



**National Garden Clubs, Inc.  
Environmental, Gardening and Landscape Design Schools  
LOCAL CHAIRMAN TASK CHECKLIST**

Local Chairman  
Task Checklist  
Form 13-2020

Series \_\_\_\_\_ Course \_\_\_\_\_

Dates \_\_\_\_\_ Location \_\_\_\_\_

**ORGANIZING A COURSE – more than 3 months prior to course**

**Task Completed**

Consult with sponsoring entity – financial underwriter/sponsor. Request Approval.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

Consult with State School Chairman to select location. Request Approval.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

Consult with State School Chairman to select school dates. Request Approval.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

Establish a budget and determine course fees. Request approval from sponsor as needed.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

Establish and brief Local Committee members as necessary.

Request State Federation's ratification of series, location and dates from State School Chairman.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

**REGISTERING A COURSE – 3 months prior to course**

**Task completed**

Prepare/develop course flyer or brochure. See sample brochure on each NGC school website. Submit to State Chairman for approval

Complete Course Registration Form 1-2020 and Course Information Form 2-2020. Email to State Chairman for approval. Note: Form 2-2020 does not need to be sent concurrently with Form 1-2020 but as soon as possible.

Date completed \_\_\_\_\_ Date sent \_\_\_\_\_

Receive Instructor's Credentials Form 3-2020 for each first time instructor.

Date requested \_\_\_\_\_ Date received \_\_\_\_\_

Email Instructor's Credentials Form 3-2020 to State School Chairman for approval.

Date sent \_\_\_\_\_ Date approval received \_\_\_\_\_

## PREPARING FOR A COURSE

### Task Completed

Submit course date and registration information to state publication and/or state website. Print and distribute flyers as desired.

Date sent to website chairman \_\_\_\_\_ Date sent to publication editor \_\_\_\_\_

Receive instructor's outlines and, if applicable, examination papers and answer key - **6 weeks prior** to course. (Local Chairman arranges for someone else to receive the exams if she/he is taking the course as a student.)

Retain one copy of examinations and answer key for duplication and file. Email one copy to State Chairman.

Date requested \_\_\_\_\_ Date approval received \_\_\_\_\_

Duplicate instructors' outlines. Send to students as a study packet, if desired, or distribute in class.

Date sent \_\_\_\_\_

Duplicate exams, upon receipt of approval, for each testing student plus a few extras for last minute students wishing to take the exam and for the Proctor. Duplicate the answer key for distribution to testing students as they turn in their exams.

Send reminder notices to instructors – **2 weeks prior** to course. Include travel, site instructions and cell phone number available, on site, for the day of the course.

Duplicate Student/Consultant Guide for distribution to students. See NGC school website for Guide.

Duplicate Evaluation Form 11-2020

Arrange for chairs, tables (if possible) and audiovisual equipment. Arrange for refreshments – morning, afternoon snack and lunch.

Prepare nametags using a large font, or something similar, to enable instructors and attendees to see the name of each attendee easily.

Prepare Daily Attendance Cards Form 16-2020 to be given to students upon registration/sign-in at the Course. Use to track all sessions are attended.

## ACCREDITING A COURSE

### Task Completed

Have exams graded and return to students.

Prepare Course Roster and Summary Form 5-2020

Prepare Accreditation Application Form 6-2020

Prepare Refresher Accreditation Application Form 7-2020

Send accrediting materials, Form 5-2020, Form 6-2020 and Form 7-2020 (if applicable) to State School Chairman – **within 3 weeks** of the course completion along with check (payable to NGC) for fees for testing students and refreshing consultants. **Send all forms by email and check by postal mail.**

Date materials sent \_\_\_\_\_ Date approval received \_\_\_\_\_