

## GUIDELINES FOR COMPLETING A BOOK OF EVIDENCE

### Deep South Unified Project

Use a lightweight, solid color, theme type binder, size not to exceed 8.5"x11". See rules for individual awards for number of pages required. NO RING BINDERS.

Label, Outside Cover

Outside label should include number and name of DSGC Award, size of category, and name of club, city and state.

Awards Application Form Cover Sheet

Complete the necessary information on the DSGC Awards Application Form Cover Sheet. Firmly paperclip a copy of the completed application form to the inside front cover. Entries are to arrive no later than January 25 unless otherwise noted. Award Form Cover Sheet can be downloaded from the DSGC website, [www.dsgardenclubs.com](http://www.dsgardenclubs.com)

### Presentation

- Sheets may be placed in top loading sheet protectors
  - Use standard 8.5" x11" 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 other 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.

### SCALE OF POINTS

Participation: .....20

Club: size of club; percentage and involvement of members, community, government agencies, professionals, youth, residents in facilities, and others. Not all of these need be involved.

State: percentage and involvement of state membership; involvement of other agencies

Achievement: .....65

(scope of project; need and fulfillment; benefit to community; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; prior planning)

Presentation of Book of Evidence: .....15

(neat, concise, includes all required information for a Book of Evidence; supporting data, such as clear, well-labeled and neatly attached before and after photographs; landscape plan if applicable {does not have to be professionally draw}; financial report; letters of appreciation; community awards; newspaper/magazine articles; handouts/publications available at event, etc.; photocopies permitted) Not all of these are required if unavailable.

Total Points.....100