

## BASIC DESIGN

### GCG REGISTRATION FORM

GCG District \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Place: \_\_\_\_\_

Date & Time of Day \_\_\_\_\_ Unit # \_\_\_\_\_

Local Chair: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

Instructor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

A check in the amount of \$10.00, made payable to The Garden Club of Georgia., Inc. should accompany the registration for each Unit. Mail check and form to State Chair, as listed in the GCG Handbook. Please advise the State Chair if the dates of the Units change or if it is necessary to change instructors.

When the registration form is received, the State Chair will send the necessary course outlines to the sponsoring chairman. Each student should receive a copy of the Unit Guidelines at least a week before the class.

After each Unit is finished, a list of all students who attended the course must be submitted to the State Chair. Please indicate by an asterisk (\*) those attending only a part of the course, or did not participate in the workshop for credit. Each student must attend the lecture and participate in the actual creation of the arrangements in order to receive credit. A Roster will also be sent which can be copied for each class registration.

**NOTE: One of these registration forms must be submitted for each of the five Units of study.**

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For State Chair use only:

Date form received: \_\_\_\_\_ Date outlines sent: \_\_\_\_\_

Date list of students received: \_\_\_\_\_ Transmitted check to State Treasurer \_\_\_\_\_