



# National Garden Clubs, Inc.

21G-07(w)

## FLOWER SHOW SCHOOL INDIVIDUAL COURSE CHECK LIST

The State Flower Show Schools Chairman may use this form to help monitor the responsibilities associated with each Course in the Series.

COURSE NUMBER: \_\_\_\_\_ LOCATION: \_\_\_\_\_ COURSE DATES: \_\_\_\_\_

INSTRUCTORS: \_\_\_\_\_ PLANT GROUP/S SPECIFIC PLANTS FOR PT. SC. \_\_\_\_\_

Horticulture: \_\_\_\_\_

Flower Show Procedure: \_\_\_\_\_

Design: \_\_\_\_\_

### REGISTRATION DATES:

Date Application Form is received from Local Chairman: - Send 5 copies \_\_\_\_\_

Date Application Form is forwarded to NCG Area Accrediting Chairman: \_\_\_\_\_

Deadline - 4 months prior to Course date. Enclose registration fee (\$5.00) and legal sized, stamped, self addressed return envelope.

Date Local Chairman was notified that a Course had been registered: \_\_\_\_\_

### ACCREDITATION MATERIALS: See Time Table - HB, p. 211.

Date received all documents, listed below, from the Local Chairman: \_\_\_\_\_

Deadline: 5 weeks after the Course dates

- Documents include:**
- EXAMINATION PAPERS & POINT SCORING PAPERS (if applicable) FROM 3 STUDENTS (each set represents either a high, a middle, or a low total score.)
  - EXAMINATION ANSWERS FOR ALL SUBJECTS - 1 copy
  - MASTER PANEL COMMENT SHEETS (if applicable) -1 copy for each of the 4 classes.
  - CHECK PAYABLE TO NGC - \$5.00 for each student taking examination for credit.
  - FORMS: SUMMARY SHEET (yellow) - 3 copies
  - ROSTER SHEET/S (pink) 2 copies
  - REFRESHER ROSTER SHEET, if any, (green) 2 copies
  - RETURN ENVELOPE WITH SUFFICIENT POSTAGE FOR CERTIFIED OR PRIORITY MAILING
  - Must include return receipt or tracking form.

Date the State FSS Chairman mailed the Accrediting documents, listed above, to the Area Accrediting Chairman: \_\_\_\_\_

Deadline: 6 weeks after the course dates

Date State FSS Chairman received the documents below: \_\_\_\_\_

1. Signed Summary Sheet (1 copy), 2. Rosters (1 copy), 3. Master Panel Comment Sheets, and 4. sets of Examination Papers from the Area Accrediting Chm.

Deadline: Allow 2 weeks from the date the Area Accrediting Chairman received documents

Date the documents, below, were returned to the Local Chairman: \_\_\_\_\_

Deadline: 1 week

EXAMINATIONS: \_\_\_\_\_ GRADE CARDS: \_\_\_\_\_ MASTER PT.SC.&TEST ANS.: \_\_\_\_\_  
(Available through Headquarters)

NUMBER ATTENDING FOR CREDIT: STUDENTS: \_\_\_\_\_ REFRESHERS: \_\_\_\_\_ MAKE-UP: \_\_\_\_\_

NUMBER: \_\_\_\_\_ PASSED: \_\_\_\_\_ FAILED: \_\_\_\_\_

**THE HANDBOOK ALLOWS 12 WEEKS FROM COURSE DATE TO COMPLETED ACCREDITATION DATE**

**FOR COURSES III OR IV: STATE CREDENTIALS CHM. MUST BE ADVISED OF ANY REFRESHING JUDGES.**

IMMEDIATELY AFTER COURSE III HAS BEEN ACCREDITED, STATE FSS CHAIRMAN SUBMITS REGISTRATION FORM #24H TO AREA SCHEDULE WRITING CHAIRMAN. WHEN THE COURSE IV EXAMINATION PAPERS ARE RETURNED, THE INDIVIDUAL DIRECTIVES, SENT BY THE AREA SCHEDULE CHAIRMAN, ARE TO BE GIVEN TO ALL STUDENTS WHO SUCCESSFULLY COMPLETED FOUR COURSES. THE STATE FSS CHAIRMAN ESTABLISHES MAILING DEADLINE DATES FOR SUBMITTING SCHEDULES FOR GRADING.