

## STUDENT JUDGE SCHEDULE WRITING CHECKLIST

**RESPONSIBLE: State FSS Chairman, although responsibility can be delegated to the Local FSS Chm.**

DUTY	Date Accomplished
<ul style="list-style-type: none"> <li>• State or Local FSS Chairman sends form 24 via email to appropriate NGC Schedule writing chm. for that Region.</li> <li>• State chm. advises NGC Schedule Writing chm. for that Region of number of student judges expected to complete the fourth course.</li> <li>• Schedule Writing Chm. will sign Form 24 and email to State FS Chm. including individual directives (Form 28) for each of the Student Judges completing their fourth course. (<b>NOTE:</b> These sometimes are sent well after the fourth course is completed.)</li> </ul>	
<ul style="list-style-type: none"> <li>• State or Local FSS Chm. prepares a master file listing all students and numbered directive assigned.</li> <li>• State or Local FSS Chm. places one copy of each Directive in a separate envelope with the Directive number on the outside, and seals the envelope. A copy of the Directive should be kept on file by the State FSS Chm.</li> </ul>	
<p>Upon return of the completed fourth course papers, each student judge selects a sealed envelope Directive or the FSS Chm. randomly selects an envelope and mails it along with the fourth course graded papers to each Student Judge who passed.</p> <p><b>NOTE: These Directives are NOT to be given until the examination papers have been returned. The fourth course is <u>NOT</u> completed until papers are accredited.</b></p>	
<p>When the Student Judge’s schedule is complete, it is sent to the State or Local FSS Chm. along with a check for \$25 to cover all mailing costs, made out to the State or Local FSS Chair. All schedules should be sent by USPS Priority Mail with tracking.</p>	
<p>FSS Chm. mails completed schedules to NGC Schedule Writing chm. for that Region with either a Priority Mail stamped self-addressed envelope or sufficient money for the proper return of schedules</p>	
<p>When graded schedules are returned from the NGC Schedule Writing chm. for that Region to the State or Local FSS Chm., the State or Local FSS Chm. enters grades on Master file and returns schedules to the student judge.</p>	

<p><b>NOTE: Should any grade be less than 75, the student judge may correct the schedule and resubmit for regrading. An additional \$25 fee must be included to the State or Local FSS Chm.</b></p>	
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