



## Tennessee Federation of Garden Clubs

### What Is a Book of Evidence (BOE)?

It is the story of your project, and in every story, you have a beginning, a middle, and an end.

#### What's Involved in Creating a BOE?

A BOE is easy enough to put together. It is only three pages, one-sided. Add pictures of your project, before, during, and at completion.

#### New TFGC Application

Make sure you have the current [TFGC Awards Application](#) form citing the current chair and term date.

**REMEMBER:** The [TFGC Awards Application](#) is considered a cover page and does NOT COUNT as one of the three pages of the BOE.

#### Fill Out the Application

Here are some specific instructions about filling out the form.

- **Award No:** Don't forget to add all letters and numbers that apply to the applicable award.
- **Award Name:** Fill out the complete award name. If filling out by hand, print.
- **Name of Group/Club/Individual Applying for Award:** If you represent a club, then print the club's name. If you are an individual, print your name and then the club you belong to.
- **Number of Members in Club:** Add the number of members in your own club.
- **Award Size:** Circle the size of the award.
- **Contact Information:** Add the name of the person who completed the BOE, including address, phone number, and email address.
- **District No:** Add the number of your district.
- **Club If Individual Entry:** Add the name of the club if an individual is not entering.
- **Is This a New Project?** Indicate yes or no, or if the project is a continuing one. Note the beginning date, the expected completion date, or whether the project is still ongoing.

#### Choose the Appropriate Award Number

Read each award *carefully*, and choose the award that best fits your project. Make sure you include everything that is required in your BOE for that award number.

If the award calls for a landscape design, it must be in there. **NOTE:** The design does not have to be professionally drawn.

#### Ensure Accurate Award Numbers

1. After you have chosen the award type, make sure you fill in that number.

**EXAMPLE:** For the #29 Blue Star Marker award, choices include: *A—installation of* and *B—landscaping of*.

More choices include:

- 1: small club
- 2: medium club
- 3: large club
- 4: group of clubs
- 5: district
- 6: individual

So, if you're a small club and installed a marker, then the number you want to fill in is 29-A-1.

If you were an individual who did landscaping, then your number is 29-B-6.

Because clubs often do not enter the entire number, it is important to read the rules carefully and enter an accurate number for your award application.

### Things to Include in the BOE

At the top of each of the three pages, enter the name of your club, the award number, and a page number in small type, such as 8-point Calibri. Staple the cover page (*TFGC Awards Application*) and the three pages together.

#### 1. Summary & Objective

- How did you come to do this project? Did a club member see a need for an herb garden at the senior home, or did the senior home ask your club to plant an herb garden for them?
- What plants did you put in the garden? It is always good to list botanical names. Show photos before the garden was started (this can include visiting a garden center, strategic meetings, etc.), working on the garden, and the finished garden. Include anyone who helped in any way. You can also count members who created signs for the project or furnished tools, but didn't do any actual work.
- What was your objective? Is the garden a permanent one? Will the senior home use the herbs for cooking meals?

#### 2. Participation

- When indicating participation, be sure and use percentages of participation. This change is on the NGC scoring rubric.
- How many members were involved in this project? List all who did anything pertaining to this project.

Also, list the involvement of all outside help: community groups, government agencies, professionals, youth, facility residents, and others.

- If youth volunteers are involved, you **MUST** have a permission sheet signed and included in the BOE. **NEVER** use child or resident's name. See page 6 in the [NGC Awards Handbook](#). **EXAMPLES:** "8 Girl Scouts from Troop 45 helped plant the herbs" or "5 residents sorted the herbs for planting."
- If your participation is low, explain why. If you are a large club and divide members up on different projects, state that. If you had a project and some of the members were sick, state that. Judges take these details into consideration.

### 3. Project Expenses & Means of Funding

- Where did the money come from for this project? Did you take it out of your treasury? Did you hold a yard sale to raise the money? Did members donate?
- If you had a yard sale, be sure and list how much of the money earned went to this project.
- If members donated anything, put a value on it. **EXAMPLE:** “Members donated 45 herbs plants estimated at a total value of \$53.”
- If someone like Lowe’s donated the plants, be sure and list them. **EXAMPLE:** “45 herb plants were donated by our local Lowe’s for a total value of \$53.”

### 4. Continuing Involvement, Follow-up & Maintenance

- How is this project going to be continued? If it is a garden, who is going to weed and water it? Are club members going to have a watering schedule, or are the residents/students going to do this? How is your hard work going to last?
- Or is this a one-time project with no maintenance? If so, say this in your BOE example: “This project is a one-time thing, no follow-up is needed.”
- You put in hard work to do this project and want it to be there for more than one season, so let the judge know how it will be maintained.

### 5. Photos

- Use photos from the beginning of your project to the end of your project in a logical time sequence.  
Remember that the person who will judge your project has not seen it, so put the whole story in your BOE.
- Don’t leave out the most exciting part. Judges like to see “working” photos, members doing the work, as well as a good group shot to help show participation. Remember permission sheets for youth and residents.

#### Describing the Photos: Who, What, When, & Where

- **WHO**—Name the members in the photo. If it is a group, you might want to say “Here are 10 members weeding the herb garden at the senior home.” As noted, **DO NOT** name youth and residents. When taking photos of youth and residents, take photos where faces are not visible.
- **WHAT**—What are you doing in the photo? Are you planting herbs, weeding, or watering? Describe what’s going on in the photo so the judge understands the context.
- **WHEN**—Are you planting in the spring or the fall? Tell the judge when this photo was taken.
- **WHERE**—If your project is just one garden and one place, then you have covered this in the summary, but if you have two gardens at the senior home, then describe where each garden is.

#### Can You Enter One Project for Two Awards?

- You can enter the same project for two different awards, but you cannot use the same BOE for both. Read the award description and write a summary that fits the specific award.
- Also, do not use the same photos in the two BOEs; they should not look alike. This is why you should take lots of pictures from different angles as the project progresses. See page 6 in the [NGC Awards Handbook](#).

### **Award Deadlines**

- If your district offers awards, send awards to the district first. The district deadline is December 1.
- The district awards chair then sends all BOEs to the state (with the *TFGC Awards Applications* attached) and the list of awards enclosed no later than January 1.
- If your district does not offer district awards, then send all BOEs to the State Awards chair no later than January 1.

**NOTE:** There are some exceptions; read your awards rules carefully. Remember that the State Awards chair is the only one who can send BOEs to Deep South and National Garden Clubs.

The State Awards chair for 2021–2023 is Debbie Shaver. Her contact information is:

*349 Sharpe Lane*  
*Dayton, TN 37321*  
[buffiescorner@bellsouth.net](mailto:buffiescorner@bellsouth.net)  
*423-775-0102*

**NOTE:** Send only **ONE PAPER COPY** of your BOE to your chair and **ONE PDF VERSION VIA EMAIL**. The chair needs one copy of your *Press Book* and one *Flower Show BOE*.

For any questions, please contact [Debbie Shaver](#) via email or phone 423-775-0102.