



FFGC Awards Submission Rules & Procedures

AWARDS YEAR JANUARY 1- DECEMBER 31 UNLESS NOTED

(November/December projects and activities completed after State Due Date will be accepted for judging. However, due to Deep South and NGC Awards Year, January 1-December 31, winning awards will not be submitted to Deep South and NGC.)

Instructions

Ffgc.submitawards@gmail.com (Award Application submission email address)

Please follow instructions and observe the deadlines

All BOE (Book of Evidence) and Yearbook Award Applications: MUST be sent by postal mail to addresses found on this document (pages 6-13) AND a file of the 1st Page of Award Application MUST be emailed to ffgcawardentry@gmail.com. By emailing the 1st page of the BOE award application (example of **1st page of award** application found on page 4) the committee can be made aware that your award has been mailed to a postal address for evaluation.

If sending a book of evidence, SEND 2 COPIES OF BOE AND 2 COPIES OF FFGC AWARDS APPLICATION. DO NOT REQUEST "SIGNATURE FOR PROOF OF RECEIPT."

All FFGC Adult Award Applications: will be emailed to ffgc.submitawards@gmail.com

"Exception" BOE (Book of Evidence), #11 Yearbook, #12 Publications or Flower Show Schedules, these will be sent through postal mail.

***email address: ffgca.submitawards@gmail.com**

***cc: Yourself and Club President** (see example on page 6)

***Subject line: Award # & Garden Club Name** (see example on page 6)

Email only one Award at a time (to avoid confusion)

***In the Body of Email, it should Read: FFGC Award Name and Number and who is submitting award.**

Please refer to this document for information including "Where" and "How" to send your Awards, Due Dates, Category or Class for Adult Awards, Flower Show Achievement, Flower Show Related, Smokey Bear/Woodsy Owl, Junior Gardeners and Youth Awards.

***See Page 3 for Deep South and National Garden Clubs (NGC) Award Submissions.** There are awards for DS and NGC that are not compatible with FFGC Awards and still can be entered though the FFGC Awards Chair. Due 11/23

Download an "Enterable" FFGC Awards Application. Save it and Type on it

- **Save** your File 1st page and **Title in this Format:** Award #__ & Name of Garden Club *Example: Award #12 Win Win GC*
- Page 2 and page 3 may be a separate file, save the 2 pages together if possible: Award #, Name of Garden Club, pg. 2 & 3
- Visit FFGC Awards on www.ffgc.org to download a FFGC Awards Application and read the Description of Awards

Table of Contents

Instructions 1
Table of Contents 2
NGC and DS Awards..... 3
Examples 4
Examples 5
Awards 1-14 6
Awards 14A-33 7
Awards 36-49 8
Awards 50-64..... 9
Awards 65-78..... 10
Award 81..... 11
S-1 Scouts Award.....11
District Awards..... .11
Junior Gardener J1-J3..... 11
Flower Show Achievement . 12
Flower Show Related..... 12
Smokey Bear/Woodsy Owl 12
Junior Gardener J10-J40... .12
High School Awards..... 13
2021 Award Procedures....14-18

Abbreviations used in this Document

- NGC = National Garden Clubs, Inc.
- DS = Deep South Garden clubs, Inc.
- FFGC = Florida Federation of Garden Clubs, Inc.
- BOE = Book of Evidence
- BOI = Book of Information (membership totals)

FFGC President, Tina Tuttle’s Theme for 2021-2023 “Celebrating 100 Years”
Florida Federation of Garden Clubs, Inc.
Mission Statement

“Florida Federation of Garden Clubs, Inc. promotes the love of gardening, floral and landscape design, and civic and environmental responsibility by providing education, resources and networking opportunities for our members, youth and the community”

**National Garden Clubs (NGC) and Deep South
Garden Club (DS) Awards Due to the
FFGC Awards Chairman by 11/22/2023**

Steps to Follow:

National Garden Club Awards - www.gardenclub.org - Awards Tab

Email 3 page plus the NGC Cover Sheet to ffgcawardentry@gmail.com

Email 1 (one) award at a time

On Email Subject line: NGC Award # and Name of Club

Mail NGC Awards that cannot be emailed to: Dale DeFeo, FFGC Awards Chair, 20776 Torre Del Lago St., Estero, FL 33928-6384

Email the NGC Cover sheet to ffgcawardentry@gmail.com

NGC Awards - go to website - Download and fill out the NGC Award Application (Cover Sheet) **Save** file using NGC Award number and Name of your Club.

Type your award on the FFGC Application (3 pages only, fill out 1st page completely) type the NGC Award # and Name of Award on the FFGC Award Application.

Save file NGC Award# and Your Club Name and send to FFGC Awards Chair.

Steps to Follow:

Deep South Awards - www.deepsouthgardenclubs.com - Deep South Garden Clubs Award Procedures

Email 3 page plus Cover Sheet to ffgcawardentry@gmail.com

Email 1 (one) award at a time

On Email Subject line: DS Award # and Name of Club

Mail DS Awards that cannot be emailed to Dale DeFeo, FFGC Awards Chair, 20776 Torre Del Lago St., Estero, FL 33928-6384

Email the DS Cover Sheet to ffgcawardentry@gmail.com

DS Awards - go to website - Download and fill out the NGC Award Application (Cover Sheet) **Save** file using DS Award number and Name of your Club.

Type your award on the FFGC Application (3 pages only, fill out 1st page completely) type the DS Award # and Name of Award on the FFGC Award Application. **Save** file DS Award# and Your Club Name and send to FFGC Awards Chair.

This is an example of what the 1st Page of Book of Evidence or "BOE" the Award Application looks like. Mail to address listed in these instructions.

Remember this. Applicant MUST Email the 1st Page of Award Application to ffgc.submitawards@gmail.com

Because of the importance of some FFGC Awards and the extent of accomplishment that they represent, or because some simply will not fit on a 3-page award application, a Book of Evidence is required. The following FFGC awards require a Book of Evidence. Refer to information about each award for guidelines in preparing specific Books of Evidence.

FFGC Awards Application 2019-2021
 FFGC, American Gardeners Union, 5650 1st St., Raleigh, NC 27603-1001 | 336-722-8617
 Submit all awards, unless otherwise noted, by 11/30/20
 Book Award Submission Instructions | www.ffgc.net
 Email awards to: ffgc.submitawards@gmail.com (except for BOE and BOEW)

Award #: _____ Category: _____ Class: _____ Award Name: _____
 (If 2 or more boxes, check all that apply)

Division: _____ Membership in Division: _____ City: _____ State: _____
 Name of Garden Club or Individual (if group): _____
 (Enter name exactly as it should appear on any award received)
 *For Individual or Group - Garden Club name: _____
 Garden Club President: _____ Phone: _____
 Email: _____
 Person preparing application: _____ Phone: _____
 Email: _____ Address: _____

NOTE: Application form is limited to (unprinted) pages, 11x8.5 size and one additional cover - front of pages only unless otherwise noted. Be sure to submit evidence only, email cover to ffgc.submitawards@gmail.com. Exception: BOE and BOEW (will be mailed address). Substantial awards, unless otherwise noted, by 11/30/20 See Award Submission Instructions on FFGC Awards webpage. Please complete each task, 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 resources 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)
 Use your next 2 pages to complete your information with any of #3 - #7

Descriptions of the awards are found FFGC Website

1 – Blanche Capel Covington

8 – Garden Club of the Year

10 – Mentoring Award

28 – Horticulture Leadership Award

62 – Mary S. Compton Awards for Publicity (Publicity Press Book) Due 1/15

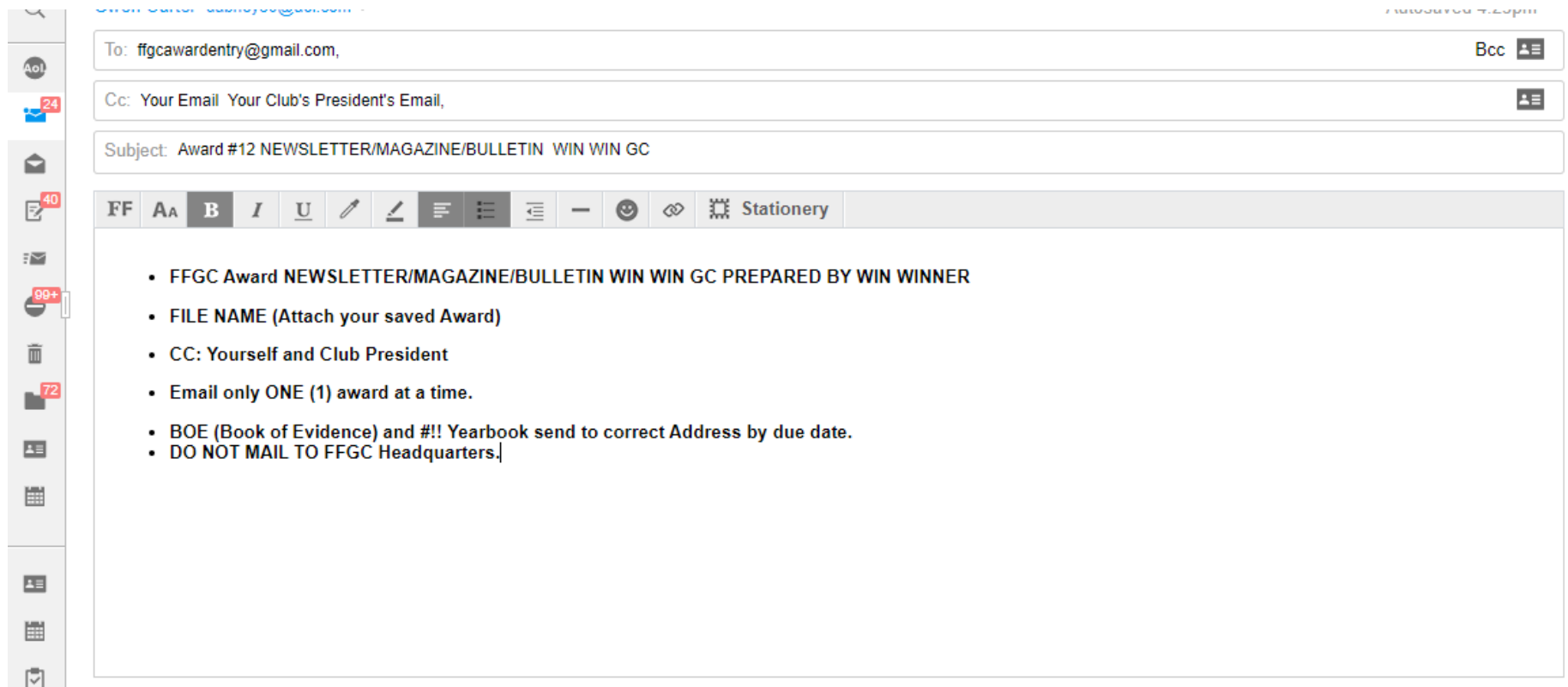
Flower Show Achievement Awards- Due 11/30

#13 - Publications MUST also be mailed

Save your PDF file with this wording “Example Award #12 WIN WIN GC”



Your email to ffgc.submitawards@gmail.com should look like this



Award	How to Send Award	Extra Step for BOE	Class or Category
#1 BLANCHE CAPEL COVINGTON LEADERSHIP BOE	Email Award to ffgc.submitawards@gmail.com Due 11/22	Email Award Application and BOE information for Award To ffgc.submitawards@gmail.com	No Category or Class
#2 OUTSTANDING SERVICE	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#3 LEADERSHIP	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#4 FFGC AWARD OF EXCELLENCE FOR A CLUB	Email Entry to District Director I- XII Due 11/1	District Director Email Award to ffgc.submitawards@gmail.com Due 11/24	No Category or Class
#5 SPECIAL ACHIEVEMENT	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A, B, or C
#6 METAL FOR INDIVIDUAL ACHIEVEMENT IN HORTICULTURE	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#7 CERTIFICATE OF DISTINGUISHED SERVICE TO A STATE PRESIDENT	N/A	N/A	N/A
#8 GARDEN CLUB OF THE YEAR	Email Award to ffgc.submitawards@gmail.com Due 11/22	Email Award Application and BOE information for Award To ffgc.submitawards@gmail.com	No Category or Class
#9 SPECIAL MEMBERSHIP INCENTIVE BOE Bi-Annual	Email to ffgc.submitawards@gmail.com Due March 20, 2025		
#10 MENTORING AWARD BOE	Email Award to ffgcawardentry@gmail.com Due 11/23	Email Award Application and BOE information To ffgc.submitawards@gmail.com	No Category or Class
#11 YEARBOOK AWARD Send 2 copies of Yearbook and 2 copies of FFGC Award Applications Do not request signature	Mail to 3rd Leticia Gunn, 8915 NE 9 th Ave., Miami FL 33138 Due 11/1	Email Award Application pg.1 To ffgc.submitawards@gmail.com	Categories 1-7
#12 NEWSLETTER/MAGAZINE/BULLETIN	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#13 PUBLICATION Do not request signature	Mail to: Barbara Rao, 872 Bayport Circle, Venice, FL 34292 Due 11/23	Email Award Application pg.1 To ffgc.submitawards@gmail.com	Categories 1-4

Award	How to Send Award	Extra Step for BOE	Class or Category
#14 DEPALMA/SILLIK WEBSITE AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#14-A FACEBOOK AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#15 GARDEN THERAPY GERIATRIC & EXCEPTIONAL	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#17 DECORATION OF HISTORIC BUILDINGS	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A: Decorations emphasizing plant material or Class B: Decorations using artificial plant material Category 1-4
#18 HISTORIC PRESERVATION AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#20 YEAR'S HORTICULTURE PROGRAMS	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#21 HORTICULTURAL ACHIEVEMENT	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#26 PIONEERS IN FLORIDA HORTICULTURE	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#28 HORTICULTURE LEADERSHIP AWARD BOE Send 2 copies of FFGC Awards Application and 2 BOE copies. Do not request signature.	Mail to: Leslie Montwid, 2414 Coventry Ave., Lakeland, FL 33803 Due 11/22	Email Award Application pg.1 and BOE information for Award To ffgc.submitawards@gmail.com	No Category or Class
#29 COMMUNITY SERVICE DESIGN AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A or B
#30 COMMUNITY GARDENS	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4

Award	How to Send Award	Extra step for BOE	Class or Category
#31 THE MADIRA BICKEL CIVIC ACHIEVEMENT AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#32 PARK/CITY PLANTING	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#33 CLYDE D. WARE AWARD FOR CIVIC DEVELOPMENT	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#36 COMMUNITY SERVICE AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#37 SCHOOL GROUNDS BEAUTIFICATION	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#38 CIVIC BEAUTIFICATION/ GARDEN OF THE MONTH AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#39 ARBOR DAY CELEBRATION	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#40 ARLINGTON DOLLY MORRIS AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#41 THE SENATOR DIRKSEN MARIGOLD AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class

Award	How to Send Award	Extra Step for BOE	Category or Class
#42 EDIBLE GARDEN AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#43 BLUE STAR OR GOLD STAR FAMILIES MEMORIAL MARKER AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A, B, C, D
#44 NATIVE PLANT LANDSCAPING	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#45 EDIBLE GARDEN IN AN ORNAMENTAL LANDSCAPE AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Class or Category
#46 GARDEN TOUR AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#47 HABITAT FOR HUMANITY AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#48 (Cat. 1-4) FLOWERING TREE	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#49 TREE PLANTING ACHIEVEMENT Biannual	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#50 ENVIRONMENTAL EDUCATION AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A, B, or C
#51 ENVIRONMENTAL EDUCATION INVOLVING YOUTH AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5

#52 WILDLIFE SURVIVAL AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#53 WILDLIFE AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#55 ELOISE SNIFFEN CONSERVATION AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#56 BUTTERFLY CONSERVATION AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22 ffgcawardentry@gmail.com Due 11/23		Categories 1-4
#58 PROMOTING BEES THROUGH KNOWLEDGE	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A or B
#61 NELL COE AWARD	Email Award to ffgcawardentry@gmail.com Due 2/20/23		Categories 1-4
#62 MARY S. COMPTON AWARD FOR PUBLICITY BOE Send 2 copies of FFGC Awards Application and 2 BOE copies. Do Not request signature .	Mail to: Barbara Rao, 872 Bayport Circle, Venice, FL 34292 Due 1/15	Email Award Application pg. 1 To ffgc.submitawaards@gmail.com	Categories 1-5
#63 GARDEN CENTER PROGRAMS	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-4
#64 LIBRARY	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A or B
#65 CONVENTION DELEGATE	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#66 NATIONAL GARDEN WEEK AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5

#69 DIGITAL PHOTOGRAPHY AWARDS Current Year Photos	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A, B, C, D, E, or F
#71 THE ELLA JOYCE BOALS PROGRAM AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#73 PUBLIC PROGRAM	Email Award to ffgc.submitawards@gmail.com Due 11/22		Categories 1-5
#74 YEAR'S PROGRAMS	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A or B
#75 "FUN WITH FLOWERS" PROGRAM	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#76 "FUN WITH FLOWERS" SERIES AWARD	Email Award to ffgcawardentry@gmail.com Due 12/15		No Category or Class
#78 PARKS AND GROUNDS PROGRAM	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
#80 ART IN BLOOM	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Class or Category
81 FLORAL DESIGNER'S AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
S -1 SCOUT FLORIDA ARBOR DAY AWARD	Email Award to Barbara Rao,872 Bayport Circle, Venice, FL34292, Barbara_rao@hotmail.com Due 1/2		No Class or Category
D-3 MEMBERSHIP CITATION Biannual	Club email to District Director Due Date: 2/16/25 District Director emails to State Awards Chairman, ffgc.submitawards@gmail.com by Due Date: 3/1/25		

D-8 DISTRICT HORTICULTURE AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		No Category or Class
JUNIOR AWARDS			
FFGC J-1 JUNIOR DESIGN AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A, B, or C
FFGC J-2 YOUTH FLOWER SHOW OR YOUTH SECTION OF AN ADULT STANDARD FLOWER SHOW Do not request signature	Mail to: FFGC Awards Application to Barbara May, 4521 Barclay Fairway, Wellington FL 33449 Due 11/30		Class A, B, or C
FFGC J-3 SCHOOL GROUNDS BEAUTIFICATION	Email Award to ffgc.submitawards@gmail.com Due 11/22		Class A or B
FFGC J-4 YOUTH ENVIRONMENTAL EDUCATIONAL AWARD	Email Award to ffgc.submitawards@gmail.com Due 11/22		Category Pre K-5
NGC FLOWER SHOW ACHIEVEMENT AWARDS	See instructions below		
FFGC #101 - FFGC #112 Do not request signature	Mail to: Barbara May; 4521 Barclay Fairway, Wellington, FL 33449 Due 11/30	Use Flower Show Achievement Awards Application Email 1st Page of Award Application to ffgc.submitawards@gmail.com	
FLOWER SHOW RELATED AWARDS	See instructions below		

FFGC #120 - FFGC #133 Do not request signature	Mail to Gina Jogan, 6727 Hwy 99, Molino, FL 32577-4048 Due 11/30	Use Flower Show Related Awards Application 1 copy of award only. Email 1st Page of Award Application to ffgc.submitawards@gmail.com	
Smokey Bear/Woodsy Owl Do not request signature	Mail to: Jill Anderson, 8014 12 th Avenue S. St. Petersburg, FL 33707- 2709 Due 1/2		
JUNIOR GARDENER AWARDS	See instructions below		
J-10 thru J-40 Awards Do not request signature	Mail to Brenda Davis, 2270 N. Volusia Pt., Hernando, FL 34442 Due JANUARY 2		
INTERMEDIATE AWARDS	DUE JANUARY 2 ND		
I-1 YOUTH ENVIRONMENTAL EDUCATIONAL AWARD	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8
I-4 FIELD TRIP	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8
I-8 WILDFLOWER AWARD	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8
I-10 THE MARY NEWSOME AWARD FOR A FLORIDA STATE PARK	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8

I-16 THE MRS. MORGAN P, GILBERT TREE AWARD (Native Tree)	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8
I-18 BUTTERFLY CONVERSATION AWARD	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 6-8
HIGH SCHOOL AWARDS Due 1/2 EXCEPT HS-12 Due 1/1 Do not request signature	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661 Due 1/15		
HS-1 YOUTH ENVIRONMENTAL EDUCATIONAL AWARD	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 9-12
HS-2 FIELD TRIP AWARD	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 9-12
HS-20 HIGH ESSAY CONTEST "THE IMPORTANCE OF THE FLORIDA WILDLIFE CORRIDOR"	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661, sashandbob@aol.com Due 1/15		Category Grades 9-12
National Poetry Contest Do not request signature	Mail to: Sandra Lynch, 333 Sunset Drive, Apartment 1107, Fort Lauderdale, FL 33301-2661 Due 1/15		

Youth Sculpture Contest
Do not request signature

Mail to: Sandra Lynch, 333 Sunset
Drive, Apartment 1107, Fort
Lauderdale, FL 33301-2661
Due ½

Awards Year: January 1 to December 31 annually unless otherwise stated.

All awards may be presented annually, if merited. Any exceptions will be noted.

(November/December projects and activities completed after State Due Date will be accepted for judging. However, due to Deep South and NGC Awards Year, January 1-December 31, winning awards will not be submitted to Deep South and NGC.)

2023 AWARD PROCEDURES

Unless stated differently under the award description found on FFGC website Most Adult FFGC Awards (those that are 3 pages total) will be emailed to **ffgc.submitawards@gmail.com by November 22, 2023/Nov. 27/2024.** (Clarification on "stated differently" refers to BOE, #11 Yearbooks, #13 Publication Award that cannot be emailed.) **Newsletters/Magazine/Bulletins will be emailed.**

Eligibility:

- A. Only Florida Federation of Garden Clubs members are eligible to apply for FFGC awards unless otherwise stated in the award description. Members are: member garden clubs/circles, groups of member clubs, and individual members of garden clubs. Junior, Intermediate, High School Garden Clubs, Individual Youth must be sponsored by a member garden club to be eligible for specific FFGC and NGC awards.
- B. No club/s, circle/s, or individual/s may win the same award two years in succession; however, when it is an award for an individual project, a different individual in the same club or circle may win in successive years.
- C. When the same project is eligible for various awards, submitting exact duplication of the application is not acceptable. A significant change must be evident in the summary regarding the projects.

Application Forms:

The Award's first page of the 3-page application is available in a format that can be downloaded, filled in and saved. This form should be used for all awards unless otherwise stated in the award description and criteria (The following Awards have their own Award Applications: Flower Show Achievement, Flower Show Related, and Junior Gardeners).

Applications must conform to the following required criteria:

- There is a three (3) page limit, using only the front of each page - the first page is the FFGC Award Application Form plus two (2) additional pages, these additional 2 pages provide space for more information and evidence. (There are a few exceptions to this 3-page limit, and they will be listed with specific awards. Examples: "Book of Evidence, #11 Yearbook, #13 Publications, and Flower Show Schedules") **Award #12 Newsletters/Magazine/Bulletins will be emailed.**
- If a Scale of Points is included under an Award description, address topics listed on the Scale of Points along with any supporting data and photographs. If no Scale of Points is listed, use the Basic Scale of Points page 16 of the Awards Rules in this document.
- **Computer generated** entries are advised. If the preparer is deficient in computer skills, entries may be cut and pasted by hand. However, a clear, color copy of the hand-generated entry must be scanned and emailed.
- Flower Show Achievement Awards, Flower Show Related Awards, Junior Gardening use different application forms.
- Applications and Books of Evidence will not be returned except where noted in the award description.

Procedures for applying and deadlines:

The FFGC Award Application Form and documentation for most adult FFGC Awards must be emailed to ffgcawardentry@gmail.com to arrive on or before November 22, 2023, except where noted in the award description.

1. Complete the FFGC Award Application form - 3 pages only. (The 1st page of the Award Application provides all the detail information including Award #, Cat. Or Class, Name of Award, Garden Club, Contact Information and the starting place of showing your work through #1-7: the last 2 pages provide space to demonstrate more of the information to show what you did).
2. Email the 3 page only Award Application to ffgcawardentry@gmail.com (**See page 4 and 5 for examples**) to FFGC Awards Chairman Gwen Carter.
3. Any exceptions to this rule will be noted in the award description. The following are required to use Postal Mail: ALL Books of Evidence (BOE), Publication, Publicity and Yearbook, the 1st page of Award Application (the 1st page you fill out has all the detail information including Award #, Cat. Or Class, Name of Award, Garden Club, Contact Information) **MUST** be emailed to the Awards Chair also. Email to ffgcawardentry@gmail.com. By emailing the 1st page of FFGC Award Application the Awards Committee can be certain all awards reach their destination.
4. Deadline for submission is November 23, 2022, unless otherwise noted in award description.
5. Make and keep one copy of the entire application for your records.
6. Some exceptions to this procedure include: **Book of Evidence or "BOE" are to use postal mail to the address listed in these instructions pages 6-12. Applicant MUST Email the 1st Page of Award Application to ffgcawardentry@gmail.com, for a larger view please refer to page 4 of this document. Descriptions of the awards are found on the FFGC Website.**

The image shows the top portion of a form titled "FFGC Awards Application 2019-2021". It includes a logo on the left and contact information for the Florida Federation of Garden Clubs on the right. The form fields include:

- Award #, Category, Class, Award Name
- FFGC District (with a dropdown menu)
- FFGC Chapter (with a dropdown menu)
- Name of Garden Club and its address (Street, City, State, Zip)
- Contact information for the individual or group (Name, Phone, Email)
- Person preparing application (Name, Address, City, State, Zip)
- 7. Attach or insert photos, evidence, and/or landscape plan (check box) and note if not professionally done.

***NOTE - In the Awards Procedures**

"1st page of Award Application" is referred to numerous times.

The example to the left is what we are referring to.

This is an example of what the **1st Page of the Award Application** looks like. For a larger view please refer to page 4 of this document.

Because of the importance of some FFGC Awards and the extent of accomplishment that they represent, or because some simply will not fit on a 3-page awards application, a Book of Evidence is required. The following FFGC awards require a Book of Evidence. Refer to information about each award for guidelines in preparing specific Books of Evidence.

- # 1 – Blanche Capel Covington
- # 8 – Garden Club of the Year
- # 10 – Mentoring Award
- #28 – Horticulture Leadership Award
- # 62 – Mary S. Compton Awards for Publicity (Publicity Press Book) Due Flower Show Achievement Awards- Due November 30
- # 13 - Publications **MUST** also be mailed
- #12 - Newsletters/Magazine/Bulletins will be emailed.**

- **Award #11 Yearbook** - complete the necessary information on the FFGC Award

Application form (top -part only #1-6). Refer to Submission Requirements under detailed listing and to send by Postal Mail 2 copies of Yearbook and FFGC Award Application enclosed, directly to the **FFGC 3rd Vice President, Leticia Gunn, 8915 NE 9th St, Miami, FL 331138 by November 1. Email 1st page of Award Application to ffgc.submitawards@gmail.com (Emailing Awards Chair the 1st page of Awards Application allows for committee to document that your award has been sent.)**

- **Award #62 Mary S. Compton Awards for Publicity Press Books** - complete the necessary information on the FFGC Awards

Application Form (top part only). Prepare a Book of Evidence. No limit on number of pages. Submit by Postal Mail to Barbara Rao, 872 Bayport Circle, Venice, FL 34252. Email: Barbara_rao@hotmail.com.

*See page 4 for example of 1st page of award application. **Categories by Size**

Garden Club/Circle award applications shall be judged according to size determined by number of members on whom FFGC dues are paid. Look at the Book of information (BOI) or your Yearbook for Membership totals. To determine the category for each award, consult the description of categories under each specific award. **The category sizes may be different for different awards.** **Return of Materials** submitted on the three-page entry forms will not be returned. Make a copy of your application for your records.

Publications and Books of Evidence will not be returned. Make a copy for your records. 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 must 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

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 (BOE) is required. The following FFGC awards require a Book of Evidence. The Book of Evidence will be sent by Postal Mail and the award application will be emailed to Awards Chair. Refer to information about each award for guidelines in preparing specific Books of Evidence.

1 – Blanche Capel Covington

8 – Garden Club of the Year

10 – Mentoring Award

#28 – Horticulture Leadership Award

62 – Mary S. Compton Awards for Publicity (Publicity Press Book)

Flower Show Achievement Awards and Some Flower Show Related Awards

#12 - Newsletters/Magazine/Bulletins will be emailed.

General Guidelines for Completing a Book of Evidence (BOE) — (Proof of Accomplishment)

1. 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
 - District #
 - Name of Club, Circle, or group of clubs & City
3. On top of the first page, include Award # - Name - Class; District #; name of club, circle, or group of clubs and City; percentage of members participating (when required by 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.
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.
6. Entries are to be sent to proper address see Award Description Due 11/23.
7. **Presentation:**
 - Do not exceed six (6) pages, front and back, for a maximum of twelve (12) surfaces.
 - Use standard 8.5" X 11" paper. Pages may be placed back-to-back in six (6) top loading sheet protectors.

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.

9. **When sending BOE (Book of Evidence), DO NOT REQUEST “SIGNATURE FOR PROOF OF RECEIPT”, by postal mail.** To prevent damage in shipping, enclose BOE in sturdy box or packet (Priority Mail Packet is perfect for one BOE) and secure with tape.

10. **Return of Materials** – BOEs will not be returned. Make a copy for your records.

Junior Gardeners and Youth Awards

Deadline for application for Youth Awards (Junior, Intermediate, and High School gardeners) varies. Consult the submission requirements at the end of each Awards Description for the deadline for each award.

Send to appropriate Chairman as noted below:

- **FFGC Awards J-1, J-3 and J-4** are emailed to **ffgc.submitawards@gmail.com** Due 11/22.
- **FFGC J-2** mailed to: Barbara May; 4521 Barclay Fairway, Wellington, FL 33449 Due 11/30
- **FFGC Junior Gardeners Award Applications** should be mailed to Brenda Davis, 2270 N. Valusia Pt, Hernando, FL 34442 Due 1/2
- **FFGC Intermediate & High School Gardeners Award Applications** should be mailed to Sandra Lynch, 333 Sunset Drive, Apt. 1107, Fort Lauderdale, FL 33301-2661. There are various due dates. Consult the submission requirements at the end of each Awards Description for the deadline for each award.
- **Smokey Bear/Woodsy Owl Environmental Poster Contest** Mail Posters to: Jill Anderson, 8014 12th Avenue S, St. Petersburg, FL 33707-2709 Due 1/2
- **Flower Show Achievement Awards** - Send Book of Evidence and Flower Show Achievement Award Application to FFGC Flower Show Consultant, Barbara May, 521 Barclay Fairway, Wellington FL 33449 due 11/30. *Email 1st page of Award Application to **ffgc.submitawards@gmail.com***

- **Flower Show Related Awards** use the Flower Show Related Award Application and send to: FFSJ President, Gina Jogan, 6727 Hwy 90, Molino, FL 32577-4048 by 11/30. *Email 1st page of Award Application to **ffgc.submitawards@gmail.com***