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

State Chairman
Task Checklist
Form 12

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 _____
- 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 – **6 weeks prior** to course. Retain outlines and one copy of exams and answer key for file. For approval, mail one copy of exam and answer key to NGC Accrediting Chairman.
Date received _____ Date sent _____ Date approval received _____

ACCREDITING A COURSE - Task completed

- Receive Course Roster & Summary (Form 5) from Local Chairman **within 3 weeks** of course completion. Review Form 5 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. 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, signed Application(s) for Accreditation (Form 6)(upon completion of 4th Course) and Consultant Refresher Application(s) (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 in your state who need to submit Form 6 or 7. Date reviewed _____
- Receive from Accrediting Chairman the Consultant, Master and/or Refresher cards for you to mail or deliver to each Consultant within your state. Date cards received _____ Date cards distributed _____
- 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.