

National Garden Clubs Inc.

Environmental, Gardening, and Landscape Design Schools

STATE CHAIRMAN CHECKLIST

SERIES: _____ COURSE: _____

DATES: _____ LOCATION: _____

ALL TRANSFER OF INFORMATION IS DONE ELECTRONICALLY EXCEPT THE CHECK

REGISTERING A COURSE

Task Completed _____

Request approval from State Federation for a new series of Schools and supply budget if requested. Date requested _____ Date approval received _____

Refer to "Zoom Course Guidelines" for courses in a ZOOM or Hybrid format– See NGC Website, School Resources Register course with NGC ES, GS, LDS

Accrediting Chairman –

3 months prior to course. Send Course Registration (Form 1),

Course Information (Form 2), course brochure, and when received, Instructor's Credentials (Form 3) for each new instructor.

Note: Form 2 does not need to be sent concurrently with Form 1 but as soon as possible.

Date requested _____

Date approval received _____

Receive and review instructors' outlines and exam questions and answer keys for accuracy from Local Chairman – 3weeks prior to course.

Retain outlines and one copy of exams and answer key for file.

For approval, email one copy of exam and answer key to NGC Accrediting Chairman. Date received _____ Date sent _____ Date approval received _____

ACCREDITING A COURSE –

Task completed _____ Received _____

SEND Course Roster & Summary (Form 5) received from Local Chairman within 3 weeks of course completion on to Regional Chairman

Review Form 5 for accuracy and make any necessary corrections.

TO COMPLETE FORM, DOWNLOAD AND SAVE, ADD YOUR INFORMATION, THEN SAVE
Task Checklist Form 12

Sign the form where indicated by typing your name and date. Please do not insert a digital signature.

Note: Local Chairman mails NGC fee check to Primary Accrediting Chairman and emails a copy of check to State Chairman upon verification of Course Roster by State Chairman and Primary Accrediting Chairman. Date received _____

Accredit course with NGC Accrediting Chairman within 4 weeks of course completion.
Email to the Primary Accrediting Chairman:

Course Roster and Summary (Form 5) to be verified for correctness

Submit Filled and Signed Application(s) form 6 (Student) and Consultant Refresher (Form 7) of Students and Consultants from State of Event.

Include all other Form(s) 6 & 7 of Students and Consultants from other states, submitted with registration, to the Accrediting Chairman to be forwarded to their respective State School Chairman to be verified and signed where applicable.

Date sent _____

Use Consultant and Refresher Applications List (Form 17), sent by the Primary Accrediting Chairman, as a checklist identifying attendees who needed to submit Form 6 or 7 prior to attending Date reviewed _____

UPDATE STATE CONSULTANT ELECTRONIC SPREADSHEET – See sample on NGC website. Refer to Schools Handbook under Miscellaneous Duties Retain copies of all forms for your state's record.

Send signed forms 6 or 7 to respective attendees of class in your state, along with Letter of Good Standing from the NGC Staff. Keep electronic copies of all the above. (5, 6, 7 and Letter of Good Standing)

Date Completed: _____