

FLOWER SHOW SCHOOLS MANUAL

Updated July 2024

State or Country Judges Council President/Chairman is elected by each State or Country Judges Council or appointed by the State President. All other State or Country Flower Show Schools Personnel are appointed by the State or Country Garden Club President or State or Country Judges Council President, as determined by each State or Country by-laws. They may appoint in one of the following manners:

- A. One individual to handle all activities of the State or Country Flower Show School/Symposium Program, including school series, symposiums, and judges' credentials. **Title: State or Country Flower Show Schools Chairman.**
- B. A different individual for each chairmanship relative to FSS/S activities. **Titles: State or Country Flower Show Schools Chairman, State or Country Flower Show Symposium Chairman and State or Country Flower Show Judges' Credentials Chairman.** Although these chairmen must frequently confer and work together, each chairman is autonomous.
- C. Any combination of the three chairmanships.

FLOWER SHOW SCHOOLS

I. PURPOSES OF THE FLOWER SHOW SCHOOLS SERIES

- A. To provide a learning opportunity for garden club members interested in becoming an NGC Accredited Flower Show Judge.
- B. To expand the understanding and knowledge of all garden club members in sponsoring, participating, and implementing NGC Flower Shows.
- C. To teach healthy growing practices and correct grooming techniques for horticulture specimens.
- D. To teach artistic principles as they apply to designing with plant material.
- E. To educate participants of the principles and etiquette critiquing another's work according to the NGC standards of evaluation.
- F. To encourage a healthy competitive spirit while striving to achieve excellence in all aspects of an NGC Flower Show.

II. RESPONSIBILITIES OF THE STATE FLOWER SHOW SCHOOLS CHAIRMAN

- A. Acquires approval from State Garden Club Executive Board or State Judges Council Executive Board to sponsor Flower Show School series.
- B. Plans and organizes all Flower Show School series within the state, supervising all details or by appointing a Local Flower Show School Chairman for each series per Chairman's state policy.
- C. The **State Flower Show Schools Chairman** is ultimately responsible for all Flower Show School activities.
- D. All forms sent to the NGC Accrediting Chairman for that Region, Instructors, NGC Headquarters, etc. must be approved and mailed/emailed by the State Flower Show Schools Chairman.

DUTIES OF THE STATE AND LOCAL FLOWER SHOW SCHOOL CHAIRMAN

Responsibility	Date Completed
<ul style="list-style-type: none"> Organization (club, judges' council, district, state, country) expresses an interest in hosting Flower Show School Series. 	
<ul style="list-style-type: none"> Local Flower Show School Chairman appointed or elected, or State Flower Show Schools Chairman may assume all duties. 	
<ul style="list-style-type: none"> State and Local sponsors will determine site/s and dates for series with approval from State Flower Show Schools Chairman. 	
<ul style="list-style-type: none"> State Flower Show Schools Chairman requests state approval. 	
<ul style="list-style-type: none"> State Flower Show Schools Chairman notifies the local chairman of the necessary NGC forms (See below) NGC Forms 1, 6, 21, and 23 require IMMEDIATE attention. 	
<p>NGC Flower Show School Forms by Title: All NGC forms can be found on the NGC Website as fillable PDF's. To complete forms, download and save to your device, add your information, then save again.</p> <p>Form 1 - Flower Show Schools/Symposium Registration Form 6 - Flower Show School Series Plant List Form 7 - Flower Show School Summary Form 8 - Flower Show School Student Roster Form 9 - Flower Show School Refresher Roster Form 18 - Flower Show School/Symposium Judges Eligibility Certificate Form 20 - Flower Show School Series Check List Form 21 - Flower Show School Individual Course Check List Form 23 - Flower Show School or Symposium Instructor's Contract Form 27 - Evaluation of Course/Symposium & Instructor Form 28 - Directives for the Student Judge Preparing a SFS Schedule for Evaluation Form 29 - Scale of Points for Evaluating Standard Flower Show Schedules</p>	
State and Local Chairman plan the ENTIRE series including selecting all instructors and choosing specific plants to be studied.	

Responsibility	Date Completed
<ul style="list-style-type: none"> • Local Chairman invites instructors for Flower Show Procedure (FSP), Horticulture and Design AT LEAST SIX (6) MONTHS prior to the scheduled school. Ideally, instructors should be invited for the entire series as soon as the dates are determined. <ol style="list-style-type: none"> 1. The list of approved NGC Flower Show instructors can be found on the NGC Website. Only instructors in Good Standing can teach. 2. Horticulture and Design must be taught by different NGC approved instructors. Flower Show Procedure may be taught by either instructor, or a third NGC approved Flower Show Procedure instructor. 3. The Flower Show School or Symposium Instructor’s Contract, NGC Form 23, is emailed to each instructor immediately after the instructor accepts the invitation and after all financial considerations (fees, lodging, transportation, plant material, etc.) are agreed upon. 4. When Instructors’ contracts are received, all instructor requests MUST be noted. <p>NOTE: <i>If the Local Chairman is also an NGC Flower Show Instructor contracted for that Course, the State Flower Show Schools Chairman must approve and sign the contract. If the Local Chairman is also the State Flower Show Schools Chairman, the State President or State Judges Council President must approve and sign the contract.</i></p>	
<ul style="list-style-type: none"> • Local Chairman checks that the NGC instructor does NOT teach more than two (2) times during the Flower Show School series. <p>NOTE: <i>If the State/Local Flower Show Schools Chairman or Registrar, for any of the Courses in a Flower Show School series, is also an NGC Flower Show Instructor, she/he is limited to teaching only one (1) of the Courses for that School series.</i></p>	
<ul style="list-style-type: none"> • Local Flower Show School Chairman appoints Flower Show School Series committee members. See pages 9-14 for details of these chairmen. <p>NOTE: <i>A successful Flower Show School Series uses many committee volunteer members. The Local Flower Show School Chairman should NOT do it all.</i></p>	
<ul style="list-style-type: none"> • State Flower Show Schools Chairman starts entering information on NGC Form 20, Flower Show School Series Check List. 	

Responsibility	Date Completed
<ul style="list-style-type: none"> Local Flower Show School Chairman starts filling out NGC Form 21, Flower Show School Individual Course Check List, as preparation for the school progresses. Deadlines should be highlighted and met. 	
<ul style="list-style-type: none"> Local Flower Show School Chairman EMAILS to State Flower Show Schools Chairman NGC Form 1, Flower Show Schools/Symposium Registration, and NGC Form 6, Flower Show School Series Plant List, listing the horticulture topics for ALL four Flower Show School courses, making sure the required plant groups will have been studied. See NOTE below. State Flower Show Schools Chairman reviews all forms and emails them to NGC Accrediting Chairman for their Region NO LATER THAN FOUR (4) MONTHS before scheduled first course. (IA Country Flower Show Schools Chairman emails papers to the NGC IA Accrediting Chairman). NGC Accrediting Chairman for that Region notifies NGC Headquarters who will post on the NGC website the course number, dates, location, registrar's name and email address, the names of the instructors and their subject matter. 	

NOTE: EACH of the following plant groups are to be studied in the Flower Show Schools Series **at least twice** during the series:

- Arboreal Specimens
- Container-grown Specimens
- Cut Specimens

Combination Plantings are planned in Course III and **Collections** are planned in Course IV. Appropriate Plant groups need to be included when studying these topics.

Examples of Container-Grown and Cut Specimens include annual flowering or foliage, biennials, bulbous plants, flowering houseplants, foliage houseplants, perennial flowering or foliage, and vegetables/fruits/nuts.

The State/Country/Local Flower Show Chairman determines the order of preference based on growing conditions, seasonal availability, course scheduling, and frequency of appearance at NGC Flower Shows, and works with the Accrediting Chairman for their Region when filling out **NGC Form 6, Flower Show School Series Plant List**, to make sure all groups are studied.

<i>Responsibility</i>	<i>Date Completed</i>
COURSE SCHEDULE	
<ul style="list-style-type: none"> Local Flower Show School Chairman reviews Curriculum listed in the <i>NGC Handbook for Flower Shows</i> to determine all exhibits necessary to meet the curriculum requirements. Local Flower Show School Chairman works with instructors and their Region Accrediting Chairman. <i>The Local Flower Show School Chairman may consider having a Small-Standard Flower Show within the Framework of Course III and/or Course IV. If interested, consult Horticulture, Design and Flower Show Procedure instructors when contracts are signed.</i> 	
<ul style="list-style-type: none"> Schedule must include two (2) full days of lectures following the time requirements. Days do not have to follow concurrently; however, they must be within one (1) week of each other. 	
<ul style="list-style-type: none"> Horticulture and Design lectures, including practice point scoring, must total five (5) hours each. Flower Show Procedure lecture must total two (2) hours but may be split into one (1) hour each over two days or offered the day before. 	
<ul style="list-style-type: none"> Breaks of fifteen-minutes at a minimum must be planned for the morning and afternoon sessions, in addition to a break for lunch. 	
<ul style="list-style-type: none"> Written point scoring exams MUST follow immediately after practice point scoring. Written point scoring must be one (1) hour for Course I, and two (2) hours for Courses II, III and IV. 	
<ul style="list-style-type: none"> Written examinations for Flower Show Procedure, Horticulture and Design are allotted three (3) hours (1 hour for each subject) and must be taken within one (1) week of the final topic. 	
<ul style="list-style-type: none"> There is no set schedule other than the time frame for lectures. Schedule must be approved by the NGC Accrediting Chairman for your Region. 	
<ul style="list-style-type: none"> School Course Brochure must be emailed to NGC Accrediting Chairman for your Region and all contracted instructors and at least three (3) months before the school. MUST include Course number, Handbook pages to be studied, location, date, time schedule, a statement that students must attend ALL sessions for credit, registrar, contact information, instructor biographies, registration form, directions, and local lodging. Include a statement that students must bring their own <i>Handbook for Flower Shows</i>. Also state if a clipboard will be provided. School Course Brochure is distributed via email throughout your state and NGC region. 	

Responsibility	Date Completed
<ul style="list-style-type: none"> • Local Flower Show School Chairman works with Staging Chairman on securing a facility with sufficient room for classroom teaching, exhibit space for horticulture specimens and design exhibits, practice point scoring, Written Point Scoring Examination and Written Exam. • NOTE: <i>Design Instructors will make at least four (4) designs for Flower Show School Course I, and at least six (6) designs for Courses II, III and IV. The Committee should work with the Design Instructors on Staging and Space Needs for the designs.</i> 	
<ul style="list-style-type: none"> • Continues to check with Committee Members regularly. 	
<ul style="list-style-type: none"> • Works with Instructors to make sure exam papers and point score sheets are approved by the NGC Accrediting Chairman for their Region. 	
<ul style="list-style-type: none"> • Approved course materials for Flower Show Procedure, Horticulture, and Design must be received from the instructor at least 6 weeks before the Course. Verify receipt of course materials. • Email all Flower Show Procedure, Horticulture and Design course outlines and point score sheets to attendees, ideally 6 weeks before class. May be copied and mailed upon request. Registrar provides names, addresses and emails of participants to the Local Flower Show School Chairman. • NOTE: DO NOT SEND examinations. 	
<ul style="list-style-type: none"> • Master Panels - For Courses II, III & IV, secure two (2) NGC Accredited Judges to serve on the Horticulture Master Panel and two (2) NGC Accredited Judges to serve on the Design Master Panel. Master Panel judges MUST attend the lecture and practice point score lecture. • No one serving on a Master Panel may have an exhibit in the point scoring exam room. 	

Responsibility	Date Completed
ONE WEEK BEFORE COURSE	
<ul style="list-style-type: none"> • Copies additional outlines and points score sheets as necessary for committee members and late registrants. • <i>Materials should be emailed whenever possible.</i> 	
<ul style="list-style-type: none"> • Copies point score sheets for the Written Point Score Examinations, with a copy of each of the classes for the students, and the Master Panel for Course II, III and IV. • For Course I, there will be one (1) point score sheet in Horticulture and one (1) in Design. For Course II, III and IV, there will be two (2) for Horticulture and two (2) for Design. 	
<ul style="list-style-type: none"> • Copies Flower Show Procedure, Horticulture and Design examinations. 	
<ul style="list-style-type: none"> • Copies NGC Form 27, Evaluation of Flower Show Course and Instructors <i>Attendees must have a separate form for EACH instructor.</i> 	
<ul style="list-style-type: none"> • Double checks NGC Instructors contracts for special requests. 	
<ul style="list-style-type: none"> • Confirms plans with instructors regarding of transportation, lodging, set-up, meals, etc. 	
<ul style="list-style-type: none"> • Checks with local committee chairman for last minute issues. 	
<ul style="list-style-type: none"> • Confirms with Horticulture Master Panel and Design Master Panel Accredited Judges that they are attending the lecture and practice point scoring. 	
<ul style="list-style-type: none"> • Obtains supplies: stapler, pencils, pencil sharpener, clipboards (optional) for students taking the point score examinations, markers, and entry cards for practice point scoring and written point scoring examination. 	
ONE DAY BEFORE COURSE	
<ul style="list-style-type: none"> • For Horticulture: Make sure horticulture specimens are identified, staged, and in place for horticulture instructor's review the afternoon before the Horticulture Lecture. 	
<ul style="list-style-type: none"> • For Design: Instructor must be given ample time to create designs and place them the day prior to the Design Lecture. (Allow approximately 30+ minutes per design.) • <i>Instructors should NEVER be asked to work after the dinner hour.</i> • <i>Instructors must be given a workroom one day prior to the lecture if unable to set up in the lecture room, as agreed to by the instructor and local Flower Show School Chairman.</i> 	
<ul style="list-style-type: none"> • Provides a Student Number for each student. This number is not shared with instructors. Students will use this number on all examination papers. 	

<i>Responsibility</i>	<i>Date Completed</i>
DAY OF SCHEDULED COURSE	
<ul style="list-style-type: none"> Follows the established time schedule, ensuring Instructors stay on timeline. 	
<ul style="list-style-type: none"> Handles all last-minute concerns. 	
<ul style="list-style-type: none"> Provides outlines, point scoring sheets, and other materials to newly registered attendees. 	
<ul style="list-style-type: none"> Briefly introduces dignitaries and instructors. 	
<ul style="list-style-type: none"> Makes necessary announcements. 	
<ul style="list-style-type: none"> Distributes NGC Form 27 Evaluation of Flower Show Course and Instructors to participants, for EACH subject. Collects forms, reviews comment relative to committee responsibilities. ALL forms are sent to the NGC Flower Show Schools Chairman or IA Flower Show Schools Chairman and NOT shared with class instructors or others. NOTE: <i>if serious problems arise concerning any instructor, the State Flower Show Schools Chairman should be advised and that chairman should contact the NGC Flower Show Schools Chairman, or IA Flower Show Schools Chairman. All such reports are kept in strictest confidence and every effort is made to resolve the problem.</i> 	
<ul style="list-style-type: none"> Distributes Point Score sheets for the Written Point Scoring Examination, (One (1) sheet for Course I; two (2) sheets for Courses II, III, and IV), to the students, Instructor and Master Panel. 	
<ul style="list-style-type: none"> Confirms payment to Instructors based on agreed-upon contract. 	
AT COMPLETION OF COURSE	
<ul style="list-style-type: none"> Within ONE WEEK of course completion, all written examinations and point score examinations must be sent to the appropriate instructor by Priority Mail. A return postage paid envelope must be included in the mailing. 	
<ul style="list-style-type: none"> Within ONE WEEK of course completion, ALL Form 27 Instructor Evaluations are mailed to the NGC Flower Show Schools Chairman or IA Flower Show Schools Chairman. 	

<i>Responsibility</i>	<i>Date Completed</i>
WHEN PAPERS ARE RETURNED	
<i>NOTE: Examination papers are NEVER returned to students until the Course has been fully accredited by the NGC Accrediting Chairman for that Region.</i>	
<ul style="list-style-type: none"> When all point score and lecture examination papers are graded, they will be returned by the Instructor along with NGC Form 26--Master Grade Record for their subjects, Master Panel Judges' papers, Master Panel point score summary, as well as the Exam Answer sheets. <i>Papers should be returned within three (3) weeks upon receipt by Instructor.</i> 	
<ul style="list-style-type: none"> Local Flower Show School Chairman will transfer grades to NGC Form 8 - Flower Show School Student Roster. If any Accredited Judges are refreshing in Course III or IV, they use NGC Form 9 - Flower Show School Refresher Roster. <i>Any grades on any examination lower than 70 are circled in RED.</i> 	
<ul style="list-style-type: none"> All grades are added for each student, except for students with failing papers, examinations and/or written point score sheets. The Highest, Middle and Lowest Totaled graded papers and all failed papers are sent to the State Flower Show Schools Chairman, who reviews them and forwards them to the NGC Accrediting Chairman for your Region (or IA Accrediting Chairman), the exam answer sheet and the following forms: <ol style="list-style-type: none"> NGC Form 7--FSS Summary - 3 copies (IA-5 copies) NGC Form 8--FSS Student Roster - 2copies (IA-5copies) NGC Form 9--FSS Refresher Rosterif needed, for Accredited Judge (Course III or IV) - 2copies (IA-6copies) Master Panel Point Scoring sheets, 1 for each Written Point Score Examination. A check in the amount of \$5 for each student on NGC Form 8--FSS Student Roster and NGC Form 9—FSS Refresher Roster, made payable to <i>National Garden Clubs, Inc.</i> 	
<ul style="list-style-type: none"> When the course has been accredited by the Accrediting Chairman for that Region, the State Flower Show Schools Chairman will receive signed and dated copies of all papers submitted. State Flower Show Schools Chairman notifies Local Flower Show School Chairman that the Course has been accredited and returns all examination papers to the local Flower Show School Chairman. State Flower Show Schools Chairman notifies State or IA Country Credentials Chairman of any Accredited Judge who successfully refreshed with Course III or IV. 	
<ul style="list-style-type: none"> All exam papers (lecture, point scoring), and copies of the Exam Answer and Master Point Scoring Summary Sheets are returned to ALL students. 	

<i>Responsibility</i>	<i>Date Completed</i>
AFTER THE FOURTH COURSE IS COMPLETED	
<ul style="list-style-type: none"> The Flower Show School Chairman requests the schedule writing directives from the Schedule Writing Chairmen for the region. The Flower Show School Chairman is responsible for all the record keeping of student's schedule directive/assignment throughout the process. 	
<ul style="list-style-type: none"> Distributes schedule writing directive to students immediately following the successful completion of the student's 4th course and that course is accredited 	
<ul style="list-style-type: none"> Students have six (6) months to complete the Schedule Writing assignment. Failure to return the schedule within the 6-month period will result in student forfeiting student judging status. 	
<ul style="list-style-type: none"> The Flower Show Schools Chairman submits student schedules to the Region Schedule Writing Chairman. 	
<ul style="list-style-type: none"> Returns all graded schedules to students. 	
<ul style="list-style-type: none"> Any failures must be resubmitted, with all corrections, to the Region Schedule Writing Chairman within three (3) months. 	
<ul style="list-style-type: none"> If a student fails again, corrections must be resubmitted within one (1) month to the Region Schedule Writing Chairman. 	
<ul style="list-style-type: none"> NOTE: Students ONLY have three opportunities to pass the Schedule Writing assignment. 	

<i>Responsibility</i>	<i>Date Completed</i>
FLOWER SHOW ACCREDITED JUDGE APPLICATION	
<ul style="list-style-type: none"> The State Flower Show School Chairman receives Form 3 – Flower Show Accredited Judge Application from Student Judge upon completion of exhibiting and judging requirements and passing all the coursework and schedule writing assignment. 	
<ul style="list-style-type: none"> The State Flower Show Schools Chairman verifies that all requirements have been met. 	
<ul style="list-style-type: none"> The State Flower Show Schools signs the form and electronically sends form to NGC Flower Show Schools Chairman. 	
<ul style="list-style-type: none"> NGC Flower Show Schools Chairman issues confirmation that Student Judge has advanced to level of Accredited Judge and the date of completion. 	

COMMITTEE	DUTIES	COMPLETE
Course Registrar	Receives and records all registrations and checks, noting name, address, email, phone, student status. Assign seat by date registered, always assigning students to front rows.	
	Forwards checks to Flower Show School Treasurer.	
	Confirms eligibility from State Credentials Chairman when an Accredited Judge is requesting to take Course III or IV for credit. Request for attendance comes from the Accredited Judge no fewer than 4 weeks prior to scheduled Course. (Out-of-state 6 weeks)	
	Establishes system for verifying attendance at all Flower Show School sessions. (A punch card or sign in sheets are recommended)	
	Provides list of registered participants to Local Flower Show School Chairman.	
	Collects attendance cards/sign-in sheets upon Flower Show School Course completion. Any NGC Form 18--Flower Show School Symposium Judges Eligibility Certificate for in-state and out-of-state attendees, are sent to the State Judges Credentials Chairman for processing.	
Flower Show School Treasurer	Works with Local Flower Show School Chairman in establishing an overall budget for the Flower Show School series.	
	Establishes budget with Local Flower Show School Chairman for each Course in the series.	
	If needed--establishes bank account for the Flower Show School Series based on State, Region and/or NGC policies.	
	Records all checks, and cash received.	
	Pays all bills based on submitted receipts.	
	Provides an account summary upon completion of each Course in the Flower Show School series to the sponsoring organization.	

COMMITTEE	DUTIES	COMPLETE
Horticulture Instructor's Assistant/s	Secures sufficient quantities of required plant materials from selected plant groups for discussion, practice point scoring and Written Point Scoring exam, as requested by the horticulture instructor. Plant material should be of high quality, garden grown as much as possible, and show worthy though not all blue-ribbon winners. Provides Combination Plantings for Course III and Collections for Course IV .	
	Assists instructor in determining specimens for practice point scoring and Written Point Scoring examinations.	
	Aids in identifying and botanically labeling all exhibits.	
	Sets up specimens as directed by the horticulture instructor.	
	Botanically labels all exhibits for practice point scoring and the three exhibits per class for the Written Point Scoring exams. Exhibits are numbered 1, 2, and 3 from left-to-right. Specimens for point scoring do not have to be identical but representative of the requirements of the point score sheet class description. NOTE: If due to weather conditions, etc., chosen plants are unavailable and must be substituted, the Local FSS Chairman must notify the State FSS Chairman immediately, and works with the Horticulture Instructor and NGC Accrediting Chairman for that Region or IA Accrediting Chairman on replacement plants to study.	
	Dismantles demonstration and point scoring exhibits and assists Instructor with removing visual aids.	
Floral Chairman/ Committee including Design Assistant/s	Chairman works with instructor to secure plant material. An instructor must provide a list of plant materials needed for designs 3 weeks prior to the Flower Show School Course. The local Floral Chairman should inform instructor on the availability of plant material, and work with instructor on alternatives based on availability and costs. Floral Chairman should also be aware of the contracted dollar amount allotted for design plant material.	
	Provides buckets, brooms, dustpans, waste baskets, etc. and makes requested materials (conditioned plant material, containers, backgrounds, line material, etc.) available on the morning of the day prior to the Design lecture. Secures a water source.	
	Aids in unpacking, setting up, dismantling and repacking instructor's design equipment. Keeps work areas clean.	
	Works with the committee on selling or disposing of plant material at the conclusion of the Flower Show School.	

COMMITTEE	DUTIES	COMPLETE
Chairman of Designs for practice and Written Point Scoring	Secures necessary designers, who interpret design specifications, based on the Instructor's point scoring class description. <ul style="list-style-type: none"> NOTE: Any capable designer may create design/s for practice and Written Point Scoring exams, though those taking the Written Point Scoring exam for credit may NOT create a design/s for the written examination. No one serving on a Master Panel may have an exhibit in the point scoring exam room. The Chairman of Designs should work with students if they are assigned practice point score design classes on design techniques, NGC design policies, etc. Practice sessions are encouraged. 	
	Supervises staging of all designs. Designs are numbered 1, 2 and 3 from left-to-right. List of plant material used must be on cards placed by design.	
	Assists designers with dismantling if needed.	
Staging Chairman and Committee	Ensures sufficient room to accommodate audience, practice point scoring exhibits, horticulture specimens, design instructor's designs, lecture visual aids and other visual aids.	
	Provides and sets up all staging needs as requested by instructors. Reviews instructors' contracts with Local Flower Show School Chairman for requested tables, skirting, pedestal, frames, staging panels, etc.	
	Provides for wastebaskets.	
	Provides for microphone system, preferably a lavalier, for the speakers.	
	Arranges for physical set-up for attendees. Classroom style with tables and chairs for students is preferred.	
	Arranges for registration, sales, and hospitality tables.	
	Arranges for separate room for Written Point Scoring examination for Horticulture and Design. If separate rooms are unavailable, arranges for screened-off portion of lecture room.	
Instructors' Hospitality	Arranges for instructors' arrivals and departures, lodging, meals, and transportation throughout stay.	
	Provides comfort during lectures	
School Series Hospitality	Arranges food and beverage/s during breaks	
	Plans for meals for students and/or instructors.	

COMMITTEE	DUTIES	COMPLETE
Classroom Proctor	Monitors instructor's lectures, attending entire lecture including point scoring.	
	Assures that instructor covers all questions/answers in lectures. The instructor shall furnish the proctor with the examination/answer papers. <i>The examination is NEVER shared with any other participant.</i>	
	Advises instructor during break of any omission in lecture or need for greater clarification.	
	Returns examination/answer sheet to the instructor immediately at conclusion of the lecture.	
Written Point Scoring Examination Proctor	Sits in Written Point Scoring examination room/s for the allotted testing time, maintaining order and silence.	
	Checks that each exhibit is clearly labeled by class and number, and placed left-to-right, with a list of plant material used for each design.	
	Ensures students do NOT take anything into the examination area except writing utensil, point score sheets and clipboard. All outlines, books and other written materials are not permitted.	
	Makes sure all electronic devices are turned off.	
	Makes sure students do not confer with each other or touch exhibits. Students are given a verbal warning for the first offense; should a violation occur a second time, the student may be asked by the proctor to return incomplete exam papers and immediately leave the testing room. Such papers will not be graded.	
	Distributes and collects Written Point Scoring Examination papers. Checks for student number and that no boxes are left blank. Proctors do NOT check addition on the Point Score Forms.	
	Reminds students every 30 minutes of testing time remaining.	
	Returns all point score testing papers to the Local Flower Show School Chairman.	

COMMITTEE	DUTIES	COMPLETE
Written Examination Proctor	Sits in examination room, maintains order and silence for the allotted testing time.	
	Ensures students do not confer with each other, nor take any outlines, books, lecture notes, or other written material into the examination room.	
	Makes sure all electronic devices are turned off.	
	Distributes written examination.	
	Collects papers. Notes that all questions have been answered. Checks for Student Number on all papers.	
	Returns examination papers to the Local Flower Show School Chairman.	
Education Exhibit Chairman	Provides an Educational Exhibit for Course III Flower Show Procedure, working with the Flower Show Procedure Instructor.	

EMERGENCY PROCEDURES INVOLVING CONTRACTED NGC FLOWER SHOW SCHOOL INSTRUCTORS

EMERGENCY MORE THAN TWO (2) WEEKS BEFORE COURSE

- Contracted instructor seeks replacement with approval of Local/State Flower Show Schools Chairman and NGC Accrediting Chairman for that Region. If contracted instructor is unable to find a replacement, Local Flower Show Schools Chairman assumes responsibility and may seek assistance of NGC Accrediting Chairman for that Region, NGC Accrediting Chairman, or IA Flower Show Schools Chairman.
- Replacement instructor **MUST** be in good standing and approved to teach the required subject.
- State Flower Show Schools Chairman is notified of replacement.
- State Flower Show Schools Chairman requests approval of NGC Accrediting Chairman for that Region or IA Accrediting Chairman.
- If sufficient time is available, replacement may have new Examinations Questions/Answers and Point Scoring forms approved by NGC Accrediting Chairman for that Region or IA Accrediting Chairman and teach from own outline/s. If insufficient time, instructor is allowed to use previous instructor's outline/s and examinations.
- If approved replacement cannot be found, teaching of entire course or subject involved **must be postponed**. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY LESS THAN TWO (2) WEEKS OF COURSE

Same as above, though here is insufficient time for new examination approval.

EMERGENCY WITHIN TWO DAYS OF COURSE

- Contracted NGC instructor informs Local Flower Show Schools Chairman, who contacts State Flower Show Schools Chairman.
- State Flower Show Schools Chairman contacts Accrediting Chairman for their Region or IA Accrediting Chairman, NGC Accrediting Chairman, or IA Flower Show Schools Chairman. If unavailable, the State Flower Show Schools Chairman contacts the NGC Flower Show School Chairman or NGC Horticulture Instructors Chairman or NGC Design Instructors Chairman.
- NGC replacement Instructor must be in good standing and approved to teach from approved instructor's outline, using previous instructor's examinations.
- If approved replacement cannot be found, students may attend and receive credit for other subject/s, but subject/s in question must be postponed. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY DURING COURSE

- If NGC contracted Instructor is unable to complete lecture, the Local Flower Show School Chairman contacts the State Flower Show Schools Chairman who contacts the NGC Accrediting Chairman for that Region or IA Accrediting Chairman.
- If another NGC Instructor is available, that NGC Instructor may complete the lecture. That instructor need not be approved to teach the subject.
- If no instructor is available, the subject **MUST** be postponed and taught at a later time.
- Students receive credit for subject having been taught and examinations passed, but do not receive credit for the Course until all subjects have been taught and all examinations passed.