

## Garden Club of St. Augustine

### Instructions for Completing Environmental Scorecard

The Environmental Scorecard has been placed in all Circle President's package.

In order to make the Scorecard more user- friendly, the following steps should be followed:

1. The Scorecard will be given to each Circle member at the Circle's October meeting for the member to establish a base score in the October column.
2. Each member, with no score for that item, will place a zero in the appropriate box, if the activity / program is not being performed.
3. Place a point value in the appropriate box if the activity / program is currently being performed.
4. The Circle President will collect all Scorecards and hold them until the March Circle meeting.
5. At the March Circle meeting, each member will take their Scorecard and fill in the point value for March, which will note improvement/ changes that have been accomplished.
6. Presidents will then send all member scorecards to the Environmental Committee for scoring to determine winning Circle.
7. Blank spaces are available for additional conservation activities, you may wish to add. The Environmental Committee will assign a point value.
- 8. The Committee will award the winning Circle \$300 at the April Garden Club meeting.**

The Score for each Circle will be determined by using a weighted score. This means that the more members in each Circle who participate, the better the score for that Circle. This will also put all Circles on an equal footing no matter what their size.

The Circle Presidents may wish to designate a member to be responsible to oversee the collection of the Scorecards.

Please contact David Farah, 460-4863 or Bea Imhoff, 825-4614 if more explanation is needed.