

Awards

Update on New Format

October 27, 2011

- Awards Information and Updates
- How to prepare the NEW Books of Evidence

APPLICATION FORMS:

- RIFGC, NGC & NER have NEW application forms and procedure for applying for awards.
- The application forms contain topics to be addressed along with any supporting photographs.
- There is a three (3) page limit, using only the front of the page.
- Binders and vinyl sheet protectors are no longer required or allowed.

- The NEW application form should not be used for Awards of Excellence or Flower Show Achievement Awards
- Each of these awards have their own Application Form which can be downloaded from the NGC website, www.gardenclub.org

Consent Form For Youth

- National has determined that from now on we must obtain a signed Consent Form for any child who's likeness, name or location within the state is to be published in any form.
- National will publish a template for this purpose.

A BOOK OF EVIDENCE

- Should be prepared for the following only:
- Flower Show Achievement Awards (10 pages (20 surfaces front & back) however sending a CD/DVD saved in PDF format is encouraged.
- Publicity Press Book (no limit on number of pages)

- Applications will not be returned. Exceptions noted.
- Applications may be submitted electronically to the State, Region and National Awards Chairman where applicable.
- Forms are available on the RIFGC, NER or NGC website. and from State Awards Chairmen.
- The NEW application form should not be used for Awards of Excellence or Flower Show Achievement Awards

PROCEDURE FOR APPLYING

- Complete the application form. Submit the original form (3 pages, only) to your State Awards Chairman by the deadline set by your state. If submitting by mail, include original and one copy.
- Keep one copy for your records.

Preparing a Book of Evidence

Include text covering:

- Who, what, when, where and why of the club activity/project being submitted
- Objectives of the activity or project
- How you achieved the objectives
- Results of the activity or project
- Refer to the description of the award and scale of points to determine what the judges will be looking for related to the specific award
- Plan for your Book of Evidence by collecting photos, etc. along the way

How to Prepare a Book of Evidence

1. Application Form
2. 3 Page description of project single sided pages only
3. Insertion of photographs and Text boxes
4. Save in a PDF format
5. Send electronically or mail a disk

Preparing a Book of Evidence



A picture is worth 1,000 words – use them to tell your story

NER Awards Application 2011-2013

Award #: **Award Name:**

Submitted by: **Number of members I**

[Enter name exactly as it should appear on any award received]

Date:

Name of State Garden Club:

Number in state garden club:

State Awards Chairman:

Phone:

E-mail:

•Application form is limited to three printed pages, – front of pages only.. (**No** report cover or binders allowed. **No** plastic sheets allowed).

•Application form will not be returned. (Exceptions: publication (books), CD/DVD). Copy entry for your files.

•**State Awards Chairman** must send entries (mail or electronically) to NER Awards Chairman to arrive no later than September 1

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes____ No____ Beginning date: Completion date:

2. Brief summary and objectives of project:

3. Involvement of club members, other organizations, etc.:

4. Project expenses and means of funding:

5. Continuing involvement, follow-up, maintenance:

6. Attach or insert photos, digital photos, and/or landscape plan (does not need to be professionally drawn).

NER Awards Application 2011-2013

Award #: 10 Award Name: The MRY Stone GRDEN Therapy Award

Submitted by: Bristol Garden Club

Number of members I 52

[Enter name exactly as it should appear on any award received]

Date: July 23,2011

Name of State Garden Club: Rhode Island Federation

Number in state garden club: 1574

State Awards Chairman: Judy Hager

Phone: 222-5589

E-mail: jhager@aol.com

•Application form is limited to three printed pages, – front of pages only.. (No report cover or binders allowed. No plastic sheets allowed).

•Application form will not be returned. (Exceptions: publication (books), CD/DVD). Copy entry for your files.

•State Awards Chairman must send entries (mail or electronically) to NER Awards Chairman to arrive no later than September 1

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes__x__ No____ Beginning date: March 12,2011 Completion date: May 21, 2011

2. Brief summary and objectives of project: This project was developed to raise awareness

3. Involvement of club members, other organizations, etc.: 89 members

4. Project expenses and means of funding:

5. Continuing involvement, follow-up, maintenance:

6. Attach or insert photos, digital photos, and/or landscape plan (does not need to be professionally drawn).

Insert Information Page 1/3

- To insert a picture, go to the Insert tab above
- Select Insert Picture (from file)
- Browse to directory containing picture and click on the desired picture. It will be inserted onto this page.
- Resize the photo by dragging a corner to increase or decrease a dimension. Drag the photo to the location that you want.
- Alternatively, you can right click and select size and position to select the height and width of you picture.

Insert Information Page 2/3

2011 Flower Show Class 12



2011 Flower Show Class 12

2011 Flower Show Class 12

- From the Home menu, you can select all items in the picture and Group them so that they resize automatically together.
- From here you can click on the figure and select the format menu on the right.
- The Crop command is on the right.
- Then you can select the portion of the picture you want to save.
- You can resize the picture and drag it to where you want it.
- You can rotate the picture also.

Insert Information Page 3/3



The Book of Evidence

- The Book of Evidence tells the story of the project's accomplishments in a concise and effective manner.
- The National Garden Clubs, Inc. has rules for a successful Book of Evidence and can be downloaded from www.gardenclub.org.

Deadlines to Remember

- State Awards are due to state awards chair by February 15th of each year.
- Awards Regional Awards are due to state awards chair by August 15th of each year.
- National awards are due to state awards chair by December 15th of each year.

Yearbook Awards

The new rules for the Yearbook (Award #21) are included in our State Awards Rules 2011-2013 they have been published on the website www.rigardencclubs.org

Selection of winners in each category will be made at regional level.

(No yearbooks or publicity press books should be sent to the National level).

Flower Show Awards

- A flower show must score a minimum of 95 pts. to be eligible to apply for a National Award.
- The Book of Evidence is maximum 10 pages, 20 front and back. Copies of the schedule must be placed in an envelope attached to the back inside cover. However, National would really like to receive these submissions electronically.
- Get complete rules by downloading Awards from the NGC website www.gardenclub.org.

Suggestions

- Use an overview of all awards to help you identify those of interest, then learn more about them.
- Plan for the award when developing the club's programs and projects for the year.
- Identify all activities needed for the award, the time frame it covers and its due date.
- Develop an action plan for completion of the book of evidence and application

Important Information

- State Awards (other than yearbooks) should be submitted to Kathie Mulkerin 12 Harbor Terrace, Cranston, RI 02905
- E-mail mulkerin3@cox.net
- RIFGC web-site www.rigardenclubs.org
- NER web-site www.ngcner.org
- NGC web-site www.gardenclub.org

Awards Due Dates

- State February 15th
- (January 1 to December 31)

- New England Region August 15th
- (June 1 to May 31)

- National December 15th
- (January 1 to December 31)

Two Additional Awards

Dates Due To State Awards Chair

- Publicity Press Book January 15
- (January 1 to December 31)
- Yearbook August 15
- (January 1 to December 31)

■ THANK YOU!