



# BINDER INSTRUCTIONS

## WELCOME TO SULLIVAN RENAISSANCE 2017

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This binder is provided to you by Sullivan Renaissance to document your project. It can also be an organizational guide for judging week.

**This binder must be turned in to the Sullivan Renaissance office at One Cablevision Center no later than 5:00 p.m. on August 1, 2017.** The binder will be available for the Friday presentation to the judges on August 4. Keep duplicates of any documents you will need to help you prepare for the presentation, and make sure that you review the judging criteria before completing the binder.

You may continue to work on your project right up until the judges' visit.

*The following items are required in order for your project to be considered complete:*

### **PROJECT SUMMARY**

- Narrative summary of your completed project
- List of collaborating groups that worked on your project
- A volunteer log summarizing the total number of volunteer hours
- Request for Assistance

### **PHOTOS**

- Before and after photographs to document your project
- Digital photos for Showing of Flowers Award (see instruction sheet)
- Digital photos for Awards Ceremony display and presentation (see instruction sheet)

### **FINANCIALS**

- Flower Dollar Record of Purchases and Documentation of Match
- Receipts for all purchases made for this project (should not be less than the grant amount)
- Receipts for in-kind contributions made for this project

### **OTHER**

- Copies of material generated by group (event flyers, promotional ads, etc)
- Copies of publicity about your project (press clippings, letters, etc)

### **SHOWING OF FLOWERS (OPTIONAL)**

- Garden location map
- Photographs documenting seasonal interest or volunteers at work
- Narrative describing why the project deserves the Showing of Flowers Award

**Keep us informed about Renaissance events in your community so that we may post them on our website and digital media. Email event details to [info@sullivanrenaissance.org](mailto:info@sullivanrenaissance.org). Call the Sullivan Renaissance office at (845)295-2445 if you have additional questions.**