

Guide to Preparing a Book of Evidence

FOLDER: A lightweight, solid color, theme-type binder should be used to secure the pages. The size is not to exceed 8 ½” x 11”, up to 6 sheets of paper, of which the front and back of each page being used, for a maximum of 12 pages.

LABEL: Outside Cover
Outside label should include number and name of NGC Award, Category, name of club, city and state.

AWARDS APPLICATION FORM:

- * Current NGC Awards Application forms are available from Regional and State Awards Chairmen or NGC website – www.gardenclub.org
- * Form must be signed by the state president and state awards chairman
- * Permanently attach one completed form to inside front cover and attach second copy by paper clip.
- * A 3-4 sentence summary is required on the form
- * Publications – enclose in an envelope with one copy of form permanently attached to outside and one enclosed inside envelope.
- * Yearbooks – firmly clip two forms to inside front cover.

CATEGORIES BY SIZE:

Garden club applications shall be judged according to size determined by number of members on whom NGC and state dues are paid, including Active, Associate, Inactive, honorary, Life, et al.

- i small club of 29 members or less
- ii medium club of 30-99 members
- iii large club or 100 or more members

PRESENTATION:

- * Not to exceed 6 pages, front and back for a maximum of 12 surfaces. Note: Flower Show books can use up to 10 pages, front and back.
- * Pages may be placed back to back in 6 top loading sheet protectors.
- * Use standard 8 ½” 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 photographs neatly and well.

TOP OF FIRST PAGE:

Begin page 1 with the number and name of NGC Award, name of club/s, number of members on whom NGC and state dues are paid.

WRITTEN TEXT: Concise, covers all requirements in award description and Scale of Points.

- * Must have text not just photos with labels.
- * Should explain scope of project; need and fulfillment; completeness of work; involvement of members, community government agencies, youth, etc. Planning; activities to attain goal; evaluation of goals reached; how project benefited the community; etc.
- * Emphasize work done in this calendar year; a very brief history may be included if continuing project
- * Include specific information required in each award

RECORD OR DOCUMENTATION:

- * Financial report as necessary
- * Letters of appreciation, community awards, radio/TV script; newspaper & magazine articles, etc.
- * Landscape plan, if needed
- * Clear, well-labeled photos with description
- * Before & after photos from same perspective
- * Photos may be interspersed throughout text or following text.

Through the NGC awards program, garden club members receive recognition for outstanding achievement. A Book of Evidence, which is a compilation of facts and information related to a project or program, is usually a requirement.

Preparation is important when applying for an award. Review possible categories which your project might be eligible. Plan to fulfill requirements listed in the scale of points by which your book of evidence will be judged. Take before, during and after photos; plan publicity; involve youth and/or the community, if possible; keep a record of income and expenses; strive for 100% membership participation; and adhere to the deadline for application.

Receiving a prestigious NGC award is one of the highest honors to be achieved. **Recognition** creates pride and encourages members to further their efforts.

Remember to:

Proofread carefully

When the same project is eligible for various awards, submitting exact duplication of books of evidence is not acceptable. The text should address the specific award requirements.

Things NOT needed:

- No title page
- No table of contents
- No summary
- Double spacing of typed material
- Photos need not be matted
- Cutting photos with decorative scissors is usually detracting
- Yearbook or yearbook pages for documentation
- Extra information in back pocket of book
- No specific size for label on outside cover
- Numbered pages

Refer to the 2007 fall issue of ***THE NATIONAL GARDENER*** for complete awards information.

FLOWER SHOW ACHIEVEMENT AWARDS

Only Standard Flower Shows are eligible for NGC Flower Show Achievement Awards. A show must score an average of 95 or more points as judged by the evaluating panel, which must consist of a minimum of three fully accredited NGC flower show judges.

One or more top NGC awards must be offered to be eligible for a national award. Each flower show is eligible for one Flower Show Achievement Award only.

Flower Show Achievement Books of Evidence are allowed 20 pages or 10 front and back. Photographs should be clear and in sharp focus. Avoid including people and/or trophies. Label each and incorporate the description into the narrative. Include adequate pictures of the horticulture, design, special exhibits divisions and the theme staging to reflect the quality of the show. Pictures of the top NGC award winners are essential. Winning exhibits in the horticulture division may be grouped together.

Follow precisely **ALL** requirements for a book of evidence as outline in the Award Rules and the *Handbook for Flower Shows*, 2007 edition.

Any questions, please contact:
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A....Attitude for Action
By

W....Working together
With

A.... Ability for Achievement
By

R.... Recording Results
Of

D... Dedication to our communities
For

S.... Success for our Service

GUIDE TO PREPARING A BOOK OF EVIDENCE

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