

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

HOW TO APPLY FOR AWARDS

NOTE: No individual, single member, group of member clubs, councils, or districts may send Books of Evidence directly to NGC or DS. Only the State Awards chair can do this. All BOEs go to her no later than January 1, unless otherwise noted.

TFGC Awards

Debbie Shaver, State Awards chair
349 Sharpe Lane
Dayton, Tennessee 37321
buffiescorner@bellsouth.net
423-775-0102

Youth Awards

Kay Cox, Youth chair
840 3rd Street
Cleveland, Tennessee 37311
kaycox@netzero.com
423-479-6447

Smokey Bear/Woodsy Owl

Phyllis Allen
2975 Devonshire Cove
Germantown, Tennessee 38139-8061
ballen1864@aol.com
901-751-3719

- All BOEs are scored with the [NGC General Scoring Rubric](#) found on the NGC website.
- For the awards that are state-only awards, you can request a copy from the State Awards chair.

STEPS FOR APPLYING FOR AWARDS

1. Review the state awards rules carefully.
2. When choosing the number, make sure you get all the numbers needed.
3. Read rules carefully and make sure of the due date.
4. Go to the [Scoring Rubric](#) and see what the judges are looking for in your BOE.
5. Make sure your BOE font is easy to read. Place photos and text neatly. Don't overcrowd the page.
6. Make sure you have the current application, and fill it out completely.
7. The award year is January 1 to December 31, and can be a continuing project.
8. All photos of youth and residents must have an attached and signed [publication release form](#) (found on the NGC website).
9. If your project is eligible for more than one award, **DO NOT SEND THE SAME BOE FOR BOTH AWARDS.** The BOEs must be different.
10. All state BOEs are sent to DS and NGC, if possible.
11. **MAIL** 2 paper copies of your BOE to the State Awards chair. **DO NOT SEND VIA EMAIL.**
12. Contact the State [Awards chair](#) if you have any questions.