

## SETTING UP A NEW JUDGE TRAINING SESSION

**LOCATION** – Find a location that has adequate space, parking, lighting, tables & chairs

**COMMUNICATION** – Getting the word out to possible participants as early as possible

- Call & email Local patch leaders & state chapter officers – try to include info in newsletters
- Notify Terry Noxel ([americangourdsociety@gmail.com](mailto:americangourdsociety@gmail.com)) to place notices in AGS Magazine, AGS Facebook Page, AGS web site. Include: date, time, location, contact person's name, phone & email

**PRE-REGISTRATION** – Collect registration information and fees

- Please send your list of participants to Dallas Lunsford [agsmembership@comcast.net](mailto:agsmembership@comcast.net) to confirm AGS membership status. Participants MUST be a current AGS member.
  - If anyone is **not** a current AGS member, they must join to participate in the training. Participant must either join online at [www.americangourdsociety.org/join](http://www.americangourdsociety.org/join) using PayPal ~or~
  - Print the membership application form (available online to be printed) and mail with a separate check payable to American Gourd Society, send to AGS, PO Box 2186, Kokomo, IN 46904-2186
- A single new Judge Registration Fee of \$20 per person is required to cover the cost of their Apprentice and Certified Judge badges.
  - Instructor completes the New Judge Class Pre-Registration form and collects the class fee from participants (checks should be made payable to American Gourd Society)
  - Instructor mails the participants forms and fees to AGS Membership, PO Box 2186, Kokomo, IN 46904
- Provide a copy of your class list to Terry Noxel ([americangourdsociety@gmail.com](mailto:americangourdsociety@gmail.com))
  - Terry will prepare Apprentice name badges and assign the online Quiz to them. Please provide the list at least 2 weeks before holding the class to make name tags.

**PRE-WORK** – Ask students to come prepared

- Read the AGS Judging Handbook (send PDF by email, or ask student to download it from AGS web site)
- Read the AGS Judging Guidelines by Category (send PDF by email, or ask student to download it from AGS web site)
- Complete the New Judge Training online Quiz (when Instructor submits names & email of participants a link to the Quiz will be sent to them)
- Quiz results will be sent to Instructor to guide review & discussion in class
- Remind participants to bring a) training materials, b) pen, c) flashlight, d) flexible ruler

**OBTAIN TEACHING MATERIALS** – Don't wait to the last minute!

- Gather sample gourds for mock judging activity (You could ask participants to bring 2 gourds of a particular technique, i.e., pyrography, carving, weaving, your choice)
- Print Sample Judging forms for the mock judging exercise (1 form for each gourd in the mock judging exercise per person: 10 gourds, 5 students = 50 forms)

**POST-TRAINING TASKS** – Wrap-up

- Remind folks that they are responsible for reporting all of their judging activities to the Judging Team recordkeeper: [agsmembership@comcast.net](mailto:agsmembership@comcast.net) in order to receive credit when:
  - They participate in mock judging or any judging-related continuing education activity at a Patch or Chapter meeting

- They serve as a clerk or judge in chapter shows, state fairs, etc (all of these types of shows will sharpen their judging skills)
- They help the instructor in an AGS judging class
- If not done at Preregistration, collect the \$20.00 New Judge Registration fee and completed application forms at Training – mail to AGS Membership (Dallas Lunsford) – as noted above
- If not done at Preregistration, complete the AGS membership form and collect the dues and send to AGS Membership – Dallas Lunsford – as noted above
- AGS will order official badges based on completion of training (class + actual judging)
- AGS will include the names of Instructors and new judges in the following issue of The Gourd. A
- class photo is also welcomed.
- AGS will mail the official badges to each judge unless you request to distribute them yourself.

#### **FOLLOW-UP**

If there is a competition the next day, you might have a brief post-judging conference to learn what else they learned during the competition.

About 2 months after their first clerking/judging opportunity send a follow-up email with a judging topic/reminder about something discussed in class