

FLOWER SHOW SCHOOLS CHECKLISTS

State or Country Judges Council President is elected by State or Country Judges Council. All other State or Country Flower Show Schools Personnel are appointed by the State or Country Garden Club President or State or Country Judges Council President, as determined by State or Country by-Laws. They may appoint in one of the following manners:

- A. One individual to handle all activities of the State or Country Flower Show School/Symposium (FSS/S) Program, including school series, symposiums and judges' credentials. Title: State or Country Flower Show Schools Chm.
- B. A different individual for each chairmanship relative to FSS/S activities. Titles: State or Country Flower Show Schools Chm., State or Country Flower Show Symposium Chm. and State or Country Flower Show Judges' Credentials Chm. Although these chairmen must frequently confer and work together, each chairman is autonomous.
- C. Any combination of the three chairmanships.

FLOWER SHOW SCHOOLS

- I. PURPOSES OF THE FLOWER SHOW SCHOOLS SERIES
 - A. To provide a learning opportunity for those garden club members interested in becoming NGC Accredited Flower Show Judges
 - B. To expand the understanding and knowledge of all garden club members in sponsoring, participating in and implementing NGC Flower Shows.
 - C. To teach healthy growing practices and correct grooming techniques for horticulture specimens
 - D. To teach artistic principles as they apply to designing with plant material
 - E. To inform participants of the principles and etiquette of critiquing another's work according to standards of evaluation.
 - F. To encourage a healthy competitive spirit while striving to achieve excellence in all aspects of an NGC Flower Show
- II. RESPONSIBILITIES OF THE STATE FLOWER SHOW CHAIRMAN
 - A. Acquires approval from State Garden Club Executive Board or State Judges Council Executive Board to sponsor Flower Show School (FSS) series
 - B. Plans and organizes all FSS series within the state, supervising all details or by appointing a Local FSS Chairman for each series per state policy.
 - 1. The State Flower Show Schools Chm is ultimately responsible for all FSS activities.
 - 2. All forms sent to the NGC Accrediting Chm. for that Region, Instructors, NGC Headquarters, etc. must be approved and/or mailed/emailed by the State FSS Chm.

III. DUTIES OF THE STATE AND LOCAL FSS CHAIRMAN in sequential order.

Responsibility	Date Accomplished
A. Organization (club, judges council, district, state, countries) expresses interest in hosting FSS series	
B. Local FSS Chairman appointed or elected, or State FSS Chairman may assume all duties	
C. State and Local sponsors will determine site/s and dates for series with approval from State FSS Chairman	
D. State FSS Chairman requests state approval	
E. State FSS chm. provides necessary forms (1, 6, 7, 8, 9, 18, 20, 21, 23, 24, 26, 27, 28, and 29 to the Local Chm., with immediate attention to Forms 1, 6, 21, and 23. Forms may be found on the NGC Website as fillable PDFs which can be emailed and/or printed.	
F. State and Local Chm. plan the entire series including selecting all instructors and choosing specific plants to be studied.	
<p>G. Local Chm. invites instructors for Flower Show Procedure (FSP), Horticulture and Design AT LEAST SIX (6) MONTHS prior to the scheduled school. (NOTE: Ideally, instructors should be invited for the entire series as soon as the dates are determined.)</p> <ol style="list-style-type: none"> 1. The list of approved instructors can be found on the NGC Website. Only instructors in Good Standing can teach. The list is updated each January and July. 2. Horticulture and Design must be taught by different NGC approved instructors. FSP may be taught by either instructor, or a third NGC approved FSP instructor. 3. Two copies of the Instructors Contract (Form 23) are sent to each instructor immediately after the instructor accepts the invitation along with a stamped self-addressed return envelope, and after all financial considerations (fees, lodging, transportation, plant material, etc.) are agreed upon. 4. When contracts are received, all additional instructor requests should be noted. Supplemental horticulture and design requirement forms can be found on the NGC website. These forms are not mandatory but are useful and can be appended to the contracts. <p>NOTE: If the Local Chm is also a Flower Show Instructor contracted for that Course, the state FSS Chm. must approve and sign the contract. If the Local Chm. is also the state FSS Chm., the state President must approve and sign the contract.</p>	
H. Local Chm. double checks that instructor does not teach more than two (2) times during the series.	

<p>NOTE: If the State, Local Flower Show Schools Chm. or Registrar, for any of the Courses in a Flower Show School series, is also an instructor, she/he is limited to teaching only one (1) of the Courses for that School series.</p>	
<p>I. Local FSS Chm. appoints FSS Series committee members. See pages 7-11 for details of these chairmen. (NOTE: A successful FSS Series uses many committee volunteer members. The Local FSS Chm. should NOT do it all.)</p>	
<p>J. State FSS Chm. starts entering information on FSS Checklist Form 20.</p>	
<p>K. Local FSS Chm. starts filling out the local FSS checklist (Form 21) as preparation for the school progresses. Deadlines should be highlighted and met.</p>	
<p>L. Local FSS Chm. makes five (5) copies of Form 1 and one (1) copy of Form 6, listing the horticulture topics for ALL four course making sure the required plant groups will have been studied. (See NOTE below.)</p> <ol style="list-style-type: none"> 1. Mails/emails all papers to State FSS Chm. 2. State FSS Chm. reviews all papers and forwards them to NGC Accrediting Chm. for that Region NO LATER THAN FOUR (4) MONTHS before scheduled first course. (IA Country FSS Chm. mail papers to the NGC IA Accrediting Chm.) 3. NGC Accrediting Chm. for that Region notifies <i>The National Gardener</i> editor and NGC Headquarters of course number, dates, location, registrar's name and address, the names of the instructors and their subject matter. 	

EACH of the following groups are to be studied in the Flower Show Schools **at least twice** during the series:

- Arboreal Specimen
- Container-grown Specimen
- Cut Specimen

The other two groups can be either arboreal, container-grown and/or cut specimen.

Examples of container-grown or cut specimens include annual flowering or foliage, biennials, bulbous plants, flowering houseplants, foliage houseplants, perennial flowering or foliage, and vegetables/fruits/nuts.

The State/Country/Local Flower Show chairman determines the order of preference based on growing conditions, seasonal availability, course scheduling, and frequency of appearance at NGC Flower Shows, and works with the Accrediting Chairman for that Region when filling out Form 6: *Attachment to Accompany Flower Show School Course 1 Registration* to make sure all groups are studied.

COURSE SCHEDULE	
<p>A. Local FSS Chm. reviews 'Curriculum', HB, Chapter 13, pp.123-127 to determine all exhibits necessary to meet the curriculum requirements. Local FSS Chm. should work with instructors and Accrediting Chairman.</p> <p>NOTE: The Local Flower Show Schools Chm. may consider having a Small-Standard Flower Show within the Framework of Course III and/or Course IV. If interested, consult Horticulture, Design and FSP instructors when contracts are signed.</p>	
<p>B. Schedule must include two (2) full days of lectures following the required time requirements, but they do not have to follow concurrently. However, they must be within one (1) week of each other.</p>	
<p>C. Breaks of fifteen-minutes at a minimum must be planned for the morning and afternoon sessions, plus a break for lunch</p>	
<p>D. Written point scoring exams MUST follow immediately after practice point scoring.</p>	
<p>E. Horticulture and Design lectures, including practice point scoring, must total five (5) hours each. Flower Show Procedure lecture must total two (2) hours, but may be split into one (1) hour each over two days.</p>	
<p>F. Written point scoring must be one (1) hour for Course I, and two (2) hours for Courses II, III and IV.</p>	
<p>G. Written examinations for Flower Show Procedure, Horticulture and Design must total three (3) hours, and must be taken within one (1) week of the final topic.</p>	
<p>H. There is no set schedule other than the time frame for lectures. Schedule must be approved by the NGC Accrediting Chairman for that Region. For example, Flower Show Procedure could be held in the evening before the first subject training, or over the course of two evenings before the subject training.</p>	

PRELIMINARY PLANNING CONTINUED	
<p>A. School Course brochure may be printed and distributed throughout state and NGC region. Brochure should include: Course number, Handbook pages to be studied, location, date, time schedule, registrar, contact information, instructor biographies, registration form, directions, and local lodging. Copies should be mailed/emailed to all instructors and NGC Accrediting Chm. for that Region at least four (4) weeks before the school</p>	
<p>B. Works with Staging Chairman on securing a facility with sufficient room for classroom teaching, exhibit space for horticulture specimens and</p>	

design exhibits, practice point scoring, Written Point Scoring examination, and Written Exam.	
NOTE: Design Instructors will make at least four (4) designs for Course I, and at least six (6) designs for Courses II, III and IV. The Committee should work with the Design Instructors on Staging and Space Needs for the designs.	
C. Continues to check with Committee Members regularly.	
D. Works with Instructors to make sure exam papers and point score sheets are approved by the NGC Accrediting Chairman for that Region.	
E. Distributes approved Flower Show Procedure, Horticulture and Design course outlines and point score sheets to students, ideally six (6) weeks before class. (Do not send examinations.) This may be by duplication and mailing, or by emailing. All papers to students must be received at least a month before the Course. Registrar provides names, addresses and emails of participants to the Local Chairman	
F. Secure two (2) Accredited Judges to serve on the Horticulture Master Panel and two (2) Accredited Judges to serve on the Design Master Panel. Master panel judges MUST attend the lecture and practice point score lecture.	

ONE WEEK BEFORE COURSE	
A. Duplicates additional outlines and points score sheets as necessary for committee members and late registrants. Materials should be emailed whenever possible.	
B. Duplicates point score sheets for the Written Point Score Examinations, with a copy of each of the classes for the students, and the Master Panel for Course II, III and IV. For Course I, this will be one point score sheet in Horticulture and one in Design. For Course II, III and IV, there will be two (2) for Horticulture and two (2) for Design.	
C. Duplicates Flower Show Procedure, Horticulture and Design examinations.	
D. Duplicates <i>Evaluation of FSS Committee and Instructors, Form 27.</i> Students must have a separate form for EACH instructor.	
E. Double checks Instructors contracts for special requests.	
F. Checks with local committee chm for last minute issues	
G. Confirms the Horticulture Master Panel and Design Master Panel Accredited Judges are attending the lecture and practice point scoring.	
H. Obtains supplies: stapler, pencils, pencil sharpener, clipboards for students taking the point score examinations, markers, and entry tags for practice point scoring and written point scoring examination.	

ONE DAY BEFORE COURSE	
A. For Horticulture: Specimens must be identified, staged, and in place for instructor's review the afternoon before the Horticulture Lecture	
B. For Design: Instructor must be given ample time to create designs and place them the day prior to the Design Lecture. (Allow approximately 30+ minutes per design.) 1. Instructors should never be asked to work after the dinner hour. 2. Instructors must be given a workroom for a day prior to lecture if unable to set up in lecture room by noon.	
C. Advises instructors of plans involving meals, transportation, lodging etc.	
D. Provides a Student Number to each student. This number is not shared with instructors. Students will use this number on all examination papers. NOTE: Assigning numbers alphabetically by student's last name may help with clerical work, though it is not required.	

DAY OF SCHEDULED COURSE	
A. Follows the established time schedule.	
B. Handles all last minute concerns	
C. Provides outlines, point scoring sheets, and other materials to newly registered attendees.	
D. Briefly introduces dignitaries and instructors.	
E. Makes necessary announcements	
F. Distributes <i>Evaluation of FSS Committee and Instructors Evaluation, Form 27</i> , to participants. Collects form, reviews comment relative to committee responsibilities. ALL forms are sent to the NGC Flower Show School Chairman or IA FSS Chm. and NOT shared with class instructors. (NOTE: if serious problems arise concerning any instructor, the State FSS Chm. should be advised and that chairman should contact the NGC FSS Chairman or IA FSS Chm. All such reports are kept in strictest confidence and every effort is made to resolve the problem.	
G. Distributes Point Score sheets for the Written Point Scoring Examination, (One (1) sheet for Course I; two (2) sheets for Courses II, III, and IV), to the students and Master Panel.	
H. Confirms payment to Instructors based on agreed-upon contract.	

WHEN PAPERS ARE RETURNED	
<p>NOTE: Examination papers are NEVER returned to students until the Course has been fully accredited by the NGC Accrediting Chairman for that Region.</p>	
<p>A. When all point score and lecture examination papers are graded, they will be returned by the Instructor along with Form 26 for their subjects, each individual Master Panel Judge's papers, Master Panel point score summary, as well as the Exam-Answer sheets. Papers should be returned within three (3) weeks upon receipt by Instructor.</p>	
<p>B. Local chm. will tabulate all grades for each student on a copy of Form 26 for the state and local chm. files, and transfer grades to Form 8. (If any Accredited Judges are refreshing in Course III or IV, Form 9 must be filled out.)</p> <p>Any grades on any examination lower than 75 are circled in RED.</p>	
<p>C. All grades are added for each student, accept for students with failing papers (examinations and/or written point score sheets). The Highest, Middle and Lowest total grade papers are sent to the State FSS Chm, who reviews them and forwards them to the NGC Accrediting Chm. for that Region (or IA Accrediting Chm.), the examination-answer sheet and the following forms:</p> <ol style="list-style-type: none"> 1. Summary Form 7 – 3 copies (IA, 5 copies) 2. Student Roster 8 – 2 copies (IA, 5 copies) 3. Refresher Roster, if needed, for Accredited Judge 9 (Course III or IV) – 2 copies (IA, 6 copies) 4. Master Panel Point Scoring sheets, 1 for each Written Point Score Examinations. 5. Check in the amount of \$5 for each student on form 8 and 9. <p>NOTE: ALL papers are held and not mailed to students until the Course has been accredited by the NGC Accrediting Chm. for that Region.</p>	
<p>D. The next Course paperwork, if finalized, may be included with the papers to save postage. HOWEVER, the Course cannot be approved until the current Course has been fully accredited.</p>	
<p>E. When the course has been finalized and accredited by the Accrediting Chm. for that Region, the State FSS Chm. will receive signed and dated copies of all papers submitted.</p> <ol style="list-style-type: none"> 1. State FSS Chm. notifies Local FSS Chm. that the Course has been accredited and returns all examination papers to the local chm. 2. State FSS Chm. notifies state or IA country Credentials Chm. of any Accredited Judge who successfully refreshed Course III or IV. 	

F. All examination papers (lecture, point scoring), and copies of the Examination-Answer and Master Point Scoring Summary Sheets are returned to all the students.	
G. Preparation begins for the next Course.	

COMMITTEE CHAIRMAN	DUTIES	DATE ACCOMPLISHED
Course Registrar	A. Receives and records all registrations and checks, noting name, address, email, phone, student status.	
	B. Forwards checks to Course Treasurer	
	C. Confirms eligibility from State Credential Chm. for Accredited Judge to take Course III or IV for credit. Request for attendance comes from the Accredited Judge no fewer than six (6) weeks prior to schedule Course.	
	D. Establishes system for verifying attendance at all FSS sessions. (A punch card is recommended)	
	E. Provides list of registered participants to Local FSS Chm.	
	F. Collects attendance cards upon Course completion. Cards and any Forms 18 (out-of-state attendees) are sent to the State Judges Credential Chm. for processing.	
Series Treasurer	A. Works with Local FSS Chm. in establishing an overall budget for the Flower Show School series.	
	B. Establishes budget with Local FSS Chm. for each Course in the series.	
	C. Establishes bank account for the Series based on State, Region and/or NGC policies.	
	D. Records all checks and cash received.	
	E. Pays all bills based on submitted receipts.	
	F. Provides an account summary upon completion of each Course in the series to the sponsoring organization.	
Horticulture Instructor's Assistant/s	A. Secures sufficient quantities of required plant material from selected plant groups for discussion, practice point scoring and Written Point Scoring exam, as requested by horticulture instructor. Plant material should	

	be of high quality, garden-grown as much as possible, and show worthy though not all blue-ribbon winners.	
	B. Assists instructors in determining specimens for practice point scoring and Written Point Scoring examinations.	
	C. Aids in identifying and botanically labeling all exhibits.	
	D. Sets up specimens as directed by the horticulture instructor.	
	E. Botanically labels all exhibits for practice point scoring and the three specimens per class for the Written Point Scoring exams. Specimens should be numbered 1, 2, and 3 from left-to-right. NOTE: Specimens for point scoring do not have to be identical but representative of the requirements of the point score sheet class description. If due to weather conditions, etc., chosen plants are unavailable and must be substituted, the chm. must notify the Local FSS Chm. immediately, and works with the Horticulture Instructor and NGC Accrediting Chm. for that Region or IA Accrediting Chm. on replacement plants to study. F. Dismantles demonstration and point scoring exhibits, and assists Instructor with removing visual aids.	
Floral Chairman/Committee including Design Assistant/s	Chairman works with instructor to secure plant material. Instructor should inform the chairman at least 3 weeks prior to school of anticipated plant material needed. NOTE: An instructor must provide a list of plant materials needed for designs. The local Floral Chairman should inform instructors on the availability of plant material, and work with instructors on alternatives based on availability and costs. Floral Chairman should also be aware of the contracted dollar amount allotted for design plant material.	
	A. Provides buckets, brooms, dustpans, waste baskets, etc. and makes requested materials (conditioned plant material; containers;	

	backgrounds; line material etc.) available on the morning of the day prior to the Design lecture.	
	B. Aids in unpacking, setting up, dismantling and repacking instructor's design equipment.	
	C. Keeps work areas clean.	
	D. Works with the Committee on selling or disposing of plant material at the conclusion of the School.	
Chairman of Designs for practice and Written Point Scoring	<p>A. Secures necessary designers who interpret design specifications based on the Instructor's point scoring class description.</p> <p>NOTE: Any capable designer may create design/s for practice and Written Point Scoring exams, though those taking the Written Point Scoring exam for credit may NOT create a design/s for the written examination.</p> <p>The Chairman of Designs should work with students if they are assigned practice point score design classes on design techniques, NGC design policies, etc. <u>Practice sessions are encouraged.</u></p>	
	B. Supervises staging of all design. Designs are numbered 1, 2 and 3 from left-to-right. List of plant material on cards placed by design.	
	C. Assists designers with dismantling if needed.	
Staging Chairman and Committee	A. Insures sufficient room to accommodate audience, practice point scoring exhibits, horticulture specimens, design instructor's designs, lecture visual aids and other visual aids.	
	B. Provides and sets up all staging needs as requested by instructors. Reviews instructors' contracts with Local FSS Chm. for requested tables, skirting, pedestal, frames, staging panels, etc.	
	C. Provides for wastebaskets.	
	D. Provides for microphone system, preferably a lavalier, for the speakers.	
	E. Arranges for physical set-up for attendees. Classroom style with tables and chairs for students is preferred.	

	F. Arranges for registration, sales and hospitality tables.	
	G. Arranges for separate room for Written Point Scoring examination for Horticulture and Design. If separate rooms are unavailable, arranges for screened-off portion of lecture room.	
Speaker's Hospitality	A. Arranges for instructors' arrivals and departures, lodging, meals, and transportation throughout stay.	
	B. Provides comfort during lectures	
School Series Hospitality	A. Arranges food and beverage/s during breaks	
	B. Plans for meals for students and/or instructors.	
Classroom Proctor	A. Monitor instructor's lectures, attending entire lecture including point scoring.	
	B. Assures that instructor covers all questions/answers in lectures. NOTE: The examination is NEVER shared with any other participant. The instructor shall furnish the proctor with the examination/answer papers.	
	C. Advises instructor during break of any omission in lecture or need for greater clarification.	
	D. Returns examination to the instructor immediately at conclusion of the lecture.	
Written Point Scoring Examination Proctor	A. Sits in written point scoring examination room/s for the allotted testing time, maintaining order and silence.	
	B. Checks that each Exhibit is clearly labeled by class and number, and placed left-to-right, with a list of plant material used for each design	
	C. Insures students do NOT take anything into the examination area except writing utensil, point score sheets and clipboard. All outlines, books and other written materials are not permitted.	
	D. Makes sure all electronic devices are turned off or kept from the room.	

	E. Makes sure students do not confer with each other or touch exhibits. Students are given a verbal warning for the first offense; should a violation occur a second time, the student may be asked by the proctor to return incomplete examination papers and immediately leave the testing room. Such papers will not be graded.	
	F. Distributes and collects Written Point Scoring Examination papers. Checks for student number, addition and existence of comments in all boxes.	
	G. Remind students periodically of testing time remaining.	
	H. Returns all point score testing papers to the Local FSS Chm.	
Written Examination Proctor	A. Sits in examination room, maintain order and silence for the allotted three (3) hour testing time.	
	B. Insures students do not confer with each other, nor take any outlines, books, lecture notes, or other written material into the examination room.	
	C. Makes sure all electronic devices are turned off.	
	D. Distributes written examination.	
	E. Collects papers. Notes that all questions have been answered. Check for Student Number on all papers.	
	F. Returns examination papers to the Local FSS Chm.	
Education Exhibit Chairman	Provides an Educational Exhibit for Course III Flower Show Procedure, working with the FSP Instructor.	

EMERGENCY PROCEDURES INVOLVING INSTRUCTORS

EMERGENCY MORE THAN TWO (2) WEEKS before registered Course.

1. Contracted instructor seeks replacement with approval of Local/State FSS Chm and NGC Accrediting Chm. for that Region. If contracted instructor is unable to find a replacement, Local FSS Chm. assumes responsibility and may seek assistance of NGC Accrediting Chm. for that Region, NGC Accrediting Chm., or IA FSS Chm.
2. Replacement instructor **MUST** be in good standing and approved to teach the required subject.
3. State FSS Chm. is notified of replacement.
4. State FSS Chm. requests approval of NGC Accrediting Chm. for that Region or IA Accrediting Chm.
5. If sufficient time is available, replacement may have new Examination Questions/Answers and Point Scoring forms approved by NGC Accrediting Chm. for that Region or IA Accrediting Chm., and teach from own outline/s. If insufficient time, instructor is allowed to use previous instructor's outline/s and examinations.
6. If approved replacement cannot be found, teaching of entire course or subject involved must be postponed. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY LESS THAN TWO (2) WEEKS OF COURSE

Same as above, though there is insufficient time for new examination approval.

EMERGENCY WITHIN TWO DAYS OF COURSE

1. Contracted instructor informs Local FSS chm., who contacts State FSS Chm.
2. State FSS Chm. contacts Accrediting Chm. for that Region or IA Accrediting Chm., NGC Accrediting Chm. or IA FSS Chm. In unavailable, the State FSS Chm. contacts the NGC FSS Chm. or NGC Horticulture Instructors Chm. or NGC Design Instructors Chm.
3. Replacement must be in good standing and approved to teach from approved instructor's outline, using previous instructor's examinations.
4. If approved replacement cannot be found, students may attend and received credit for other subject/s, but subject/s in question must be postponed. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY DURING COURSE

1. If Instructor is unable to complete lecture, the Local FSS contacts the State FSS Chm. who contacts the NGC Accrediting Chm. for that Region or IA Accrediting Chm.

2. If another NGC Instructor is available, that instructor may complete the lecture. That instructor need not be approved to teach the subject.
3. If no instructor is available, the subject **MUST** be postponed and taught at a later time.
4. Students receive credit for subject having been taught and examinations passed, but do not receive credit for the Course until all subjects have been taught and all examinations passed.