

MGC, Inc. Guidelines for NGC Schools

NGC APPROVED INSTRUCTION SERIES.

PLANNING

- An instruction series may be initiated by the respective MGC chair, with the approval of the Board of Directors, the concurrence of the appropriate district director and the third vice-president. An instruction series may also be initiated by a local MGC, council or district, which may offer to host a series if there is a need in a particular area and sufficient interest to support it. The respective chairman then seeks the necessary approval.
- Courses must be conducted in the sequence prescribed by NGC. The contents of each course must follow the guidelines in the course handbook which is available from the NGC Member Services.
- When approval is obtained, a local chairman is appointed by the MGC chair, subject to concurrence by the MGC President and the district director. It is strongly recommended that the local chairman shall have completed the course.
- The local chairman takes the following actions:
 1. Appoints a registrar to take care of registrations and finances, and such other chairs as are deemed necessary.
 2. With concurrence of the schools/symposium chair and district director, sets tentative dates for each course and clears them with the calendar chairman (school courses and a symposium within the same district must be separated by a period of at least eight weeks), arranges for the facility, including meals, lodging, hospitality, etc.
- The schools/symposium chair and the local chair consult on possible choices of qualified instructors. Upon agreement, in the case of Environmental Studies School, Gardening Study Courses, and Landscape Design School, the local chair contacts the instructors selected and makes tentative arrangements with them.
- In the case of Flower Show Schools/Symposium, the MGC chair contacts the instructors and makes tentative agreements with them. When the contracts for instructors and the facilities are signed, a proposed budget is submitted to the Finance Committee for Approval (first item under finance).

PUBLICITY:

- Publicity should be brief, stimulating, and cover who, what, when, where, why, and how. It should include names of the local chairman and the registrar with their telephone numbers and email, and should emphasize that the course is open to the public.
- The MGC Chair or her representative publicizes each course at state and district meetings.
- The MGC Chair must submit information to the NGC Accrediting Chair as early as possible and this chair submits the dates to *The National Gardener*.
- The local chair is responsible for publicity in local and neighboring news media and in *Thru the Garden Gate* as follows:

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1. Announce dates in the *Thru the Garden Gate* issue prior to the course with registration forms and details.
 2. The local chair announces the date, location, and reading assignments for the next course.
- The MGC chair requests each district director to announce the course at the district meeting where the course is held if the local chair is not present. The MGC chair will also request district directors to announce course at other meetings in the districts and to include a notice in the district newsletter or announcement to club presidents. Clubs should include the dates in meetings.

FINANCE:

- The local chair prepares a proposed budget for each course and secures the concurrence of the Schools/Symposium/Tri-Refresher chair, the third vice-president and the MGC President. The chair then presents it to the finance committee. Those concurring in the proposed budget should be notified of any changes made by the finance committee.
- Ideally each course will be self-supporting. Receipts and expenses are recorded independently of preceding or subsequent courses. Expenses will be met primarily from student registration fees and proceeds from a ways and means table operated by the sponsoring district or group.
- The hosting group has priority in operating a ways and means table in conjunction with each course. This may be regarded as a service to students, making available items compatible to the interest of the course.
- The MGC Ways and Means and/or Book Chairs may accommodate with a sales table only when invited to do so. Total proceeds from the sales table s accrue to MGC.
- Persons or groups desirous of selling merchandise at MGC sponsored schools may do so at the discretion of the local school chair providing that for this privilege a reasonable table fee or at least 15% of the gross intake is paid to the school for its expenses.
- MGC will make available a Finance Committee approved cash advance for Schools, Symposiums, and Tri-Refreshers for pre-registration expenses.
- After each course, the local chair is required to submit a detailed financial report to the MGC Treasurer. Copies of this report are sent to the MGC President, the Third Vice-President, the Finance Committee, the district director of the hosting group, and the respective MGC School Chair.
- At the conclusion of the four course series, the local chair will prepare one summery listing all income and expenses for the entire series. If the school realizes a profit at the conclusion of the series and after repayment of any cash advance, the district retains 15% of the surplus and forwards the remaining 85% to MGC. In case expenses exceed income, MGC will cover any deficit.

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- Schools and Symposium committees are not permitted to give donations or gifts from proceeds (MGC Standing Rule #5).
- The following are exempt from paying registrations, unless taking a course for credit: the MGC President, Third Vice-President, School/Symposium Chair, and the registrar.
- Any member of the public attending pays at least the full registration fee. College and high school students may be exempt from registration fees but must pay a materials and lunch fee.
- Registration fee includes the cost of mailing instructors' outlines to students as soon as the registrar receives the registration. It also includes sending the exams to instructors for grading, to NGC Symposium Chair for record keeping and returning the exams to each student.
- The registration fee is not refundable after the "No Refunds Date" except in case of critical illness or death in the immediate family. A 10% service fee will be charged for all refunds.

PROMOTIONAL BROCHURE:

- Printed announcement for each course should include:
 - a) School identification with series and course numbers and sponsoring group (district).
 - b) MICHIGAN GARDEN CLUBS, INC. Use logo if possible.
 - c) Accredited by National Garden Clubs, Inc.
 - d) Date, place, and address. (Include a map if necessary.)
 - e) Program: including schedule, speakers, subject, and required reading.
 - f) Fees and payment instruction (to whom checks are written and where to send them).
 - g) Acknowledgment of any contributions (excluding MGC).
 - h) Listing of officers and chair: MGC President, Third Vice-President, district director, MGC Chair, local chair, registrar, and local committee.

COURTESIES

- Before an announcement is sent to the printer, the local chair should have an acceptance (signed contract) from each listed speaker.
- The local committee will offer complimentary lodging for the Schools/Symposium chair when possible.
- Lodging and meals are provided for instructors during the entire time necessary for them to be in the area. Lodging may be in a private home if that is acceptable to the instructor.
- A committee member should meet each instructor upon arrival, or soon thereafter, assist in unloading equipment and materials and make the instructor familiar with the accommodations and schedule.

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- The local chair should provide each instructor an aide throughout his or her stay to the extent desired by each instructor.
- A committee member may assist in setting up exhibits, acquiring additional materials as requested and removing and reloading materials.

FOLLOW-UP:

Students may be asked to comment anonymously on the general conduct of the course, including the instruction, and to make suggestions for improvement in future courses. These comments and suggestions are confidential and available for review only by the MGC President, the Third Vice-President, the MGC Chair and the local chair. NGC forms are used to evaluate the instructors and sent to the NGC Chair of a specific school.

Revised 2012/ 2017 electronic document change for grammar consistencies and usages only.