



**NATIONAL GARDEN CLUBS, INC.**  
Gardening Schools

**Local Chairman  
Task Checklist**  
Form 05-18  
rev 6/17

**ORGANIZING A GS 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 GS Chairman to select location. Request approval.  
Date requested \_\_\_\_\_ Date approval rec'd \_\_\_\_\_
- Consult with State GS 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 GS Chairman.  
Date requested \_\_\_\_\_ Date approval rec'd \_\_\_\_\_

**THEN, Fill in top half only of Registration Form (05-1), email to Accrediting Chair and NGC School Secretary at NGC Headquarters. Copy State GS Chairmen. Also submit to State Publication and State Website**

**COMPLETE REGISTERING A GS COURSE – 3 months prior to course:**

Task completed:

- Complete Registration Form (Form 05-1). Select two or more Instructors and request first time Instructors To complete Instructors Credentials (form 05-8)  
Date completed \_\_\_\_\_
- Receive e-mail of Instructor's Credentials (Form 05-6) for each first-time instructor.  
Date requested \_\_\_\_\_ Date rec'd \_\_\_\_\_
- E-mail registration materials to State GS Chairman (Registration Form (Form 05-1) – Instructor's Credentials (Form 05-6)
- Date sent \_\_\_\_\_ Date approval rec'd \_\_\_\_\_

**PREPARING FOR A GS COURSE:**

Task completed:

- Prepare/develop course flyer (see Sample Brochure, Form 05-20). Newer versions available Contact: barbarahadsell@cs.com
  
- 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. E-mail one copy to State GS 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. Email in advance to Proctor who must be a GS Consultant in Good Standing
  
- 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. Proctor may take attendance instead.

**ACCREDITING A GS COURSE:**

Task completed:

- Have exams graded. Record grades and mail exams back to students in self addressed envelopes.
  
- Prepare Student Roster (Forms 05-2) – Use interactive NGC GS form, save and email.
  
- Prepare Refresher Roster (Forms 05-3) – Use interactive NGC GS form, save and email.
  
- Prepare Course Summary (Form 05-4) – Use interactive NGC GS form, save, and email.

E-mail accrediting materials to State GS Chairman – **within 3 weeks** of the course. Send Student Roster (Forms 05-2), Refresher Roster (Forms 05-3) (if applicable), Course Summary (Form 05-4), check (payable to NGC) for fees for testing students and refreshing consultants. **Send all forms by email and check by postal mail.**

Materials sent \_\_\_\_\_ Date approval rec'd \_\_\_\_\_