to see how many pages you may use.	Pages may be placed back to back in a top loading sheet protectors.	Use standard 8.5” x 11”paper.	All material must be attached to pages, no loose material, no pull-outs or fold-outs.	Do not add extra information in back pocket.	Secure all photographs and/or materials neatly.

		Written Text			
All text must be typed.	Be concise. Follow all requirements in award description and Scale of Points.	BOE must include text and not just photos with labels.	Photos may be interspersed throughout text or following text.	Photocopies are permitted.	Trim all items neatly.

Mailing BOE	
When mailing Books of Evidence, DO NOT REQUEST “SIGNATURE FOR PROOF OF RECEIPT”.	To prevent damage in shipping, enclose book in sturdy box or (Priority Mail Packet perfect for one book) and secure with tape.

Return of Materials
BOEs will not be returned.

GENERAL GUIDELINES FOR COMPLETING A BOOK OF EVIDENCE

(Proof of Accomplishment)

(ALWAYS check the website one last time before sending in your awards)

**Use a lightweight, solid color, theme type binder,
size not to exceed 8.5" X 11". NO RING BINDERS ALLOWED.**



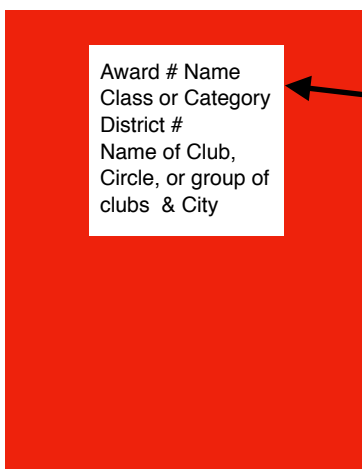
2. A plain label (no embellishments) with the following information should be placed on the cover:

Award # - Name -

Class or Category *(if there is one)*

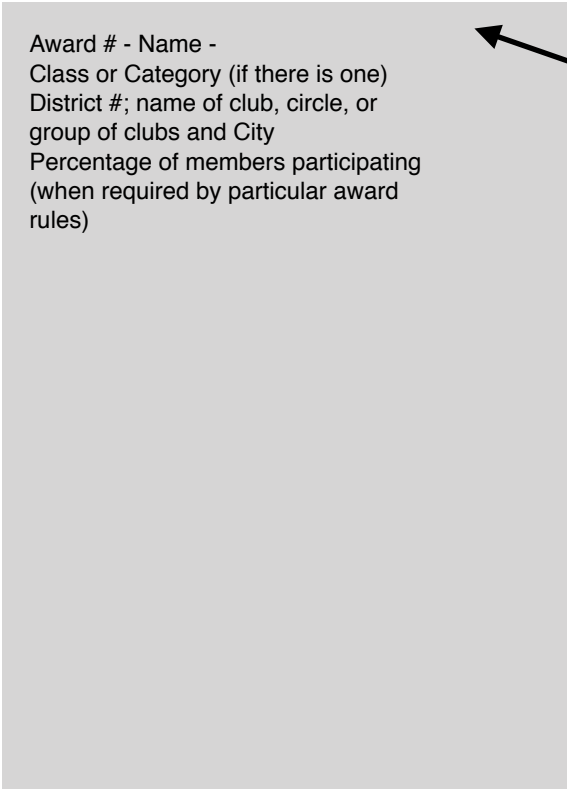
District #

Name of Club, Circle, or group of clubs & City



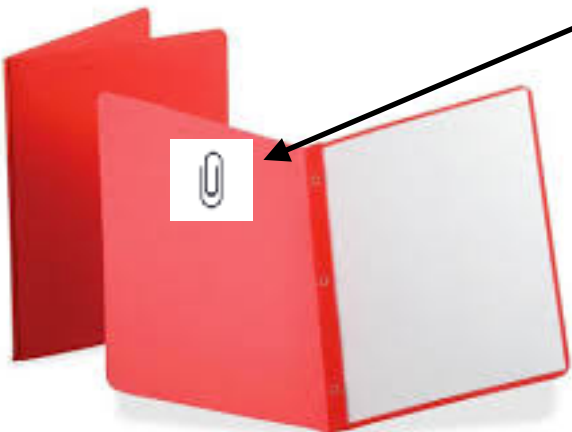
3. On top of the first page, include Award # - Name - Class or Category (if there is one); District #; name of club, circle, or group of clubs and City; **percentage of members participating** (when required by particular award rules).

No Table of Contents is required.

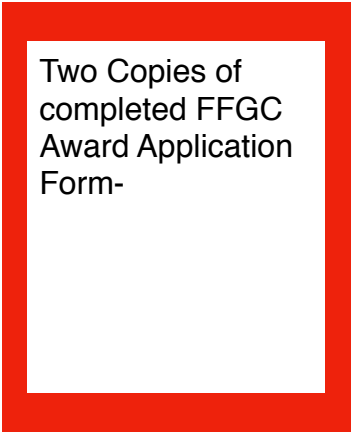


On top of the first page, include Award # - Name - Class or Category (if there is one); District #; name of club, circle, or group of clubs and City; **percentage of members participating** (when required by particular award rules).
No Table of Contents is required.

4. Firmly paperclip two copies of the completed FFGC Awards Application Form to the inside front cover of the binder.



Firmly **paper clipped** to the inside **FRONT COVER** of the binder.



5. The summary should be written on the lower part of the FFGC Award Application Form. Summary should be brief and require no more than the space on the lower part of the application form.
No additional pages allowed on the FFGC Award Application Form.

Award #: _____ Category: _____ Class: _____ Award Name _____
(1-5) (A-F)

District: _____ #Members in Club/Circle: _____ City: _____ Date: _____

Name of Garden Club or Individual/Group _____
[Enter name exactly as it should appear on any award received]

Garden Club President: _____ Phone: _____ Email: _____

Person preparing application: _____ Phone: _____ Email: _____

NOTE: Application form is limited to three printed pages, (this page and two additional pages) – front of pages only unless otherwise noted. (No report cover, binders, or plastic sheets allowed.) **Hard copy only; no electronic submissions (unless requested).** Application form will not be returned. Copy entry for your files. **Mail 2 copies** of your entry to FFGC Headquarters unless otherwise noted in the award description to arrive no later than Awards Due Date.

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes No Beginning date: _____ Completion date: _____
2. Have you applied for any other awards for this project? Yes No If yes, list other awards applied for.
3. Brief summary and objectives of project
4. Involvement of club members, other organizations, etc.
5. Project expenses and means of funding
6. Continuing involvement, follow up, maintenance
7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)

The summary should be written on the lower part of the FFGC Award Application Form. Summary should be brief and require no more than the space on the lower part of the application form.

No additional pages allowed on the FFGC Award Application Form.

DO NOT ADD 2 MORE PAGES TO THE APPLICATION.

The information in your BOE is where the majority of your proof and documentation will be located.

6. Entries are to be sent to either FFGC Headquarters by Award Due Date or appropriate person as indicated for that award. Check the current year and website for this information.

7. Presentation:

- Do not exceed six (6) pages, front and back, for a maximum of twelve (12) surfaces.

6 pages front and back =
12 surfaces

Pages may be placed back to back in six (6) top loading sheet protectors.

All material must be attached to pages. No loose materials, no pull-outs, and no fold-outs allowed.

Do not add extra information in any back pocket.

All photographs and other materials should be neatly secured to the pages.

Photocopies are permitted. (make sure your photos are of good quality **not out of focus**)

Trim all items **neatly**

- Use standard 8.5" X 11" paper. Pages may be placed back to back in six (6) top loading sheet protectors.
- All material must be attached to pages. No loose materials, no pull-outs, and no fold-outs allowed.
- Do not add extra information in any back pocket.
- **All photographs and other materials should be neatly secured to the pages.**
- Photocopies are permitted. (make sure your photos are of good quality not out of focus)
- Trim all items **neatly**

8. Written Text:

- All text must be typed.
- Be concise. Follow all requirements in **Award Description** and **Scale of Points**.
- BOE must include text and not just photographs with labels.
- Photographs may be interspersed throughout text or following text.

Let’s Tackle the Basic Scale of Points first...

SCALE OF POINTS

Unless another Scale of Points is indicated under a specific award, the Basic Scale of Points will be used to judge all FFGC Awards Applications. Be sure to study the requirements for each award and understand which Scale of Points will be used for judging that award.

Basic Scale of Points:

Presentation	5
Neat, concise, all information included on the FFGC Awards Application Form (3 sheets allowed) or in the Book of Evidence (if required).	
Achievement	65
Size and scope of project, need and fulfillment, benefit, accomplishment, comprehensiveness of work, activities to attain goals, evaluation of goals reached, educational value, prior planning, very brief history if continuing project, financial report, other.	
Participation	15
Size of club, involvement of members, youth, community, professionals, residents in facilities, others. Not all of these have to be involved.	
Record or Documentation	15
Supporting data (as applicable) clear and well-labeled, clear before and after photographs (if applicable), landscape plan (does not have to be professionally drawn), financial report, letters of appreciation, community awards, newspaper/ magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.	

Total: 100

Continued from Point Score Sheet

Presentation 5

Neat, concise, all information included on the FFGC Awards Application Form (Page 1 required) and the Book of Evidence.

**NEAT
CONCISE**
ALL INFORMATION included on the FFGC Awards Application Form (in BOE only the First Page of Application Form is used)

Many awards come to FFGC Headquarters and the Application Form is filled out with errors.

Reread everything out loud. First step to editing. Have someone else proof your work.

Award #: should be easy- but often done incorrectly. Double check yourself.

Category or Class: (if there isn't one—don't put one)

Award Name: just copy and paste or type it just like you see it.

District: Be sure to put the right District #, if uncertain ask someone.

#Members in Club/Circle: See your Yearbook or ask your treasurer

Name of Garden Club: (THE OFFICIAL NAME) **City:**__ **Date:** The date of Application **or Individual/Group** Sometimes the Award is for an individual, be sure to spell the name correctly.

Garden Club President: Be certain all the information is correct. Phone and email

Person preparing the Award: Accurate information , we may be contacting you after the FFGC judging process.

Award #: _____ **Category:** _____ **Class:** ____ Award Name _____
(1-5) (A-F)

District: ____ #Members in Club/Circle: _____ City: _____ Date: _____

Name of Garden Club or Individual/Group _____

[Enter name exactly as it should appear on any award received]

Garden Club President: _____ Phone: _____ Email: _____

Person preparing application: _____ Phone: _____ Email: _____

NOTE: Application form is limited to three printed pages, (**this page** and two additional pages) – **front of pages** only unless otherwise noted. (No report cover, binders, or plastic sheets allowed.) Hard copy only; no electronic submissions (unless requested). Application form will not be returned. Copy entry for your files. **Mail 2 copies** of your entry to FFGC Headquarters unless otherwise noted in the award description to arrive no later than FFGC Award Due Date or Special Due Date check the Website. **READ YOUR BOE RULES CAREFULLY ONLY the FIRST PAGE of AWARD APPLICATION IS USED.**

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes No Beginning date: Completion date:
2. Have you applied for any other awards for this project? Yes No If yes, list other awards applied for. **(If you are applying for another award for this project...NEVER just used the same exact wording you used with this award on another award.)**
3. Brief summary and objectives of project
4. Involvement of club members, other organizations, etc.
5. Project expenses and means of funding
6. Continuing involvement, follow up, maintenance
7. Is your BOE

#1 - Must have a beginning date that reflects the current year(s) the completion Date can be "Ongoing"- if it is.

#3 - For the BOE keep your #3. Summary Brief.

#4 - #6 - Must be reported on.

#7 - is your BOE

The following is True for every Award Application you submit

Award #: _____ Category: _____ Class: _____ Award Name _____
(1-5) (A-F)

Do you see **Category**: and it has numbers under it... where the line is; one of those numbers between **1 -5** goes there, **IF** the Award has a Category.

Do you see **Class**: and it has letters under it... where the line is; one of the letters **A-F** goes there, **IF** the Award has a **Class**.

If there isn't a **Category** or **Class** you leave the line **BLANK**.

Example of the wording:

Award: An award of \$25 is offered in the following

Categories:

1. Small Clubs/Circles 29 members and under
2. Medium Clubs/Circles with 30-59 members
3. Large Clubs/Circles with 60-99 members
4. Ex-Large Clubs/Circles with 100 members

Award: \$25 may be awarded in each Class listed below.

Classes:

Class A - Club or Circle

Class B - Individual Member

Continued from Point Score Sheet

Achievement.....65

- Size and scope of project (explain)
- need and fulfillment (how does this project effect the target group)
- benefit (positive effects)
- accomplishment (explain in your narrative the scope of achievement)
- comprehensiveness of work (the terms above include this)
- activities to attain goals (be specific)
- evaluation of goals reached. (did you achieve what you set out to do?)
- educational value (remember FFGC objectives)
- prior planning. (meetings, phone calls, research)
- very brief history, if continuing project (if this is an ongoing project, give a short history)
- financial report (detail how the project was supported financially, spent and from where the money came from)
- other

Participation15

- Size of club
- involvement of members
- youth
- community professionals
- residents in facilities
- others
- Not all of these have to be involved
-

Above listing is a good reminder of all the areas we touch in our communities. Give numbers or percentages of how many help on the project. Often clubs writing awards suggest there were many members involved. Please state the numbers or percentages.

Record or Documentation.....15

- Supporting data (as applicable) clear and well-labeled
- **clear before and after** photographs (if applicable) (you can't take a before picture after)
- landscape plan (does not have to be professionally drawn)
- financial report
- letters of appreciation (Ask attendees to write one)
- community awards
- newspaper/magazine articles (if possible) (please include the Newspaper header with Date)
- radio or TV script (if possible), etc.
- Photocopies are permitted.

Above listing goes into the details that make up thorough planning for any project. So utilize Point Scoring sheets as your Outline during preparation, rather than after you have done the project.

#1 BLANCHE CAPEL COVINGTON LEADERSHIP

Donor: Heirs of Blanche Capel Covington

Description/Purpose: This award was established in 1943 by Mrs. Covington, a former FFGC President. It is perpetuated through a trust fund by her heirs. **To obtain from clubs reports of outstanding personal contributions and/or outstanding club accomplishments achieved through sustaining strong leadership by nominee in one or more of the following areas: Civic development, horticulture therapy, youth activities, conservation landscape design, horticulture, floral design, or all-around excellence.** A list of prior award winners can be viewed here.

Proof of accomplishment: A Book of Evidence (BOE) is required. It should be no more than six (6) pages, front and back, for a maximum of twelve (12) surfaces.

Look at what the Award Writing is emphasizing.

It should include:

publicity

photographs

copies of citations

letters from officials

and other pertinent EVIDENCE

***Use your guide for writing your BOE and STRESS the above requirements.**

“outstanding personal contributions”

outstanding club accomplishments achieved through sustaining strong leadership by nominee in one or more of the following areas:

Civic development,

horticulture therapy,

youth activities,

conservation landscape design,

horticulture, floral design, or all-around excellence.

Guidelines for preparing BOE are found under Awards General Rules.

Eligibility: Any member who currently serves or has ever served on the NGC Board of Directors is not eligible for NGC Member Award of Honor.

Award: A gift silver pin/pendant with a value of \$300 each be awarded to the winner. The winning nominee will be forwarded to Deep South Region for consideration for the Member Award of Honor if eligible. (If the winner is ineligible, winners of Awards 2 or 3 may be considered as Florida's entries for the Deep South and National Member Award of Honor.

Submission: Send 2 copies of Awards Application and BOE to FFGC Headquarters, attention of Current FFGC President, by FFGC Awards Due Date, varies from year to year.

#8 GARDEN CLUB OF THE YEAR

Description/Purpose: To recognize a garden club in Florida which excels in all aspects of garden club activities. The winning entry will automatically be submitted for the Deep South Garden Club of the Year Award.

Proof of Accomplishment: A Book of Evidence (BOE) is required. It should be no more than **six (6) pages, front and back, for a maximum of twelve (12) surfaces**. Guidelines for preparing BOE are found under Awards General Rules.

The award is judged using the Scale of Points below and BOE should include information requested in **Scale of Points**.

Membership Increase (for one year).....20

of members on 1/1- _____ and # of members on 12/31- _____

If membership is limited, to what number? _____

What is your proof of membership numbers? What are you doing to retain members and getting new members? Explain your method.

Service..... 10

Continuing service provided by club members **(Take each of these sub categories and explain)**

Communications (describe briefly)

Other (describe briefly) **Get creative on this but it will show that you are doing more**

Club Programs..... 20

Horticulture, Design, Environmental Concerns, and/or Regional Project.

Member participation in presenting either programs or workshops.

Describe briefly and include yearbook page copy showing programs.

(Make certain that your yearbook gives a description and promotion of your Club Meeting programs)

Club Representation..... 20

Average # of members attending club meetings. # of members attending Spring/Fall District Meetings.

The following numbers are not required, but will be used in case of a tie: # of members attending FFGC Convention, DS Region Convention, & NGC Convention

Club Project(s).....20

Describe briefly and two photos may be included.

(Take pride in good photos.)

Club Finances..... 10

Are dues the only source of income?

Fundraisers – describe briefly and give amount of money raised

(The financial section is the downfall of most awards I look at. Details do matter in the Financial Report.)

TOTAL..... 100

Garden Club of the Year Cont.

Below is a section from Deep South instructions to read over.

Written Text

- All text must be typed.
- Be concise. Follow all requirements in award description and Scale of Points.
- BOE must include text and not just photos with labels.
- Photos may be interspersed throughout text or following text.
- Photocopies are permitted.
- Trim all items neatly.

**Read over the Deep South Award...if you win at the state level Your NGC/DS Awards Chair passing your FFGC Award on...
So it would be good for you to know how you will be judged going forward.**

24. Deep South Garden Club of the Year Entries

A cash award of \$50.00 will be given to a garden club that excels in the following categories: membership increase, service to members, club programs, projects, members attending club, district, and state meetings and/or sponsored programs. The garden club shall produce substantiating evidence of the club's accomplishments in the stated categories in the Scale of Points. A Book of Evidence is required, up to six pages, front and back.

Scale of Points Membership increase for 1 year 20

Number of members Jan.1 _____

Number of members Dec. 31 _____

If membership is limited, what number? _____

Service 10

Continuing service provided by club for members Communications (describe briefly) Other (describe briefly)

Club Programs (number _____) 20

Horticulture _____ Design _____ Environmental Concerns _____ Special and/or Regional projects _____ Members presenting programs/ workshops _____ Describe briefly (include copy of yearbook page showing programs)

Club Representation 20

Average attendance at garden club meetings _____ Number attending Spring/Fall district meetings _____ Number attending environmental or other State Programs _____

The following are not required but will be a bonus in case of a tie: Members attending State Convention _____ Members attending Deep South Garden Clubs Convention _____

Members attending National Convention _____

Club Project 20

Describe briefly on one page. Two photos may be included on a second page.

Club Finances – Funding club activities 10

Fundraisers (describe briefly) Number _____ Amount \$_____

TOTAL 100

NOTE: No Class or Category

#10 MENTORING AWARD

In honor of Carol L. Hall, FFGC President 2009-2011, for her theme, "Reach Out, Be a Mentor."

Description/Purpose: A mentor is a member who works with other individual members to pass on their experience, knowledge and connections and goes above the call of normal garden club duties and is a loyal member willing to give assistance and/or support to garden club officers and members across the state. "A mentorship is a relationship between two people where the individual with more experience, knowledge, and connections is able to pass along what they have learned to a more junior individual within a certain field."

Proof of Accomplishment: A Book of Evidence (BOE) is required. **It should be no more than four (4) pages, front and back, for a maximum of eight (8) surfaces.** It should include how the nominated individual has been a Mentor in garden club work within the state. **Up to three actual photographs or media pictures may be included in the book.**

Award: An award of \$50 plus a certificate will be offered annually **to recognize an**

A mentor goes above the call of normal garden club duties and is a loyal member willing to give assistance and/or support to garden club officers and members across the state.

- How did they do it? State specific instances. Dates, Years, Information is the key. How did they guide, encourage and lead.

To recognize an outstanding Mentor who has provided:

- Leadership
- Guidance
- Encouragement to a member of members of FFGC

Note: It should be no more than four (4) pages, front and back, for a maximum of eight (8) surfaces.

Note: No Class or Category when filling out Awards Application Form.

What is leadership? A simple definition is that leadership is the art of motivating a group of people to act towards achieving a common goal.

Words you might use to describe a leader with:

- Decisiveness
- Awareness
- Focus
- Accountability
- Empathy
- Confidence
- Optimism
- Honesty
- Inspiration

#28 HORTICULTURE LEADERSHIP AWARD

Description/Purpose: To recognize and award a garden club member for continued participation and leadership in horticulture on the local club level for a minimum of five (5) years.

Proof of Accomplishment: A Book of Evidence is required. The BOE should be no more than 6 (six) pages front and back for a total of twelve (12) surfaces. The information in the BOE should show that the individual nominated has:

1. Given horticulture programs to garden clubs, judge's councils, civic organizations, etc. Evidence could include a picture of the applicant giving a program or teaching a class, an article from a newspaper giving the name of the horticulturist and telling about the program, a thank you note from someone who attended the program, etc.
2. Entered and won Top NGC Exhibitor Award ribbons in horticulture in Standard Flower Shows and has served on flower show committees in some capacity. Evidence should include two entry cards with top awards indicated.
3. Been involved in the community and shows initiative beyond garden club by working with youth on horticulture, sharing horticulture expertise with church, library, historic places, etc. Include a picture or news article showing the program and participation in the community.

Books of Evidence will be judged using the **Scale of Points** below:

Presentation is neat and attractive	20
Summary of activities highlighting how member has shared knowledge of horticulture.....	40
Proof of accomplishments	40
Photos, letters, news articles, entry cards & photographs of horticulture winning top NGC awards, publicity	
Total	100

Award: An award of \$50

Submission: Send 2 copies of FFGC Awards application and BOE to FFGC Awards Chairman at FFGC Headquarters by Award Due Date found on website.

Let's Break it Down:

- Given horticulture programs to garden clubs, judge's councils, civic organizations, etc.
- **Evidence** could include **a picture** of the applicant giving a program or teaching a class, **an article** from a newspaper giving the name of the horticulturist and telling about the program, **a thank you note** from someone who attended the program, etc.
- Entered and won Top NGC Exhibitor Award ribbons in horticulture in Standard Flower Shows
- and has served on flower show committees in some capacity. (proof: Copy of a page from a Flower Show Program) Evidence should include two entry cards with top awards indicated.
- Been involved in the community and shows initiative beyond garden club **by working with youth on horticulture, sharing horticulture expertise with church, library, historic places, etc.**
- Include a picture or news article showing the program and participation in the community.

#62 MARY S. COMPTON AWARD FOR PUBLICITY

Description/Purpose: To recognize and honor clubs/circles for excellent coverage of club activities.

Proof of Accomplishment: Submit a Book of Evidence (number of pages is unlimited) using the requirements listed below:

1. Label on outside cover with name of award plus number and category, name of club, district number, city.
2. Submit in report cover or folder 8½ x 11 inches or 9 x 12 inches. No heavy scrapbooks or over-sized portfolios. **There is no limit on the number of pages.** Plastic page protectors may be used.
3. Material must consist of any of the following: newspaper, magazine, newsletter, notices or flyers for one-time events, or any printed publication clippings such as from The Florida Gardener with the name and date of publication over each article. Clear photocopies are permitted; reduced photocopies of large or lengthy articles are permitted. Downloading of published newspaper articles from the Internet is permitted.
4. **No page numbering or Table of Contents is needed.** Affix contents in chronological order January 1 through December 31. Clippings should be evenly cut; no loose clippings are permitted.
5. Each published item must contain the name of the organization and/or individual/s identified as a member of the organization. Underline first use of name of organization and/or member in each article.
6. Articles should include who, what, when, where, etc. where applicable; publicity promotion of FFGC and NGC objectives and goals.

Award will be judged using the following **Scale of Points:**

Scale of Points

Presentation	15
meets all requirements	
Quality	40
articles well written; publicity related to projects and/or activities	
Quantity	25
articles for each month, use of varied publications and media	
Diversity	20
local papers, district news, state and national magazines	
TOTAL	100

Award: An award of \$25 will be given to each winner in the following

Categories:

1. Small Clubs/Circles 29 members and under
2. Medium Clubs/Circles with 30-59 members Added to reflect DSR
3. Large Clubs/Circles with 60-99 members & NGC changes
4. Ex-Large Clubs/Circles with 100 members +
5. Districts

Submission: Send 2 copies of the FFGC Awards Application and BOE to: FFGC Publicity Press Book Chairman at PO Box 5391, Fort Lauderdale FL 33310-5391 by January 15.

#62 MARY S. COMPTON AWARD FOR PUBLICITY
Let's Go into the Details

3. Material must consist of any of the following:

Newspaper

Magazine

Newsletter

Notices or flyers for one-time events,

Any printed publication clippings such as from The Florida Gardener with the name and date of publication over each article.

Clear photocopies are permitted;

Reduced photocopies of large or lengthy articles are permitted.

Downloading of published newspaper articles from the Internet is permitted.

4. No page numbering or Table of Contents is needed.

Affix contents in **chronological order January 1 through December 31.**

Clippings should be evenly cut; NO loose clippings are permitted.

5. Each published item must contain:

The name of the organization and/or

Individual/s identified as a member of the organization.

Underline first use of name of organization and/or member in each article.

6. Articles **should** include **Who, What, When, Where**, etc. where applicable;

Publicity promotion of **FFGC and NGC objectives and goals.**

Do you have the FFGC and NGC Objectives handy?

You do not actually have to state the Objectives but the articles should be written to express the objectives.

This time there is a **CATEGORY for the FFGC Award Application based on your membership numbers. #'s 1 - 5**

FFGC - "To further the education of the members and the public in the fields of gardening, horticulture, botany, floral design, landscape design, environmental awareness through the conservation of the natural resources, civic beautification, nature studies, and to instill in our youth the love of gardening and the respect and protection of the environment.

"National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility."