

HOW TO PREPARE A BOOK OF EVIDENCE

- Use a 9½ x 11 1/2" folder.
- Place Label on front of folder cover: name and number of award, name and location of club and district number.
- Page 1 is the application form. Do not exceed 12 pages (6 pages front and back). Photocopies are permitted. Plastic sleeves are not required.

Page # Exception: The Book of Evidence for the Advance Rating Award is a history of your club and is not limited to 12 pages

NOTE: If the same project is eligible for more than one award, you must submit a separate application and Book of Evidence for each award when required.