



NATIONAL GARDEN CLUBS, INC.
Gardening Study Schools

ORGANIZING A GSS COURSE (more than 3 months prior to course):

Tasks Completed:

Series _____ Course _____

Dates _____ Location _____

- Consult with sponsoring entity (financial underwriter/sponsor). Request approval.
Date requested _____ Date approval rec'd _____
- Consult with State GSS Chairman to select location. Request approval.
Date requested _____ Date approval rec'd _____
- Consult with State GSS Chairman to select school dates. Request approval.
Date requested _____ Date approval rec'd _____
- Establish a budget and determine course fee. Request approval from sponsor as needed.
Date requested _____ Date approval rec'd _____
- Establish and brief Local Committee members as necessary.
- Request State Federation ratification of series, location, and dates from State GSS Chairman.
Date requested _____ Date approval rec'd _____
- Select instructors (**at least two instructors but more are desirable.**) Have first-time instructors complete Instructor's Credentials (Form 05-6). Have all instructors complete and return Instructor's Agreement (Form 05-7).
- Arrange for audiovisual equipment as necessary.

REGISTERING A GSS COURSE – 3 months prior to course:

Task completed:

- Complete Registration Form (Form 05-1). Date completed _____
- Receive 3 copies of Instructor's Credentials (Form 05-6) for each first-time instructor.
Date requested _____ Date rec'd _____
- Prepare (or obtain from treasurer) \$5 registration fee check, made payable to NGC.
Date requested _____ Date rec'd or prepared _____
- Send registration materials to State GSS Chairman (Registration Form (Form 05-1) – 5 copies; Instructor's Credentials (Form 05-6) – 3 copies; registration check) OR send all forms by email and check by postal mail.
Date sent _____ Date approval rec'd _____

PREPARING FOR A GSS COURSE:

Task completed:

- Prepare/develop course flyer (see Sample Brochure, Form 05-20).
- Submit course date and registration information to the state publication and/or state website. Print and distribute flyers as desired.
Date sent to publication editor _____ Date sent to website chairman _____
- Receive instructor's outlines and, if applicable, examination papers and answer key (if Local Chairman is NOT taking the course as a student) – **6 weeks prior** to course. Retain one copy of examinations and answer key for duplication and file. Send one copy to State GSS Chairman.
Date sent _____ Date approval rec'd _____
- Duplicate instructors' outlines. Send to students as a Study Packet (if desired) or distribute in class.
Date sent _____
- Duplicate exams (for each testing student and a few extra for last minute students wishing to take the exam and for the Proctor) and answer key (for distribution to testing students as they turn in their exams) upon receipt of approval.
- Send reminder notices to instructors – **2 weeks prior** to course. Include travel and site instructions, cell phone number available on site the day of the course.
- Duplicate Student/Consultant Guide (Form 05-21) for students. Develop/duplicate evaluation sheets if desired.
- Arrange for chairs and tables (if possible) and audiovisual equipment.
- Arrange for refreshments (morning and afternoon snack).
- Arrange for meal service.
- Prepare Attendance Record Cards (Form 05-5) to be given to students upon registration/sign-in at the Course, and used to track that all sessions are attended.

ACCREDITING A GSS COURSE:

Task completed:

- Have exams graded.
- Prepare Student Roster (Forms 05-2) – 5 copies needed if being sent by postal mail.
- Prepare Refresher Roster (Forms 05-3) – 5 copies needed if being sent by postal mail.
- Prepare Course Summary (Form 05-4) – 5 copies needed if being sent by postal mail.
- Send accrediting materials to State GSS Chairman – **within 3 weeks** of the course. Send 4 copies of Student Roster (Forms 05-2), 4 copies of Refresher Roster (Forms 05-3) (if applicable), 4 copies of Course Summary (Form 05-4), check (payable to NGC) for fees for testing students and refreshing consultants and Student Attendance Cards (suggested Form 05-5) **OR send all forms by email and check by postal mail.**

Materials sent _____ Date approval rec'd _____