



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

Local Chairman
Task Checklist
Form 13

Series _____ Course _____

Dates _____ Location _____

ORGANIZING A COURSE – more than 3 months prior to course

Task Completed

- Consult with sponsoring entity – financial underwriter/sponsor and State Chairman. Request Approval. Date requested _____ Date approval received _____
For ZOOM or HYBRID courses refer to “Zoom Course Guidelines” – See NGC Website, Zoom Course Kit.
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. (State Chairman may provide guidance.) Obtain any reviews and/or approvals from sponsoring organization (state, district, club) in accordance with local policies. Date requested _____ Date approval received _____
Establish and brief Local Committee members as necessary.
Create a brochure that includes an event registration form. Request all refreshing Consultants to submit Consultant Refresher Accreditation Application (Form 7) and all Students to submit Application for Accreditation (Form 6) one week before course starts. If course is in a Zoom or Hybrid Format, include Zoom Course Requirements. (See samples (in Classroom & Zoom/Hybrid Brochure) on NGCWebsite, School Resources)
Create a Registration Spreadsheet (Sample on NGC Website, School Resources)

REGISTERING A COURSE – 3 months prior to course

Task completed

- Complete Course Registration (Form 1) and Course Information (Form 2). Email to State Chairman for approval. Note: Form 2 does not need to be sent concurrently with Form 1, but as soon as possible. Date completed _____ Date sent _____
Receive Instructor Credentials (Form(s) 3) for each first time instructor. Date requested _____ Date received _____
Email Instructor Credentials Forms (3) to State School Chairman for approval. Date sent _____ Date approval received _____

To complete form, download and save to your device, add your information, then save again.

PREPARING FOR A COURSE

Task Completed

- Submit course date and registration information to state publication and/or state website. Print and distribute brochures as desired.
Date sent to State & Region Website Chairmen _____ Date sent to publication editor _____
- Receive instructors' outlines and, review examination papers and answer keys for accuracy **6 weeks prior** to course. Email to State Chairman. (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/Email instructors' outlines. Send to students as a study packet, if desired, or distribute in class.
Date sent _____
- Duplicate or email 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(s). 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 information, site instructions and cell phone number available, on site, for the day of the course, if applicable.
- Duplicate/Email "Guide for Students and Consultants" for distribution to students. See NGC School Website for Guide.
- Duplicate/Email Evaluation (Form 11) and optional Zoom Evaluation Form.
- In Classroom Format: Arrange for chairs, tables (if possible) and audiovisual equipment. Arrange for refreshments – morning, afternoon snack and lunch.
- In Classroom Format: Prepare name tags using a large font, or something similar, to enable instructors and attendees to see the name of each attendee easily.
- In Classroom Format: Prepare Daily Attendance Cards (Form 16) 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
- After Course is completed**, prepare Course Roster and Summary (Form 5) and retain a copy. Email Form 5 to State Chairman. Do not issue NGC fee check before State Chairman and Primary Accrediting Chairman confirm roster. Date materials sent _____ Date approval received _____
- After notification** from State Chairman that the Roster is correct, mail fee check to Primary Accrediting Chairman and email a copy of check to State Chairman
- Email Forms 6 and 7, received from registrants, to State Chairman within 3 weeks of course completion
- Prepare an **evaluation summary** of instructors and topics, including participants' comments, based on information from the Evaluations (Form 11). Submit an additional evaluation summary if in a Zoom or Hybrid Format. Email to State School Chairman, Accrediting Chairman and NGC School Chairman.