

AMERICAN HEMEROCALLIS SOCIETY



JUDGES EDUCATION COMMITTEE
Debbie D. Smith, Chair
Judgeseducation@daylilies.org

Gary M. Jones
AHS Garden Judge Workshop Expediter
gardenworkshops@daylilies.org

Steve Horan
AHS Garden Judge Records Chair
gardenjudges@daylilies.org

Instructions & Forms for the Workshop 1 Chair

I. Before the Workshop

- A. Submit the Workshop Application to the AHS Garden Judge Workshop Expediter (gardenworkshops@daylilies.org) no later than four weeks before the Workshop date. The Garden Judge Workshop Expediter will provide the essential materials and forms used during the Workshop. Most of the materials are available for preview on the AHS website, or with the Garden Judge materials on the AHS Portal.
- B. Arrange for the promotion of the workshop, and advise potential attendees they are to acquire their personal copy of "Judging Daylilies in the Garden." Students may print a copy from the Garden Judges section on the AHS Portal or purchase a copy at Amazon.com.
- C. Plan the Workshop 1: A \$5.00 fee is to be collected from students taking the class for accreditation; the fee is \$3.00 for 'auditors' who are 'sitting in' but not taking the exam. Have small bills available to make change, and provide pencils for the exam.
- D. Download the current Garden Judge Workshop 1 PowerPoint from the AHS Portal. Workshop 1 requires a laptop and a digital projector for the showing of the PowerPoint presentation. A projection screen may also be needed.

II. At the Workshop 1

- A. All workshop attendees must write their name and contact information **clearly** on the Attendance Sheet. The appropriate fee collected is to be indicated on the Attendance Sheet.
- B. Hand out the Workshop 1 Registration Form. Students should fill out the requested information on both sides of the form by the conclusion of the Workshop.
- C. Insure the room is quiet throughout the Workshop, particularly including the time attendees are taking the exam.
- D. After the PowerPoint presentation and discussion, distribute the exams. Explain this is a 'closed book' exam: no using notes, no talking, and no referring to "Judging Daylilies in the Garden."

- E. Advise the students their exams will be graded by the AHS Garden Judge Workshop Expediter, and also that the Judge's Records Chair will notify them of their pass/ fail status. After they know they have passed, if they have not taken Workshop 2, they should do so as soon as possible.
- F. Students who have been advised they have passed Workshop 1 and who have taken Workshop 2 must fill out a Judgeship Application to be certified as a Garden Judge. The Judgeship Application is to be forwarded to the AHS Garden Judge Workshop Records Chair *promptly*, and no later than October 1, to ensure their judgeship listing for the following year.
- G. Advise students they should complete both workshops, and apply for their judgeship, within a time frame preferably no longer than two bloom seasons, or the Garden judges Records Chair may require the repetition of one or both classes.
- H. Remind attendees that Garden Judges must vote their ballot by mail or on the AHS Portal by September 1 of each year. Not voting two consecutive years will result in the loss of the judgeship appointment.

III. After the Exam

- A. Collect the Registration Form/ Answer Sheets and check that each student has signed their Sheet. Students may keep the Test Questions.
- B. Make sure the Instructor signs each Registration Form/ Answer Sheet.
- C. Distribute Judgeship Applications to those who have successfully completed both Workshops.
- D. Advise students that the application can also be printed from the Garden Judge pages of the AHS Portal.

IV. After the Workshop

- A. Complete the 'Final Report'. Please be sure the contact information for both the Instructor(s) and the Assistant Instructor(s) appears on either the Attendance Sheet **or** the Final Report.
- B. *Promptly* forward the Attendance Sheet, the Registrations Form/ Answer Sheets, unused Exams and Student Packets, extra Judgeship Applications, the Final Report, and your check written payable to the American Hemerocallis (or Daylily) Society to cover the collected workshop fees (please do not send cash) to:

**Gary M. Jones
AHS Garden Judge Workshop Expediter
40 Woodstock Meadows
Woodstock, CT 06281-234**

Please do not mail with a 'signature required' stipulation



AMERICAN HEMEROCALLIS SOCIETY Garden Judges Workshop Final report

Region _____

Date of Workshop ___/___/___

Workshop Location (City, State, Zip Code)

Sponsoring Organization _____

Workshop Chair _____

Address of Chair _____

Address: City, State, Zip Code)

E-mail

(Telephone)

Workshop 1 Instructors Contact Information

Instructor(s) _____

Assistant (s) _____

Workshop 2 Instructors Contact Information

Instructor(s): _____

Assistant (s) _____

Workshop 3 Instructors Contact Information

Instructor(s): _____

Assistant (s) _____

Workshop 1

_____ Number of Students in Workshop 1 @ \$5.00 = \$ _____

_____ Number of Auditors in Workshop 1 @ \$3.00 = \$ _____ Workshop 1 Total \$ _____

Workshop 2

_____ Number of Students In Workshop 2 @ \$5.00 = \$ _____

_____ Number of Auditors in Workshop 2 @ \$3.00 = \$ _____ Workshop 2 Total \$: _____

Workshop 3

_____ Number of Students in Workshop 2 @ \$5.00 = \$ _____ Workshop 3 Total \$ _____

Instructions

- ✓ Insure each attendee is listed on a Workshop Attendance Sheet
- ✓ Write check to cover fees collected payable to American Hemerocallis Society, Inc.
- ✓ Within one week of completion of your workshop send all Attendance Sheets, Workshop Registration/ Evaluation/ Forms, unused Student Packets, and your check, along with this Final Report to"

Gary M. Jones

AHS Garden Judge Workshop Expediter

40 Woodstock Meadows Woodstock, CT 06281-2342

gardenworkshops@daylilies.org

Please do **not** mail the forms with a 'signature required' stipulation.