

Awards made
Easy!

WHAT IS A BOE

It is the *STORY* of your Project!
And every story has a

A Beginning

A Middle

And an Ending

You have to remember the person
Judging your Award has not been to
your garden or project.

You want to write your book
Completely, so they will know all
about your project.

First you have to Choose an Award Number

The Awards Rules are online at
tennesseefederationofgardenclubsinc.com

Click on Awards

Then click on

2023-2025 TFGC Awards Rules

**Read each award and choose
the one that best
fits your project.**

Then read it again. After you have
Filled out your award, read the
Award rule again, make sure you have
All info that is required.

Why don't clubs Apply for awards?

I have seen some award winning projects go by the wayside, what is sad is that these clubs could be winning cash!

A BOE is only THREE Pages Front side ONLY

It is important to take LOTS of Photos. Some BOE's can be entered into two different Awards, BUT they can not be the same BOE. So the more pictures you take the better

You should take photos during Planning...While working on the project and the finished project

When taking photos of youth and Residents, Take the photos where you do not see their face. Otherwise you will have to get a letter of consent

We have a new TFGC Application

The first thing you will need to fill out is
DO YOU HAVE RELEASE FORMS

If you have in your BOE any photos of
Peoples faces, then you must
get a release form signed.

You keep these forms on file, I do not
need them sent with BOE

TFGC Award Number & Name

This is where most mess up. Most awards are Not just a single number, there are other parts that go with it.

Example is: 29 Blue Star Marker

There are categories: A installation of, B landscaping. There is also: 1 small club, 2 med. club, 3 large club, 4 group of clubs, 5 district and 6 individual

So if you are a single medium club and
You are doing landscaping of, then your
complete number is 29B2

If you are an individual
And you landscaped a marker
Then your number would be 29B6

Be sure and get the whole number

The complete name of the award

The date is when you filled out
the application

Be sure and fill in what district you are in

The name of the club as you want it to
Appear on the awards certificate

*If individual put name
then the name of club*

Important

Fill out number of members in club

*If it is a group of clubs list the number
Of members in each club*

Be sure and fill out completely the
Contact name and address etc.

This is the person filling out
the application

VERY IMPORTANT

Do Not Leave this Blank

"Is this a new project - yes or no

Is it continuing project - yes or no

When did you start this project (date)

Expected date of completion

Or is it ongoing"

DO NOT LEAVE THIS OUT

POINTS WILL BE TAKEN OFF

**The Application is only the
cover sheet**

The main part of your BOE
is the next three pages

If you can tell your story in one page OK

If you can tell your story in two pages OK

**But you have to tell it in no more
Than three pages ! Front side only !**

**NGC came out with a
General Scoring Rubric**

This is what we use to judge your BOE's

Lets look at it, since these are the things
That they are looking for in your BOE

*You can go to the NGC website and get
The score rubrics for all the awards
There are some that have different values*

Presentation

Cover sheet included with
all sections completed.....2 points

Application is 3 page limit.....2 points

Application is neat and concise.....2 points

So you see why filling out completely is so important you could possibly have 6 points taken off, right off the top. That would more than Likely knock you out of placing

Achievement

1. Meets NGC Mission and Goals-6 points

Is your project about gardening, floral design, environment, conservation, wildlife, etc.

2. Scope of project defined.....4 points

Is there an explanation of how wide-range this project was? Is it just for a club, a larger group, or the entire community? Is it a large project or something small?

Example: the Herb garden project helps not only the residents but members learn about growing herbs.

3. Need Identified.....7 points

How did you come about doing this project? Did a club member suggest this project, or did an outside person come to the club suggesting the project.

Example: Jane told the club that the Senior home where her mother is, is needing an herb kitchen garden.

Or

The Senior Home contacted the president of the club asking if the club could do an Herb Kitchen garden for them to use.

4. Benefit to target10 points (members, recipients, community, etc.)

How will the members, recipients, community benefit from this project?

Example: the residents at the senior home are able to help plant, weed and harvest the herbs. By having this garden close by, it will save them money and time, and give the residents an outlet for exercise, plus give the food they eat fresh flavor.

5. Accomplishment of goals.....8 points

Was the group able to achieve everything they set out to accomplish or did they run into complications that caused them to scale back on their project? Was the project well-received by the audience?

Example: The club was allotted 6 rows to plant the herbs. All 6 rows were planted with 2 kinds of parsley, basil, thyme, rosemary, and lemon mint. Residents helped separate the plants and watered them once planted.

6. Comprehensiveness of work.....6 points

Was the project thorough? Did all the "little pieces" receive attention? Was this something very simple or complex?

Example: The club came and tilled, layed off rows, added fertilizer, planted herbs. The residents separated the herbs and watered the herbs after planting. The club members and residents will weed the rows on a weekly schedule. And the residents will water as needed.

7. Activities to attain goals explained

.....8 points

How did the club reach the goals set for the project?

Example: The club met several times before going to the Senior Home. Discussion was on what kind of herbs needed to be planted, were the herbs suitable for the direct sunlight, what kind of fertilizer was needed etc. Members then went to the Senior Home and layed out the garden, tilled and planted. All goals set were reached.

8. Evaluation of goals reached.....4 points

Has your BOE covered all the goals you set ?
Be sure to explain in your description how you reached them.

Be sure and give the judges all information they may Need to evaluate your BOE

**Remember they have not been to your project
So tell the story completely !**

9. Educational.....3 points

Was this project educational to the public and to the members

Example: The garden club members and residents and staff along with visiting youth learned the uses of herbs and how to grow them. The club had handouts with the information on each herb planted for the residents and visitors as well as the members.

10. Prior Planning.....3 points

What did the club do prior to planting the garden?
Meetings, research, etc.

Example: Club members were assigned names of herbs to research which ones would do best in the full sun or shade. Members also researched which fertilizer would be best to use, along with how to plant the different herbs.

11. Very brief history, if continuing project 3 points

This is where you will tell your story, from beginning to the end. Be sure and include future plans as well, if this is a continuing project.

Example: Jane brought to the club the need for an herb garden at the senior home where her mother resides. The area provided would be 6 rows. The club met 4 times prior to discuss what kind of herbs, the correct fertilizer to use.

On June 3 the club went to the Senior Home and tilled the garden, added the fertilizer and layed off the rows. Members came back on June 4 and planted the herbs with 8 residents, 3 staff and 4 visiting youth. After the herbs were planted 3 of the residents watered the herbs. Plant ID stakes were made by the residents and were placed at each plant. Club members passed out a brochure that had all the herbs that were planted. Members and residents plan on weeding and watering the garden once a week. The staff and residents harvested the herbs and are using them in their kitchen.

12. Other

Was there anything unusual about this project that would add interest to the BOE

Example: While planting the herb garden one of the residents out of town children came to visit and it was a special day to see the happiness. While the daughter was there she also helped her mom with the garden.

PARTICIPATION

- 1. % of member participation..12 points**
(may include any type of support given)

Example: There was 85% member participation in this project, 6 members tended the garden, 3 members brought plants, 4 members provided the printed material on herbs.

1. Involvement of others.....3 points (community, gov. agencies, professionals, youth, facility, residents, others)

Example: There was 85% member participation in this project, 6 members tended the garden, 3 members brought plants, 4 members provided the printed material on herbs. **14 residents were able to help with the garden and harvesting. 4 youth participated during planting and harvesting, 3 staff helped where needed.**

DOCUMENTATION

(Photo copies permitted)

1. Clear photos when applicable, labeled as needed
.....5 points

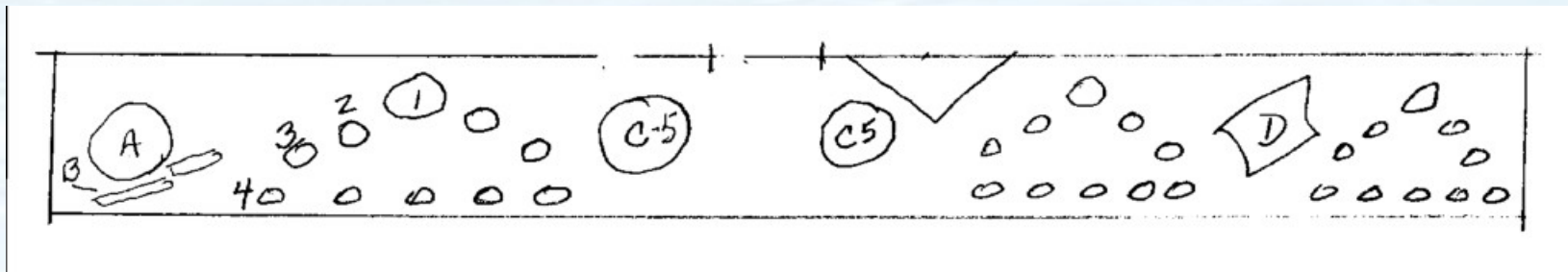
Example:



Here three of the garden club members are laying out the fabric, and planting the shrubs, while three more members are hauling the landscape rock to cover the cloth.

1. Landscape plan when applicable.....5 points (give full credit if not applicable)

Example:



A - tree stump

B - flat stones

C - Pots

D - Airplane

1 - Gold false Cypres

2 - Japonicas

3 - Panicle Hydrangea

4 - elijah blue fescue

C 5 and D were seasonal
mums

Then in November
planted

Pansies and
cabbages

1. Financial details.....5 points

Where did the funding come from for this project? Did your club take it out of the treasury? Did your club hold a yard/plant sale to raise the money? IF you have in kind donations, you need to give a dollar amount of what it was worth.

Example:

The Dayton Garden club held a plant sale and raised \$700.00, \$200.00 was taken out of the treasury and 3 members donated plants worth \$100.00.

This was the General Scoring Rubric, which is used for most of the awards, you will have to read your awards rules for other scoring rubrics. That is why it is important to READ the AWARD Rules !

The TFGC Awards Rules are online

Go to

tennesseefederationofgardenclubsinc.com

Click on awards

Scroll down to 2023-2025 TFGC Awards Rules

Open up and READ

SENDING IN BOE'S

***ALL 3 PAGE BOE'S ARE Due to me no later than
January 1.***

3 Page BOE's I only need ONE HARD COPY

***ALL YEARBOOKS ARE DUE TO YOUR DISTRICT
AWARDS CHAIRMAN DECEMBER 1***

She will send to me no later than January 1

***Flower show BOE's and Schedules are due to me
NO LATER THAN JANUARY 1***

I need one hard copy and a pdf send via email

Publications

Newsletters, flyers, brochures etc.

Due to me by January 1.

I will need one hard copy and a pdf.

Pressbooks

The deadline for them is January 15.

I need one hard copy only

Youth Awards

Smokey Bear, Sculpture, and Poetry

See our TFGC Youth Chairman for her deadlines

MY INFORMATION

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Best way to get in touch with me is via the email

DO NOT hesitate to email me with any question
That is my job and I am here to help you
get that award!

**YOU CAN NOT WIN
IF
YOU DO NOT ENTER !**

**GIVE IT A TRY, IT'S ONLY 3 PAGES
AND YOU COULD WIN MONEY
FOR THAT IMPORTANT PROJECT
I'M HERE TO HELP YOU !**

THANK YOU