



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

State Chairman
Task Checklist
Form 12-2020

Series _____ Course _____

Dates _____ Location _____

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 _____

Register course with NGC ES or GS Accrediting Chairman or LDS Chairman – **3 months prior** to course. Send Course Registration Form 1-2020, Course Information Form 2-2020, course flyer or brochure, and when received, Instructor’s Credentials Form 3-2020 for each new instructor. Note: Form 2-2020 does not need to be sent concurrently with Form 1-2020 but as soon as possible.

Date requested _____ Date approval received _____

Receive instructor’s outlines and exam questions and answer key from Local Chairman – **5 weeks prior** to course. Retain outlines and one copy of exams and answer key for file. Email one copy of exam and answer key to NGC Accrediting Chairman & LDS Instructors Chair.

Date received _____ Date sent _____ Date approval received _____

ACCREDITING A COURSE

Task completed

Receive accrediting materials from Local Chairman – **within 4 weeks** following the course: Course Roster & Summary Form 5-2020 and check for testing students and refreshing consultants. Review this form for accuracy and make any necessary corrections. "Sign" the form where indicated by typing your name and date. Please do not insert a digital signature.

Date received _____

Prepare Application(s) for Accreditation Form 6-2020 for any students completing their fourth course. Prepare Consultant Refresher Accreditation Application(s) Form 7-2020 for any Consultants who refreshed.

Date form(s) prepared _____

UPDATE STATE CONSULTANT ELECTRONIC SPREADSHEET – See sample on NGC website.

Accredit course with NGC Accrediting Chairman - **within 5 weeks** following course completion. Email to Accrediting Chairman: Course Roster and Summary Form 5-2020, Application(s) for Accreditation Form 6-2020, Consultant Refresher Application(s) Form 7-2020 - where applicable. Mail check for student/consultant fees to Accrediting Chairman. When the Accrediting Chairman approves your forms, she/he will forward them and the check to the NGC Schools Secretary to record the accreditations at NGC Headquarters. The Accrediting Chairman will send you the Consultant, Master and/or Refresher cards for you to mail or deliver to each consultant. Retain a copy of all forms for state records.

Date materials sent _____ Date approval received _____