



# Tricks and Tips for Writing an Award Winning Application

**Think Like a Judge**



# The Key to Understanding Award Writing



## Why We Write Awards:

- Goal Setting
- Your Club History
- Better Preparation for your Events and Programs
- Building Teamwork Skills and Participation
- Pride in Your Club's Accomplishments
- Recognition

# FFGC Objectives



**To further the education of the members and the public in the fields of gardening, horticulture, botany, floral design, landscape design, environmental awareness through the conservation of natural resources, civic beautification, nature studies, and to instill in our youth the love of gardening and the respect for and protection of the environment.**



# Fail to Plan, Plan to Fail

The **Key** to Award Writing is to look at the FFGC objectives and see how your Programs and Events achieve those goals.

So now we get to work....



# Think Like a Judge



## Award Application: Let's Take One Item at a Time

**Award #: Category (1-5): Class (A-F): Award Name:**

**District: #Members in Club/Circle: City: Date:**

**Name of Garden Club or Individual/Group:**

[Enter name exactly as it should appear on any award received]

\*For Individual or Groups - Garden Club name:

**Garden Club President: Phone: Email:**

**Person preparing application: Phone: Email:**

# Think Like a Judge



Award Application

**The Key will appear when you should make note of an important concept.**



# Think Like a Judge



Award Application

**Award #:**

**Double Check that you you have typed or written the correct Award #.**



# Think Like a Judge



## Award Application

**Category (1-5)** (below is how to understand if the award you are applying for has a Category or Class.)

You will see the following written with the Award.



“**Award:** An Award of \$25 is offered to the following

**Categories:”**



# Think Like a Judge



## Award Application

**Class (A-F):** (below is how to understand if the award you are applying for has a Category or Class.)

You will see the following written with the Award.



**“Award:** An Award of \$25 is offered to the following

**Class:”**

**It is that simple**

# Think Like a Judge



Award Application

**Are there Awards without a Class or Category?**

**YES** 

**If there isn't a Class or Category DO NOT PUT one.**

# Think Like a Judge



Award Application

**Common Error: Class or Category**



**Double Check EACH AWARD and make certain you have the correct Class or Category listing, it could be different with each award you write.**

**If there isn't a Class or Category DO NOT PUT one.**

# Think Like a Judge



Award Application

**Award Name:**

**Copy the Award Name EXACTLY as you see it written.**



# Think Like a Judge



Award Application:

**District: (I - XII)** *Club President can answer this.*

**#Members in Club/Circle:** *Ask your Treasurer if uncertain.*

**City:** *Of your Club.*



**Date:** *The date when you complete the application.*

# Think Like a Judge



Award Application:

**Name of Garden Club or Individual/Group:**

**[Enter name exactly as it should appear on any award received]**



**\*Some of you call your Garden Club a simplified name or use initials. Your Award Certificate will reflect whatever you write for Name of Garden Club.**

# Think Like a Judge



Award Application:

**\*For Individual or Groups - Garden Club name:**

**\*If the Award is for an Individual. Please add the name of the Garden Club on this line.**

# Think Like a Judge



Award Application:

**Garden Club President: Phone: Email:**

**Person preparing application: Phone: Email:**

**The above information should be accurate, in case we need to contact you.**



**If you are writing awards for other Clubs in your District, double check your information.**



# Think Like a Judge



Award Application:



**NOTE: Application form is limited to three printed pages (this page and two additional pages) – front of pages only, unless otherwise noted. (No report cover, binders, or plastic sheets allowed.) Please consult “FFGC Awards Rules and Procedures” for Due Dates and where and how to send the Award/**

# Think Like a Judge



Award Application:

**NOTE: When typing up your Award, Judges should not have to get out a Magnifying Glass to read your award. If you want them to read your award, use a readable font size, 9pt is too small and it depends on the font also, so stick with Arial.**

9pt Arial 10 pt Arial 11pt Arial



# Think Like a Judge



Award Application:

**Application form will not be returned. Copy entry for your files.**

**Refer to the “FFGC Awards Rules and Procedures” on when, where and how to send in your awards.**

# Think Like a Judge



Award Application:

**GOAL:** Email or mail early, allow awards to arrive on time.

**\*refer to FFGC Awards Rules and Procedures .**

# Think Like a Judge



Award Application:

**Should I call FFGC Awards Chair and ask for Special Privileges on Due Date? NO**

**Can I Email FFGC my Award Applications?**

**Refer to FFGC Awards Rules and Procedures**

# Think Like a Judge



Award Application:

**Please complete each topic, if applicable.  
Use numbering as below when completing  
form.**



# Think Like a Judge



Award Application:

**Judges having to HUNT for your information**

**For Lines #3-6 on Application slows down judging, and runs the risk of information being missed.**

# Think Like a Judge



Award Application:

**Type your Application in the way you see it on the Form:**

**#1 & #2 answer right where it is.**

**#3- #6 you are asked to write it like a Narrative. #3 and then your information.**

**Same for #4, #5, #6, & #7**



## Think Like a Judge



**3. Brief summary and objectives of project- The Garden Club will etc...**

**4. Involvement of club members, other organizations, etc.**

**The Application is fillable so you can move things around.**

# Think Like a Judge



Award Application:

1. New project: Yes  No

**An Ongoing Project is acceptable.**

**Or your answer can be No.**



# Think Like a Judge



Award Application:

**Beginning date: When did this project for  
Jan 1, 2018 - Nov. 29, 2018 Begin?**

**Beginning date should not be 1975. 0** 

# Think Like a Judge



Award Application:

**2. Have you applied for any other awards for this project? Yes  No**



**If yes, list other awards applied for.**

**(Your club is welcome to go for more than one award for the Same Project. HOWEVER, it has to be written up differently.)**



# Think Like a Judge



Award Application:

**3. Brief summary and objectives of project**

**YES! Here we Go.....**

## Think Like a Judge



Award Application:

**3. Brief summary and objectives of project**

**Note: BRIEF---SUMMARY---**

**OBJECTIVE...refer to FFGC and NGC**

**Objectives.** 

# Think Like a Judge



Award Application:

3. Brief summary and objectives of project



**Look at the Award's**

**Description/Purpose:**

# Think Like a Judge



Award Application:

3. Brief summary and objectives of project



## Look at the Award's

## Description/Purpose: Example

## #36 COMMUNITY SERVICE AWARD



# Think Like a Judge



Award Application:

3. Brief summary and objectives of project Example



**Description/Purpose: To recognize outstanding community service projects. This award was designed to stimulate new ideas for meeting the needs of the community and to create a closer relationship between the community and garden clubs.**

# Think Like a Judge



Award Application:

3. Brief summary and objectives of project Example

***HOW did you stimulate new ideas for meeting the needs of the community and to create a closer relationship between the community and garden clubs? Write briefly what you did that was New.***



## Think Like a Judge




*Award Application: This award was designed to stimulate new ideas for meeting the needs of the community and to create a closer relationship between the community and garden clubs. EXAMPLE:*



**“The Garden Club provided an educational program for the club and public with the step-by-step process of container gardening to enhance the appearance of the local Downtown area. We met...**

## Think Like a Judge



**Example cont...We met onsite Downtown at an intersection. 4 Horticulture leaders took small groups to create 3 large container garden on each corner of the intersection. What kind of soil, plants and how many plants were discussed with the group. Then  demonstration on how to remove a plant from a garden pot, prepare that plant and how deeply to plant it. cont....**

## Think Like a Judge

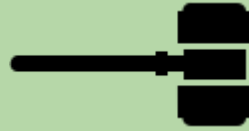


**Example cont...Completed one container together and had the participants plant the 2 remaining containers.**

**We then discussed...How to fertilize and when.**


**Watering needs of the Container Gardens and how to spot pests and how to control them.”** 

## Think Like a Judge

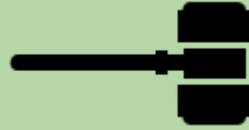


Award Application:

**4. Involvement** of club members, other organizations, etc. *Please document how many were involved as you gather your information.*

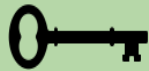
Many Applications neglect how many members and how many from the public participated. Points are subtracted for this every time. 

## Think Like a Judge



Award Application:

**“We partnered with a local nursery to facilitate examples of good soil preparation materials and plants appropriate for the season and a Thriller, Filler and Spiller concept was provided. This education venture provided planning for the present and future plantings.”**



# Think Like a Judge



Award Application:

**5. Project expenses and means of funding**

**#5 is often not covered in award applications.**

**Points deducted- Let's Explore what is needed**





## Think Like a Judge



Award Application: 5. Project expenses and means of funding

**Your Project may be funded from your Club's Budget, by donations of members or by a business. You need to explain what the expenses were and how they were paid for.**



## Think Like a Judge



Award Application: 5. Project expenses and means of funding

**Flowers \$150. Donated by a member**

**The project expenses total \$567 and was planned for and paid for by the Club. Or**

**Members donated all materials used in the amount of \$98.00** 

# Think Like a Judge



Award Application: 5. Project expenses and means of funding

**Every Successful Event or Project starts with a Plan and Budget. This ensures that you do not have problems in your Club's budget and your project runs smoothly.**



# Think Like a Judge



Award Application:

**6. Continuing involvement, follow up, maintenance**



**Here we are at the Home Stretch...**

# Think Like a Judge



Award Application: 6. Continuing involvement, follow up, maintenance



**“The Club will be assisting the Community Group in their planning of next Season’s Planting, beginning 7 weeks before the planting, in ordering new plants.”**

# Think Like a Judge



Award Application: 6. Continuing involvement, follow up, maintenance



**“Continued Education on Environmentally Sound Pest Control and Identification, fertilizing and watering needs.”**

## Think Like a Judge



Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**



# Think Like a Judge



Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You are now going to SHOW your Evidence**



## Think Like a Judge



Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You have been collecting Thank you Notes, Articles that have been published. Please include the Media's Header with the Date.**

# Think Like a Judge



Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You can copy and paste electronically your articles, photos and landscape drawings on the 2nd and 3rd pages.**

# Think Like a Judge



Award Application:

7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn) **I am not computer savvy!**

**You can secure you pictures, articles, landscape drawings manually. hint\* then place them on a copier and make a copy. This way none of your items become unattached. Scan page once it is complete.**

# Think Like a Judge



Award Application:

7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn) **I am not computer savvy!**

**You can do all the work ahead of time and then secure a computer savvy person to insert all of your information.**

# Think Like a Judge



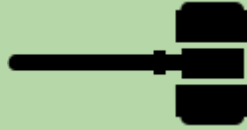
Award Application:

**7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)**

**You have these great photos of your Project.**

**Label them with names of plants, names (if appropriate). Labels help judges understand what you are sharing. Scan once you are finished.**

# Think Like a Judge



Award Application:

**SCALE OF POINTS-** What judges look at to score your award. 

**Unless another Scale of Points is indicated under a specific award, the Basic Scale of Points will be used to judge all FFGC Awards**

**Applications: Be sure to study the requirements for each award and understand which Scale of Points will be used for judging that award**

# Think Like a Judge



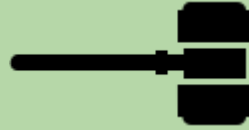
Award Application:

**SCALE OF POINTS-** What judges look at to score your award. 

**Presentation** ..... 5

**Neat, concise, all information included on the FFGC Awards Application Form (3 sheets allowed) or in the Book of Evidence (if required).**

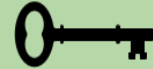
# Think Like a Judge



Award Application:

Presentation ..... 5

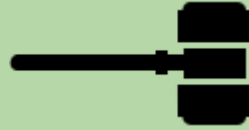
**NEAT**



tidy, orderly, well ordered, in (good) order, shipshape, in apple-pie order, spick and span, uncluttered, straight, trim

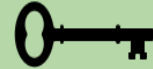


# Think Like a Judge



Award Application:

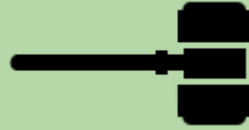
Presentation ..... 5



**Concise**

giving a lot of information clearly and in a few words;  
**brief but comprehensive.**

# Think Like a Judge



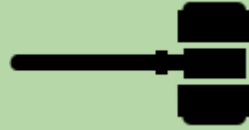
Award Application:

Presentation ..... 5

**ALL information included on the FFGC  
Awards Application Form**



# Think Like a Judge



Award Application:

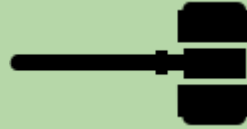
Presentation ..... 5

ALL information included on the FFGC Awards Application Form 

**Club X & Club Y have top notch projects.**

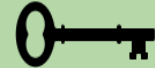
**Club X didn't fill out application correctly or completely. Club Y is the **WINNER**.**

# Think Like a Judge



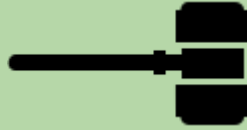
Award Application:

**Achievement.....65**



**Size and scope of project, need and fulfillment, benefit, accomplishment, comprehensiveness of work, activities to attain goals, evaluation of goals reached, educational value, prior planning, very brief history if continuing project, financial report, other.**

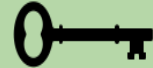
# Think Like a Judge



Award Application:

**Achievement...65 Points**

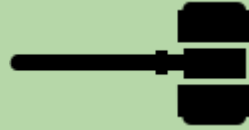
**A well written #3 on the Application will cover all of this.**



**“Size and scope of project”**

**When writing your award, Achievement is what you want to thoroughly explain.**

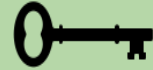
# Think Like a Judge



Award Application:

Achievement...65 Points

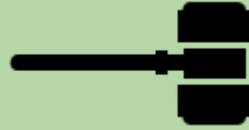
“Need and Fulfillment”



You are including this when you Write #3

**#3. Brief summary and objectives of project**

# Think Like a Judge



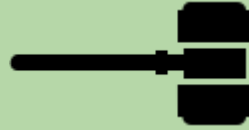
Award Application:

**Achievement...65 Points**

**Benefit, accomplishment,  
comprehensiveness of work,**



# Think Like a Judge

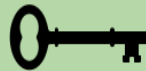


Award Application:

**Achievement...65 Points**

**activities to attain goals,**

**evaluation of  
goals reached,**



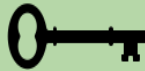
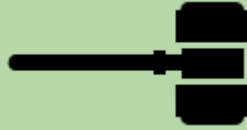


# Think Like a Judge

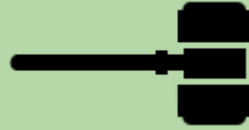
Award Application:

**Achievement...65 Points**

**educational value,  
prior planning,**



# Think Like a Judge

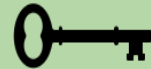


Award Application:

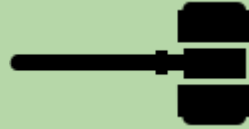
**Achievement...65 Points**

**very brief history if continuing project,  
financial report,**

**Are you seeing that Writing #3 on  
application is your TOP Priority?**



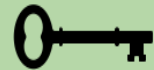
# Think Like a Judge



Award Application:

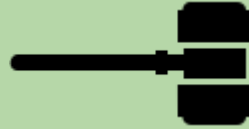
**Participation .....15**

**Size of club, involvement of members, youth, community, professionals, residents in facilities, others. NOT all of these have to be involved.**



**Want to Grow Your Membership?- Involve Others!**

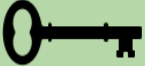
# Think Like a Judge



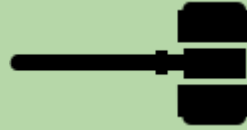
Award Application:

**Participation .....15**

Participation is 15 points----- Not 5 points for Pretty

**Involve Others! Club Members & those in your  Community. You want the Public to know they have a Garden Club, include the businesses and the public.**

# Think Like a Judge



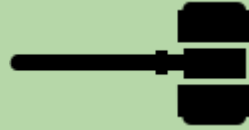
Award Application:



**Record or Documentation.....15**

**Supporting data (as applicable) clear and well-labeled, clear before and after photographs (if applicable), landscape plan (does not have to be professionally drawn), financial report, letters of appreciation, community awards, newspaper/magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.**

# Think Like a Judge



Award Application:

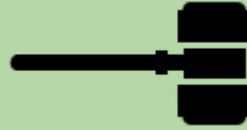


Record or Documentation.....15

Supporting data (as applicable) clear and well-labeled,

Yes the Devil is in the details...

# Think Like a Judge



Award Application:

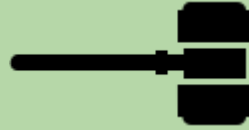
Record or Documentation.....15

**Clear before and after photographs (if applicable)**

**Fail to Plan, Plan to Fail** 

**“You can’t take a before picture afterwards”**

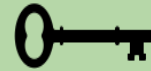
# Think Like a Judge



Award Application:

Record or Documentation.....15

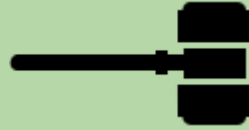
landscape plan (does not have to be professionally drawn)



**Tip: you have this great landscape plan,  
take pics and label the plants in the pics.**

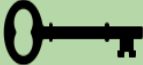


# Think Like a Judge

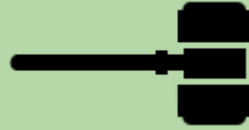


Award Application: Record or Documentation.....15

financial report, letters of appreciation, community awards

The Above are important, we covered Financial early...Thank you notes, and Proclamations--Show it off... 

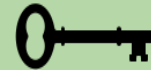
# Think Like a Judge



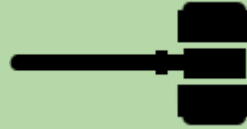
Award Application: Record or Documentation.....15

newspaper/magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.

**Publicity is Important. It is like having a Party but not sending out the invitations. No one shows up.**



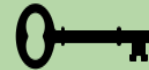
# Think Like a Judge



Award Application: Record or Documentation.....15

newspaper/magazine articles (if possible), radio or TV script (if possible), etc. Photocopies are permitted.

Get the Word Out Months, Weeks and the week before the event is happening. Have you sent it to FFGC to have the Event on the FFGC Website? Create an Event on Social Media? Ask the local paper to announce it? Taken flyers to Public Places? Do not forget about **“WORD of MOUTH,”** People to People.



## Think Like a Judge



Award Application:

**A Possible 100 Points with each Point Scoring System.**

**Some Awards have different point scoring and those are listed with the award. 0** 

# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Membership Increase (for one year).....20**

# of members on 1/1- \_\_\_\_\_ and # of members on  
12/31- \_\_\_\_\_

If membership is limited, to what number? \_\_\_\_\_



# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Service.....10**

Continuing service provided by club members  
Communications (describe briefly)

Other (describe briefly)



# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Club Programs..... 20**

Horticulture, Design, Environmental Concerns, and/or Regional Project. Member participation in presenting either programs or workshops. Describe briefly and include yearbook page copy showing programs.



# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Club Representation..... 20**

Average # of members attending club meetings. # of members attending Spring/Fall District Meetings.

The following numbers are not required, but will be used in case of a tie: # of members attending FFGC Convention, DS Region Convention, & NGC Convention





# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Club Projects..... 20**

Describe briefly and two photos may be included



# Think Like a Judge



Example of another Point Scoring Sheet #8 Garden Club

**Club Finances..... 10**

Are dues the only source of income?

Fundraisers – describe briefly and give amount of money raised

100 pts Total



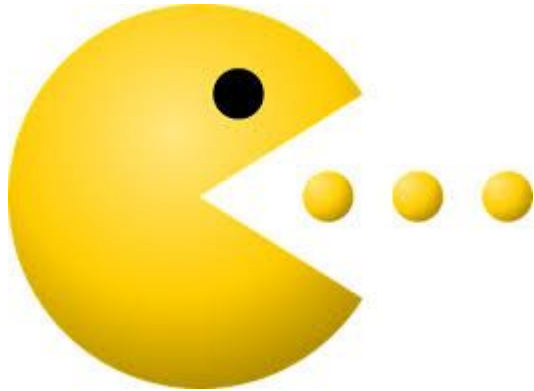
# Small Bites

If you take Award Information and break in down into small bites... 



# Small Bites

You can find your way through the Maze of filling out the information needed to WIN an Award.



# Small Bites

When to Start Writing an Award...

Begin when you see a Program coming up for your Club.  
So Early? Yes!

Make a Copy of the Entire Award.

Start filling out your Award Application

Contact those involved in Program.

Treasurer, Chair, Photographer.

Tell them what you need and when.



## Small Bites



Print a Copy of

“The Key to Award Writing”



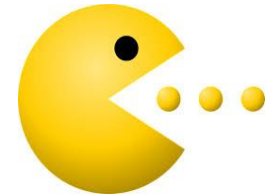
You will find it at [ffgc.org](http://ffgc.org) on the first Awards page.

Pages 9 & 10 gives you

“Step-by-Step Pre-Planning Tips” and

“What to do the week of the Program or Event.”

The whole document is a step-by-step guide.



## Small Bites

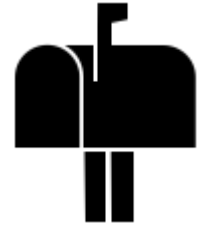
Many wait until the summer to write awards.

Take copious notes if you work this way.

And review everything about Award Writing before you begin. Our memories are faulty, so repetition & review are going to serve you very well.



## Small Bites

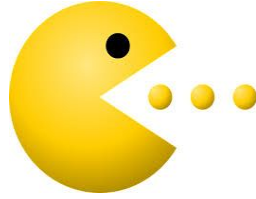


Emailing or Mailing off your Award.

Your Award should arrive on time. If you wait, you run the chance of late arrival.

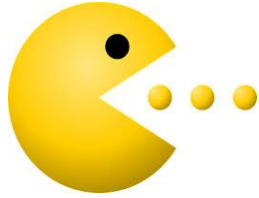


## Small Bites



Several Awards Documents are online for you to Download. It is like have an Awards Chair sitting right next to you. I often use a dictionary to look up terms I am not quite clear on. There are websites that offer loads of descriptive words, so your writing is colorful.

**Small Bites**



# List of Documents of ffgc.org Awards Page

EDUCATIONAL DOCUMENTS about Writing FFGC AWARDS

**Frequently Asked Questions about FFGC Awards**

**Awards Application Explained**

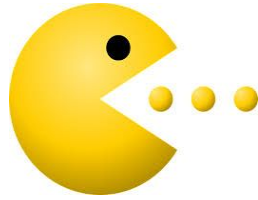
**The Key to Award Writing**

**How to Insert Images**

**Select an Award to Write**

**FFGC/Deep South/NGC Awards Compatibility Chart**

**Small Bites**



# List of Documents of ffgc.org Awards Page

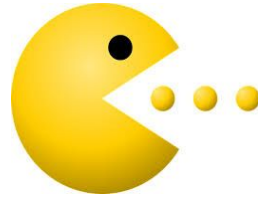
**EDUCATIONAL DOCUMENTS about Writing FFGC AWARDS**

**2017-2019 FFGC/Deep South/NGC Awards  
Compatibility Chart**

**FFGC Book of Evidence Handbook**



## Small Bites



Yearbooks are **ALWAYS** Due November 1st  
To the FFGC 3rd Vice President.

Begin writing your Yearbook Award in the  
Summer, complete it right after it is printed  
with the financial information. Then Mail it in  
on time. Simple.

## Small Bites



Yearbooks are **ALWAYS Due November 1st**

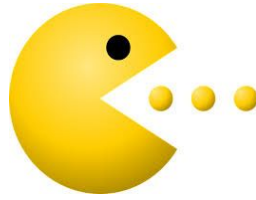
To the FFGC 3rd Vice President.

Mail Yearbooks Award Applications on **October 24th** & they should arrive on time.

Yearbooks: 3 copies handed into your District at your District Meetings in October. So you will be able to mail off your Yearbook Award Application by **October 24th.**



## Small Bites



Yearbooks are **ALWAYS Due November 1st**

To the FFGC 3rd Vice President.

**#11 YEARBOOK AWARD**

I have created a step-by-step document for Yearbook Award, you will find the document downloadable & right next to the award.

# Deep South Awards

## Deep South Awards

Some Deep South Awards do not have a FFGC Award that is compatible but you want to write that award.

USE A DEEP SOUTH Award Application found on the Website- but Mail it to FFGC Award Chair by the Due Date.

# Deep South Awards

## Deep South Awards

- **DEADLINES:** Submit the 3-page application form to your **STATE AWARDS CHAIRMAN** by the deadline set by your state. Include the original and one copy.

The Deep South Awards and Rules are posted on the FFGC Awards Page. The Deep South Award Application is also posted there.



# Deep South Awards

## Deep South Awards

Some FFGC Awards are compatible with DS Awards. The FFGC Deep South Awards chair forwards on the FFGC awards that are compatible with Deep South awards.

# Deep South Awards

## Deep South Awards

There is an easy to use Compatibility Chart for those awards that are the same or similar to FFGC Awards for Deep South and NGC Awards. **Where?** FFGC website =Awards Page



Why would I want to see it?

## **Deep South Awards Bright Idea**



### **Deep South Awards**

**If you write a FFGC Award & it is compatible with a Deep South or NGC Award, why not win 2 awards for the price of one? If your award is compatible, read over the Deep South or NGC Award rules and add even more useful information in your FFGC Award. Bright Idea!**