American Camellia Society
Judging School

Administrator’s Check List

1. ---- Submit the proposed judging school, to include place and time to be held. ACS will list the school on the website.

2. ---- ACS will send “Judging School Kit”

3. ---- Set your fee for judging school attendance. This fee should include $10 to be sent to ACS for any Novice Judge applications and the cost of the rule book. You may want to include the cost of your school administration in the fee as well.

4. ---- Your kit will include the judge’s school test and other materials to be photo copied. Make arrangements for copying and assembling this material.

5. ---- The standard judging school test must be taken by each prospective judge. Each test must be scored and the score recorded and reported to the student and to ACS.

6. ---- The scored exams are to be sent to ACS. Be sure the student’s name and address is on the first page of the exam along with the score. The student should indicate the judge status that he/she is applying for and sign the exam where indicated. Completing this procedure will fulfill the requirement for applying to ACS for the judgeship indicated.

7. ---- Remit application fees to ACS along with the school roster and graded tests.