

FFGC Adult Award
Book of Evidence Handbook
#70 President's Project-
Membership Incentive Award
Valerie Seinfeld

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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; #67 - Pressed Wildflower Collection Award

	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.**



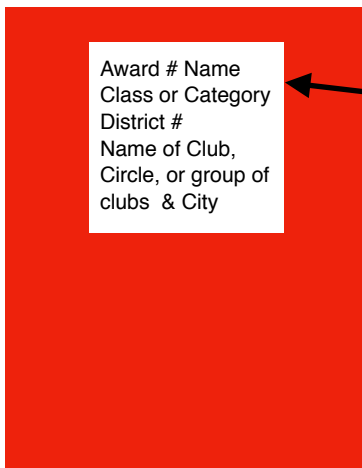
2. A plain label (no embellishments) with the following information should be placed on the cover:

Award # - Name -

Class or Category *(if there is one)*

District #

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

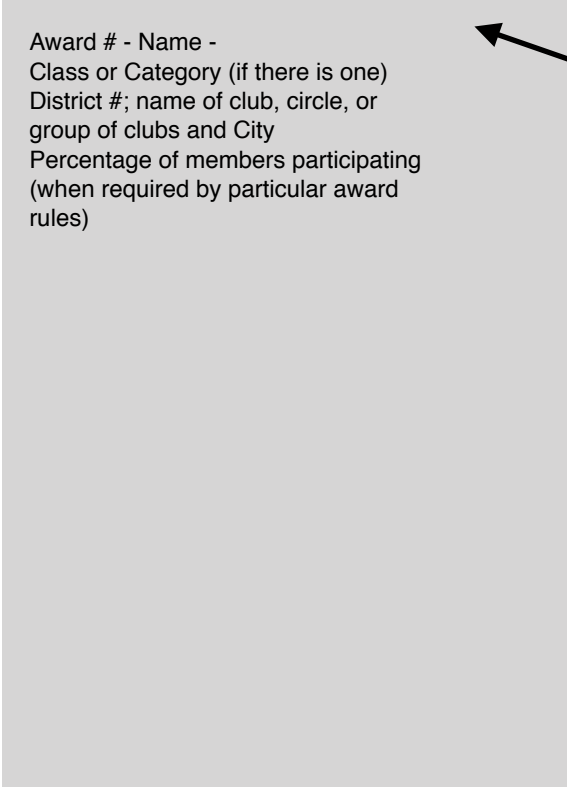


Award # Name
Class or Category
District #
Name of Club,
Circle, or group of
clubs & City

Label on FRONT of Cover

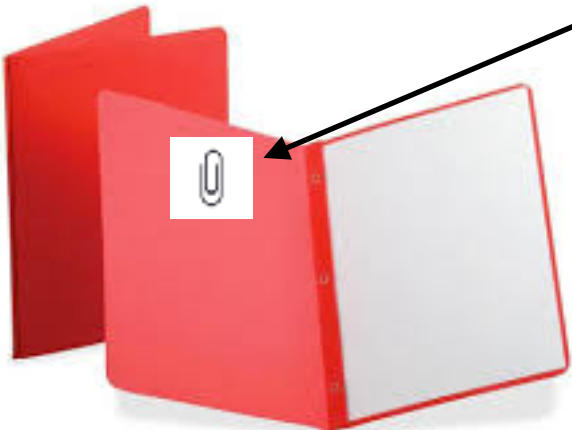
3. On top of the first page, include Award # - Name - Class or Category (if there is one); District #; name of club, circle, or group of clubs and City; **percentage of members participating** (when required by particular award rules).

No Table of Contents is required.

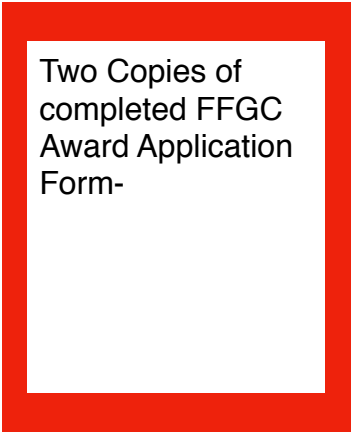


On top of the first page, include Award # - Name - Class or Category (if there is one); District #; name of club, circle, or group of clubs and City; **percentage of members participating** (when required by particular award rules).
No Table of Contents is required.

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.

#70 President's Project- Membership Incentive Award - 2 year award

Plant, Bloom and Grow Your Membership

Which will be awarded at FFGC Convention 2019

(World Golf Village, St. Augustine, FL, on April 6-9, 2019.

Donor: Florida Federation of Garden Clubs, Inc.

Description/Purpose: This special award is to show a significant increase in overall membership, not only with an increase in the numbers of new members but the retention of current members.

Proof of Accomplishment: Use the FFGC Awards Application and a Book of Evidence showing methods of HOW your clubs and/or districts obtained new members. Include the following information:

- Events: Membership teas, socials, community affairs, programs, classes, etc.
- Maintenance program: for the enrolling future members and retention of these new members.
- Proof of your beginning number of members at the start this project, retention of members, and the addition of new members.
- Financial information: including a budget for various events that garnered new members.
- Visual evidence with photos of membership events
- Publicity and club/community participation resulting in a significant membership increase is stressed over a cumulative 2 year period.

Award: \$250. may be awarded in **Classes** A, B,C & D listed below.

Classes:

A. Small Club with 50 members and under

B. Medium Club with 51-100 members

C. Large Club with 101 - 199 members

D. Ex-Large Clubs/Circles with 200 members and more

Submission: **Send 1 copy of FFGC Awards Chairman application** and BOE must be sent to the FFGC Headquarters delivered by **March 15, 2019.. No exceptions**

Note: For the FFGC Awards Application this BOE has a **CLASS**...not a Category **leave category blank.**

MARK on Outside of Envelope Award #70

Let's Begin to Break Down how to organize and write this award.

Description/Purpose: This special award is to show a significant increase in overall membership, **not only** with an increase in the numbers of new members **but the retention of current members.**

Above in the Description/Purpose...you now have your GOAL.

Next: How to get to Your Goal.



#70 President's Project- Membership Incentive Award - 2 year award cont.

Proof of Accomplishment: Use the FFGC Awards Application and a Book of Evidence should be no more **than 6 (six) pages front and back for a total of twelve (12) surfaces.** Showing methods of HOW your clubs and/or districts obtained new members. Include the following information:

- **Events:** Membership teas, socials, community affairs, programs, classes, etc.
Proof of each event by publicity and photos.

- **Maintenance program:** for the enrolling future members and retention of these new members.

Proof of Maintenance program. Do you have a Membership Chair tracking the attendance and involvement of each member. Who shows up to each meeting, program, or event. Have you found something to get a new member involved it? Having members involved helps you retain members.

- **Proof of your beginning number of members at the start this project, retention of members, and the addition of new members.**

Your Treasurer should be able to provide you with an invoice of payment of all your members dues even if you have Life Members.

If you have New Members, your Treasurer should be able to provide you documents of sending in the dues for each new members. Gather this information right away. Do not wait until the second year to gather.

Have proof of New Members by paid Membership dues submitted by March 1,2019 to FFGC Headquarters. You can include New Members you added in 2017-2018 year also. Prove that by New member invoice from last year. Use the New Member Form from FFGC Website.

- **Financial information: including a budget** for various events that garnered new members.
- **Visual evidence** with photos of membership events
- **Publicity and club/community participation resulting in a significant membership increase is stressed over a cumulative 2 year period.**

Also if you have prepared a new Membership Brochure, the cost should be in your financial report. Have you opened a "Meet Up Group "Account? Include the costs of any advertising in the Financial section., even if a member is paying for it. Donations by members is perfectly acceptable.

