

**National Garden Clubs, Inc.
Landscape Design Schools**

PROCEDURE FOR REFRESHER EVENTS / TOURS

COURSE CHAIRMAN'S CHECKLIST

The State Landscape Design Schools Chairman must authorize and submit all forms required to the NGC Landscape Design Schools Chairman, the appropriate Landscape Design Schools Accrediting Chairman, and to Schools Secretary at NGC Headquarters. Requests for approval should be sent at least three months prior to the event. Please allow sufficient time for review and processing.

Six (6) months to one year ahead of time: appoint committee to:

1. Establish dates, time and location of school
2. Set dates for event
3. Determine location/s for event
4. Prepare outline, program schedule, and/or day by day listing of activities
Requirements: Eight (8) hours minimum for event of which three (3) hours must be related to landscape design
5. Contact instructors, guides, tour locations, etc.
 - A. Contact by phone, confirm with letter detailing:
 - B. Exactly what their duties are and the fee your budget allows.
Information should include:
 - (1) Explanation of refresher event: goals of tour/program
 - (2) Explain fees in relation to your budget.
 - (3) Request relevant credentials from docents, guides, speakers.
 - (4) Specify individual duties for participants.
 - (5) Educational Tours: describe Landscape Design group audience and goals for tour.
 - (6) Provide contracts if appropriate.

When acceptances from your chosen program/event leaders/speakers have been received:

6. Fill out forms:
 - A. LDS 3 – Send copies to the following
 - (1) Three (3) copies to the NGC LDS Chairman via the State Chairman
 - (2) Two approved copies of LDS 3 will be returned to the State Chairman
 - B. LDS 1 – Send copies to the following:
 - (1) NGC Headquarters with a \$5.00 registration fee and approved copy of Form LDS 3
 - (2) NGC LDS Chairman
 - (3) NGC LDS Instructors' Chairman
 - (4) NGC LDS Accrediting Chairman for the Region

(5) Copy for your files

Note: Each Refresher/Tour must be approved by the NGC LDS Chairman and the registration fee, check payable to NGC, Inc., received by the Schools Secretary before listing is made on the NGC website, or in 'The National Gardener'. Local publicity and brochures advertising an Accredited Event may be distributed only at this time.

Several months before Refresher/Tour:

7. Contact Consultants:
 - A. Remind them to bring evidence of a current subscription to *The National Gardener*.
 - B. Remind them to bring their most recent copy of Certification Card to the event.
 - C. Send Form LDS 8a to Consultants completing refresher credentials to qualify for Master Consultant status.
 - D. Send Form LDS 8c to all other refreshing Consultants.

Conduct Refresher/Tour as per scheduled program:

8. Introduce speakers, tour guides; explain sequence of activities.
9. Thank guides, drivers and committee.
10. Distribute refresher certificate cards, obtained from NGC LDS Accrediting Chairman:
 - A. Consultant refresher cards (yellow) for state-sponsored events
 - B. Master Consultant Refresher Cards (white) for state-sponsored events

Record Keeping/Credentials/Paperwork

11. Forms LDS 6a/b, LDS 7, LDS 8a :
 - A. Prepare and send one (1) copy to the Schools Secretary, NGC Headquarters, with check payable to National Garden Clubs, Inc. to cover the processing fee of \$5.00 per refresher seeking credit.
 - B. Prepare and send one (1) copy to the NGC LDS Accrediting Chairmen of Region/s of refreshing Consultants together with Form 8a for each Consultant qualifying for Master Consultant status.

Note: When a Refresher is held with another NGC school (a Multiple Refresher), refresher credit will be granted to a Consultant for only one of these schools. Master Consultants may choose multiple credits in each school in which they have Master status or they may choose credit in one school in which they are a Consultant.