

**NATIONAL GARDEN CLUBS, INC.
LANDSCAPE DESIGN SCHOOLS
PROCEDURE FOR COURSE ORGANIZATION**

COURSE CHAIRMAN'S CHECKLIST

The State Landscape Design Schools Chairman must authorize and submit all items sent to the NGC Landscape Design Schools Committee or NGC Headquarters. Please allow sufficient time for review and procession.

Six months to one year ahead of time appoint course committee. (See VII of Operations Guide.)

1. Establish a budget.
2. Seek approval from your State Garden Club.
3. Establish dates, time and location of school.
4. Contact instructors after obtaining an up-to-date list of those who have taught an LDS course within the last ten years. The list should be in the files of the State LDS Chairman and the NGC LDS Instructors' Chairman. Check Areas of Expertise List (Operations Guide IV.D). Check instructor's qualifications. Contact by phone or e-mail and confirm letter, including the following information:
 - (a) A *detailed* list of their duties and the fee your budget allows
 - (b) An explanation of the NGC schools program
 - (c) Specific time, date and location for the presentation
 - (d) Enclose a copy of the applicable chapter from *Stewards of the Land* pertinent to the speaker's subject. (See LDS 25.)
 - (e) Request for a copy of the lecture or a *detailed outline* of their subject material for use by students and proctors.
 - (f) Request for *multiple-choice* exam questions worth 10 points including one or more questions from the pertinent chapter in *Stewards of the Land* with a separate answer sheet.
 - (g) If you are adding a new instructor to your faculty, please include Form LDS 4 (Instructor Resume & Record) with a request to fill out and return promptly. Paperwork for an instructor who has taught within the past 10 years is not sent to the Instructors' Chairman. If the instructor does not reside in your state, include his address on Form LDS 2b (Instructors).
 - (h) Provide a time line for submission of outline, exam questions/answers, and resumes (for new Instructors), preferably three (3) *months before* date of school.

When acceptances from your approved instructors have been received:

1. Fill out forms:
 - (a) Form LDS 1 (Event Registration)– Send one (1) copy to each LDS Chairmen listed below *at least three (3) months* before school:
NGC Schools Secretary, NGC Headquarters, St. Louis with a \$5.00 registration fee

made out to NGC Inc.. **Note: Courses will not be published in TNG or on the NGC website, or accredited, without payment of this fee.**

- NGC LDS Chairman
 - NGC LDS Instructors' Chairman
 - NGC LDS Accrediting Chairman
 - NGC LDS Reading Chairman
 - One copy for your files
- (b) Send one (1) copy of Form LDS 4 for any *new* Instructors to NGC LDS Instructors' Chairman. Forms LDS 2a and 2b(Course Information & Instructors) –Send copies to the following:
- NGC LDS Chairman
 - One (1) copy to NGC LDS Instructors' Chairman. *All course curriculum topics should be kept in sequence.*

After faculty approval and registration acknowledgement, prepare publicity material:

1. Course will be automatically listed in *The National Gardener* and NGC website (www.gardenclub.org).
2. Prepare and submit publicity to State Garden Club publications/website, regional newsletters and local newspapers.
3. Prepare brochure and photocopy for distribution at garden club and state meetings.
4. Photocopy brochures, examinations and separate answer sheets.
5. Download and photocopy forms from the NGC website as required.

Approximately three (3) weeks before the event:

1. Send a reminder to all instructors repeating the site information, specific time, date and directions in case of emergencies. Include Course Chairman's cell phone number.
 - (a) Review committee assignments.
 - (b) Registration procedures and assignments
 - (1) Students must check in for each session of the program. Remind students and consultants that they are responsible for keeping their own record, using Form LDS 8a/b(Study Record and Credential Applications Form & Master Consultant Refresher Record). A supply of Forms 8a/b should be available for first-time students.
 - (2) Provide name tags for students.
 - (3) Provide students with Evaluation Forms LDS 11a/b.
 - (4) Provide students with syllabus and relevant printed course material.
 - (5) Hospitality – snacks, lunch for speakers and committee, possible order/pay-in-advance box lunch available for students. (It is best if you can keep students on campus all day.)
 - (6) Check audio-visual equipment.

Conduct Course as per scheduled agenda:

1. Introduce program, welcome by State President, announcements.
2. Introduce each instructor and thank him at the lecture's conclusion.
3. Collect Evaluation Forms LDS 11a/b.
4. Distribute Certificates of Attendance Form LDS 15a to non-member attendees.
5. If feasible, pay instructor at conclusion of lecture(s).
6. Remind students that certification does not convey professional status

Conduct examination with Proctors' help:

1. Distribute packets which include exam questions in large, numbered envelopes.
2. Request students to self-address the envelopes.
3. Request students to write the number on their envelope on **each** page of the exam.
4. Give general instructions including time allotted to finish the exam.
5. Give students a copy of the answer sheet **after** their exam is handed in.

Proctors or Committee may correct exams:

Record Keeping – Credentialing – Paperwork

1. Send letters of appreciation to instructors, site personnel and committee members.
2. Complete forms LDS 8a (Study Record & Credential Applications) and 8b (Master Consultant Refresher Record & Emeritus Application), after exams are graded:
 - (a) Affix TNG label or subscription proof for graduating students to Form LDS 8a being sent to Accrediting Chairman
 - (b) Send copy to State Landscape Design Council President **without grades** for students achieving provisional [passed two (2) courses], Consultant [passed the four (4) courses] or Master Consultant (completed four (4) refreshers) status.
 - (c) Send copy of appropriate LDS 8a/b **with grades** to in-state students.
 - (d) Send copy of appropriate LDS 8a/b signed by State LDS Chairman to out-of-state students
 - (e) Send copy of LDS 8a to appropriate NGC Accrediting Chairman for each student who has completed four (4) courses to qualify as a LD Consultant or who has completed four (4) refreshers and qualifies for Master Consultant status.
3. Forms LDS 5a/b (Student Roster), 6a/b (Refresher Roster) and 7 (Registered Attendance Summary) must be submitted within six (6) weeks of the end of a course.
 - (a) Send copies to appropriate NGC Regional Accrediting Chairman.
 - (b) Send copies to the NGC Schools Secretary, NGC Headquarters, St. Louis, **with the required processing fee of \$5.00/person seeking credit for the course.**
 - (c) Keep one (1) copy for your state's records.
4. Provide final report, attendance and finances to State Garden Club.
5. Process forms LDS 11a/b (Instructor Evaluation/Course Evaluation) within six (6) weeks of the course's end:
 - (a) Compute average instructors' scores on Evaluation Forms.
 - (b) Send the name of any instructor whose average falls below "satisfactory" to State

LDS chairman and NGC LDS Instructors' Chairman.

6. Consultant information is furnished to NGC LDS Accrediting Chairman via rosters compiled by the Course/Refresher Chairman. NGC LDS Accrediting Chairman will issue the following cards over NGC President's stamped signature which State Chairman will distribute to recipients.

- Orange--Consultant Card issued when a student completes four (4) courses
- Yellow--Consultant Refresher Card issued for NGC-sponsored refreshers
- White--Master Consultant Card issued after Consultant completes four (4) refreshers
- White--Master Consultant Refresher Card issued for NGC-sponsored refreshers

7. After carefully checking records and *TNG* subscription proofs, distribute refresher cards to Consultant Refreshers and to Master Consultant Refreshers. LDS State Chairmen issue the following over their signature:

- Yellow--Consultant Refresher Card issued for *state*-sponsored courses/refreshers
- White – Master Consultant Refresher Card issued for *state*-sponsored courses/refreshers

State chairman order these cards at no charge from NGC LDS Accrediting Chairman.

5/1/2012