**Rocky Mountain Region**

**Recognition Program 2021-2023**

**Book of Evidence**

**NOTE: CHANGE OF DEADLINE DATES**

**The year runs July 1st to June 30th with Awards due by July 15th before RMR Annual meeting.**

**ROCKY MOUNTAIN REGION**

**RECOGNITION PROGRAM**

The Awards Committee of the Rocky Mountain Region  believes that each of our garden clubs needs to be  recognized and supported for the outstanding work they  provide for their communities. This awards program is  intended to do this. Each of our garden clubs provides a  tremendous amount of service for many worthwhile  projects.

**BOOK OF EVIDENCE**

**Book of Evidence** and a “**RMR Award Application Form**”  must support each award application. The book of  evidence is a report that tells the story of your project.  The application form is available from the RMR Awards  Chairman and/or your State Awards Chairman is included  in this Handbook. Applications should first be  submitted to the State Awards Chairman; that Chairman  will forward all applications to the RMR Awards  Chairman by ***August 15 of each year.* NOTE NEW DATES ABOVE!**

No project may be submitted two years in a row.

The **Book of Evidence** must contain the following  information:

1. The name/number of awards being applied for 2. Name/address of group or individual applying for the  award

3. Several photos (preferably color) with brief  descriptions

4. Written description of the project

You may submit as few pages as needed to support the  project; however, **please do not exceed 3 pages (fronts  only). No report covers or binders are allowed. No  plastic sheets are allowed.** These guidelines have  changed in accordance with changes to the National  Garden Clubs application form approved at 2011 NGC  Convention in Washington DC. The awards are no  longer printed in ***The National Gardener***. They are  online at gardenclub.org under the menu title, Awards.  **Books of Evidence may be submitted in either Word or  PDF.**

The Rocky Mountain Region award year shall be August 1  through July 31. Any project started and completed in  this time frame is eligible.  **NOTE NEW DATES ABOVE!**

It is possible for more than one club in a member state to  submit a Book of Evidence for the same award. For  example, both the Colorado Petunia Garden Club and the  Colorado Zinnia Garden Club have civic development  projects that qualify for Award 10; they both may enter  their project for the award.

It is possible for a project to fit the requirements of more  than one award. If applying for more than one award  using the same project, each award application should be  written to emphasize the requirements of that award.

Members of the public may be eligible for an award;  however, a **Garden Club member or a group of Garden  Clubs must submit the Book of Evidence.**

**All Books of Evidence will be returned to the State  Awards Chairman after display at the Rocky Mountain  Region Annual Meeting.**

**Scale of Points for all RMR Awards:**

**(**exceptions: Publications, Yearbooks, Publicity Press Books see NGC  Award Rules and List. Websites, Photography and Videos/CD/DVD/Flash Drives are as noted).

**Presentation………………….….5 points**

Neat, concise, includes all information on the RMR

Awards Application Form (3 sheets allowed), or the Book  of Evidence, if required.

**Achievement………………….….65 points**

Scope of project; need and fulfillment; benefit;

accomplishment; comprehensiveness of work; activities  to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project;  financial report; other.

**Participation……………………….15 points**

Size of club; involvement of members, community,

government agencies, professionals, youth, residents in  facilities, others. Not all of these must be involved.

**Record or Documentation….15 points**

Supporting data (as applicable), clear, well-labeled and  neatly attached before and after photographs if

applicable landscape plan (does not have to be

professionally drawn), financial report, letters of

appreciation, community awards, newspapers/magazine  articles (if possible), radio or TV script (if possible), etc.  Photocopies are permitted.

**Total 100 points**

Categories By Size: Garden Club applications shall be judged  according to size determined by the number of members in the  club.

A: CLUBS WITH LESS THAN 15 MEMBERS

B: CLUBS WITH 15 TO 25 MEMBERS

C: CLUBS WITH 26 TO 35 MEMBERS

D: CLUBS WITH MORE THAN 35 MEMBERS

Award certificates are designated First Place, Second Place, Third  Place or Award of Merit.

Award certificates not indicating place positions are designated as  Award of Excellence.