

## Florida Federation of Garden Clubs. Inc. Awards Procedures

Awards are ordered below by number. Be sure to read the award description carefully to gain understanding of the submission requirements, due date, any particular circumstances related to the award, and who is the donor for the award. This information is not listed elsewhere and not all requirements are the same.

**Awards Year:** January 1 to December 31 annually unless otherwise stated. All awards may be presented annually, if merited. Any exceptions will be noted.

UNLESS STATED DIFFERENTLY UNDER THE AWARD DESCRIPTION;

MOST ADULT AWARD APPLICATIONS are Submitted with 2 copies to State Award Chair by Due Date

### ELIGIBILITY:

1. 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, districts, 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.
2. No club/s, circle/s, or individual/s, districts may win the same award two years in succession; however, when it is an award for a individual project, a different individual in the same club or circle may win in successive years.
3. 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 Application is the 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, Smokey Bear, Woodsy Owl and Junior Gardeners).

### SUBMISSION:

**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, Yearbook, #13 Publications, and Flower Show Schedules" Award #12 Newsletters/Magazine/Bulletins, Award # 62 Publicity). 2 copies of any award must be Mailed if not submitted electronically (Electronics submission are in rare cases and will be noted.) **Example:** a Pandemic creating the situation of electronic submission to keep everyone safe.)

- **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 listed further down.
- **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 mailed.
- Flower Show Achievement Awards, Flower Show Related Awards, Junior Gardening, Smokey Bear, Woodsy Owl Contest, use different application forms. The awards above are mailed to the Chair of these awards by their due date. Intermediate, High School and NGC Contest awards use the FFGC Application unless otherwise indicated and are sent directly to this award chair and by their due date.
- **Award Applications and Books of Evidence will not be returned except where noted in the award description.**

#### **PROCEDURES FOR APPLYING AND DEADLINES:**

1. **The FFGC Award Application Form and documentation for most adult FFGC Awards must be sent to State Awards Chair by due date, except where noted in the award description.**
2. **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, District, 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.**
3. **Send 2 copies of Award Application to FFGC Awards Chairman to the location and due date indicated.**
4. **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, District, Contact Information) MUST be emailed to the Awards Chair also. Email to Awards Chair email. By emailing the 1st informational page of Award Application the Awards Committee can be certain all awards reach their destination.**
5. **Deadline for submission will be indicated on each award information found in the description of the award.**
6. **Make and keep one copy of the entire application for your records. A copy must be sent to your Club President, and District Awards chair electronically if possible.**

## **7. Some exceptions to this procedure include:**

- **Award #11 Yearbook** - complete the necessary information on the FFGC Award Application form (top part only). Refer to Submission Requirements under detailed listing and use Postal Mail with 2 copies of Yearbook enclosed including FFGC Award Application , 2 copies of Yearbook and FFGC Award Application sent directly to the FFGC 3rd Vice President. DUE DATE November 1st. Email 1st page of Award Application FFGC State Awards Chair (Emailing Awards Chair the information on 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 2 copies by Postal Mail to Designated Judge found in the Awards description by January 15. Email 1st page of Award Application to State Awards Chair.
- **Flower Show Achievement Awards** - Send Book of Evidence and Flower Show Achievement Award Application to FFGC Flower Show Consultant.
- **Flower Show Related Awards** use the FFGC Award Application and send to: FFSJ President.
- **Smokey Bear/Woodsy Owl Poster Contest** use the information needed for this contest and Mail to the Chair by the due date.
- **FFGC NGC Poetry Contest, FFGC NGC Sculpture Contest, FFGC NGC Essay Contest please follow directions and mail directly to chair. The Mailing information will be with the Award description.**

### **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. Use the FFGC webpage's Directory, 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**

Materials submitted on the three page entry forms will not be returned. Make a copy of your application for your records, give a copy to your Club President and District Awards Chair. Publications and Books of Evidence will not be returned. Make a copy for your records.

**All Awards should have a GOAL of promoting the Aims and Goals of FFGC and NGC.**

#### **FFGC 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."*

#### **NGC Mission Statement**

*"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."*

## BASIC 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) 2 copies of award provided 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. Reflects the Aims and Goals of FFGC and NGC.

#### **Participation .....15**

Size of club, involvement of members (this can be suited to project scope), 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 (even if the project did not cost anything to initiate, state the financial plan of the event or project anticipated and where the money came from) letters of appreciation, community awards, newspaper/magazine articles, Facebook Screenshots, (if possible), radio or TV script (if possible), etc. Photocopies are permitted.

**Total: 100**

## **BOOKS OF EVIDENCE (BOE)     [FFGC Book of Evidence Handbook.pdf](#)**

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 3 page awards form, a Book of Evidence (BOE) is required. The following FFGC awards require a Book of Evidence. Two (2) copies The Book of Evidence will be sent by Postal Mail . Refer to information about each award for guidelines in preparing specific Books of Evidence.

# 1 – Blanche Capel Covington

# 8 – Garden Club of the Year

# 9 - SPECIAL MEMBERSHIP INCENTIVE offered every other year due in even year of administration

#10 – Mentoring Award

#28 – Horticulture Leadership Award

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

#67 – Pressed Wildflower Collection Award

Flower Show Achievement Awards

and Some Flower Show Related Awards

### **GENERAL GUIDELINES FOR COMPLETING A BOOK OF EVIDENCE (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 or District and City name
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 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.
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 State Award Due Date and sent to appropriate person as indicated for that award.

7. Presentation:

- Do not exceed six (6) pages, front and back, for a maximum of twelve (12) surfaces. **Exception: (Follow the instructions of Award's amount of pages)**
- 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.
- 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.

9. When mailing BOE, DO NOT REQUEST "SIGNATURE FOR PROOF OF RECEIPT". 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.

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