



## **National Garden Clubs, Inc. Guide to Preparing a Book of Evidence**

**Folder:** report cover or 2-pocket folder, no scrapbooks or oversized books. Folder should be large enough that pages do not hang out and sturdy enough to be mailed for judging.

### **Label on outside cover:**

- 1 Number and name of NGC Award, Category (size and eligibility), name of club, city and state.
- 2 No required size of label.
- 3 States may offer state awards with different award numbers and names. An award submitted for NGC competition must have NGC Number and NGC Award Name on label and at top of first page in text.

### **Awards Application form:**

- 1 Current NGC Awards Application forms are available from Regional and State Awards Chairmen or on NGC website [www.gardenclub.org](http://www.gardenclub.org)
- 2 The application form must be signed by the state president and state awards chairman.
- 1 Permanently attach one copy of completed application form to inside front cover and attach second copy by paper clip.
- 2 A 3-4 sentence summary is required on the NGC Application Form
- 3 Publications (newsletters, cookbooks, manuals): enclose Publication in an envelope with one copy of application form permanently attached to outside and one enclosed inside envelope.
- 4 Yearbooks: firmly clip two application forms to inside front cover. (Please fold so award number shows). Summary is *not* needed on application form for Yearbook. Do not enclose Yearbook in envelope.

**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 of 100 or more members.

### **Presentation:**

- 1 Not to exceed 6 pages, front and back for a maximum of 12 surfaces.
- 2 Pages may be placed back to back in 6 top loading sheet protectors.
- 3 Use standard 8 ½ x 11" paper.
- 4 All material must be attached to pages; no loose material; no pull-outs; no fold-outs.
- 5 Do not include extra photos, flyers, newspaper articles, etc. in back pocket.
- 6 Secure photographs neatly and well

**Top of first page:** No Title Page, no Table of Contents. No Summary  
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. Example:

#53 National Garden Week  
Green Thumb Garden Club  
32 Members

Green Thumb Garden Club members promoted National Garden Week, June 3-9 with a four night lecture series and five educational displays at the Ames Central Library. Monday night's speaker was Jane Ivey, club member and Master Composter who gave a 30 minute presentation followed by an outdoor demonstration of four compost methods. Jane was helped by students from .....

**Written Text:** concise, covers all requirements in award description and Scale of Points.

- 1 Each award must have text not just photos with labels.
- 2 The text should explain scope of project; need and fulfillment; comprehensiveness 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.
- 3 Emphasize work done in this calendar year; a very brief history may be included if continuing project
- 4 Include specific information required in each award, e.g. landscape plan; financial report
- 5 Double spacing or numbering pages is not required.

**Record or Documentation:**

- 1 financial report as necessary
- 2 letters of appreciation, community awards, newspaper/magazine articles, radio/TV script, etc.
- 3 landscape plan if needed should be well labeled; plan may be reduced.
- 4 photocopying, scanned material, reduction of material, and digital photographs are allowed
- 5 clear, well-labeled photos with description
- 6 before & after photos from same perspective
- 7 photos need not be matted; cutting photos with decorative scissors is usually detracting
- 8 photos may be interspersed throughout text or following text.
- 9 yearbook or yearbook pages are not needed for documentation.

**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. Example: landscaping the public library entered as #1 Civic Achievement would address the benefit to community, low maintenance for city, etc. Book of Evidence entered as #49 Community Landscape Design would emphasize the landscape plan, work with designer, choice of plants, execution of design.

**Publications**

Publications are submitted in an envelope – 3 sample copies from the calendar year.

Notices and flyers for one-time events are not eligible

The Scale of Points allots 65 points for Achievement for educational, informative, accuracy, clarity of subject; quality of printing, photography, and/or graphics, coverage received; general appeal (as applicable).

Promotion of NGC Objective/s is allotted 15 points.

- 1 Newsletters should promote all levels of garden club, i.e. state and national projects, encourage attendance at educational schools and courses, district and state conventions.
- 2 Even cookbooks can be promotional; the opening pages in a cookbook could include brief garden club history, how to join a garden club, objectives of NGC, how money would be used (scholarship, civic landscaping project)

Record or Documentation is allotted 15 points. Summary on Award Application should state

- 1 how often newsletter published, cost of publication, how many copies distributed, how distributed.
- 2 cost of publishing manual, how many distributed, price if sold
- 3 financial information, market purchasing cookbook

### **NGC Flower Show Achievement Awards**

- 1 Use *Handbook for Flower Shows* in applying for Award and in preparing Book of Evidence.
- 2 States may offer state-only flower show awards, but Books of Evidence submitted for a national award must have NGC Award Number and Name on the label and Title Page.