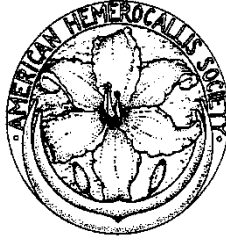


AMERICAN HEMEROCALLIS SOCIETY



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 2 Chair

I Before the Workshop

- A. Submit the Workshop Application to the AHS Garden Judge Workshop Expediter (gardenworkshops@daylilies.org) at least one month 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, and also with the Garden Judge pages 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 on the Garden." Students may print a copy from the Garden Judges section on the AHS Portal, or may purchase a copy at Amazon.com.
- C. Plan the Workshop 2: A \$5.00 fee is to be collected from students taking the class for accreditation, either to become a Garden Judge, or to renew their Judgeship after five years.; The fee is \$3.00 only for 'auditors' who are 'listening in.'. Have small bills available for making change.
- D. If the weather is likely to be excessively hot or humid, plan for refreshments (water), and, as best you can, for shade. In hot climates, strive to schedule the workshop at the coolest hour of the day.

II At the Workshop 2

- A. All workshop attendees must write their name and contact information *clearly* on the Attendance Sheet. The appropriate fee is to be collected, and indicated on the Attendance Sheet.
- B. Hand out the Workshop 2 Student Packet. Students are to complete the Registration Form, and sign it.
- C. (1) Advise the students seeking Judgeships who have already completed Workshop 1 and have passed the Workshop 1 Exam, to fill out a Judgeship Application, and forward that form to the AHS Garden Judge Records Keeper *promptly*. You will be provided copies of the Judgeship Application to distribute, and the form may also be printed from the AHS Portal in the Garden Judges section.
(2) Renewing Judges in the fifth year of their judgeship should be reminded they should have received a Judges Re-Appointment Application Form earlier in the year. Re-Appointment Applications must be sent to the AHS Garden Judge Records Chair *promptly*, and preferably no later than October 1, to ensure listing in the following years Judges List. Students who have not completed Workshop 1 should plan on taking Workshop 1 at their earliest convenience.

III The Workshop

- A. Be alert to the conducting of, and progress of, the workshop. The Instructor should be discussing point scoring of daylilies and seedlings. The Instructor should review the measuring of Spider daylilies to determine the four-to-one ratio of petal length vs petal width. The Instructors should also review the duties and expectations of Garden Judges, including Garden Etiquette and the Voting Deadline of September 1, as this date allows for timely tabulation of votes before the Fall AHS Board Meeting.
- B. If you are having multiple Instructors rotate among students at pre-planned intervals, time the intervals carefully and 'blow the whistle' at the correct times.

IV At the Completion of the Workshop

- A. Collect the Registration Forms and check that each student has signed his/her sheet.
- B. Check that the Instructor has signed each Registration Form.
- C. Distribute Judgeship Applications to students who have qualified to apply for their initial Judgeships. Applications are also available at the AHS Portal. Remind Judges renewing to complete their Re-Appointment forms they received in the mail earlier in the year. The Re-Appointment Forms are also available on both the AHS website and the AHS Member Portal.
- D. Thank and congratulate the students for their support of, or their continuing support for, the AHS Garden Judging effort. Thank all Instructors and Assistants for their time and enthusiasm, and for sharing their knowledge.

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. You may have advised students completing both workshops, and who wish to vote the current year, to submit their judgeship application promptly, and preferable before before August 1. Therefore it is also imperative that you, as well, submit your paperwork to the Garden Judge Workshop Expediter promptly, so that all the subsequent steps that follow before the ballot can be forward to the student, can be accomplished in a timely manner.
- C. *Promptly* forward the Registration Forms and unused Student Packets, your Final Report, and your check written payable to the American Hemerocallis (or Daylily) Society to cover the workshop fees collected (please do not send cash) to:

Gary M. Jones
AHS Garden Judge Workshop Expediter
40 Woodstock Meadows
Woodstock, CT 06281-2342

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



AMERICAN HEMEROCALLIS SOCIETY GARDEN JUDGES WORKSHOP ATTENDANCE SHEET

Workshop 1 _____ Workshop 2 _____ Workshop 3 _____

Date ____/____/____

Sponsoring Organization _____ Region _____

Location _____ Garden _____

Workshop Chair _____

Instructor (s) _____

Assistant (s) _____

Name	Address	Amount Paid

Fee for Workshop Credit (including Judgeship Renewal): \$5.00 Fee for Auditing: \$3.00



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 Including Judges Refreshing 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

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