

SOUTH CENTRAL REGION SPONSORED GROUP CORRESPONDENCE COURSE (GCC) POLICY

Note: *In this document, the term, SCR GCC Coordinator, refers to a position on the SCR board. The member appointed to this position works closely with and under the direction of the elected SCR Education Chairman. The GCC Class Coordinator is selected from the members taking each GCC. They serve as the liaison between the class students, the GCC teacher and the SCR GCC Coordinator.*

General Policy. Every calendar year the South Central Region (SCR) sponsors a limited number of EGA Group Correspondence Courses (GCCs) for SCR members. SCR will select the GCCs to be sponsored based on the EGA courses available. The SCR GCC Coordinator will recommend the courses to the Executive Committee (EC), to include reasons for selection of the courses. Priority will be given to newer EGA GCCs. The goal is to select courses offering techniques that, based on past enrollment and knowledge of SCR member preferences, are likely to be of interest to SCR members. The SCR Executive Committee will approve the final selections prior to announcement.

What SCR Sponsorship Means. Normally EGA charges a registration fee for a GCC, plus a text fee per student, and required shipping costs. When a GCC is sponsored by SCR, the region pays the registration fee and all shipping costs, with each student responsible only for purchasing their own text and supplies. SCR may also offer incentives to students participating in SCR sponsored GCCs.

Program Specifics. SCR will announce the dollar amounts for incentives, and the program schedule, every year in a separate memo. Target date for announcement is the Semi-Annual Meeting, usually held in February.

How to Enroll in an SCR Sponsored GCC – Individuals

A registration form and a check for the text fee, made out to SCR, must be submitted separately for each course a member wishes to take. Text fees are listed on the EGA website and in the EGA Education Supplement. Forms and checks must be mailed or given to the SCR GCC Coordinator. In person registration will be available at the SCR Region Seminar.

To qualify for SCR sponsorship, a minimum of five (5) students must register for one of the announced courses. The SCR GCC Coordinator will fill GCCs based on registrations received during the enrollment period. Checks received for GCCs that do not have the required minimum will be returned to registrants.

How to Enroll in an SCR Sponsored GCC – Chapter or Large Group

A chapter or other group of at least five (5) SCR members may enroll, as a group, in one of the GCCs announced for sponsorship. *This must be done during the enrollment time frame by sending the required paperwork and payment, made out to SCR, to the SCR GCC Coordinator.*

Unless a chapter or group submits registrations for the maximum number of students allowed for a GCC, as listed on the EGA website and the Education Supplement, SCR reserves the right to add additional students to the GCC group to meet the maximum number allowed for the GCC. For example, if Chapter A submits 12 registrants and Chapter B submits 8 registrants for the same GCC, and the maximum allowed by the teacher is 20 registrants, SCR may combine those groups into one sponsored GCC. The decision whether to combine registrants for a Region-sponsored GCC rests solely with SCR, which is charged with spending Region funds economically for the benefit of all Region members.

Finalization and Processing

When the registration deadline is reached, the SCR GCC Coordinator determines which GCCs have the required minimum number of students and requests volunteers to be the GCC Class Coordinator(s). The SCR GCC Coordinator fills out the EGA registration paperwork for each class, including the class list and name of the GCC Class Coordinator. These are forwarded to the SCR Treasurer, along with member checks. The SCR Treasurer deposits the individual checks and

issues a region check for the registration fee for each GCC the Region is sponsoring. This check and registration paperwork are sent to EGA, who then notifies teachers for each GCC.

The SCR GCC Coordinator sends a class list with all contact information to each GCC Class Coordinator, and returns all checks for any GCCs that did not make.

Each GCC teacher sends all the texts to GCC Class Coordinator, who then delivers them to the GCC students. Delivery may be in person or by mail. It may be 6 to 8 weeks from the time the paperwork is submitted to EGA to when students receive their texts from their GCC Class Coordinator. The GCC Class Coordinator should use the SCR online reimbursement form to request reimbursement for any costs incurred for the distribution of the texts to class members. Applicable receipt(s) should be attached to the form.

Class Completion

Most GCCs are about six (6) months from start to finish. Extensions may be granted at the discretion of the teacher, upon request from the GCC Class Coordinator, or a student via the GCC Class Coordinator.

When the class has ended, students may choose to have them evaluated by the teacher. The GCC Class Coordinator collects them, packages them carefully, and mails them to the teacher for evaluation. Insurance must be obtained for this package. The teacher returns evaluated pieces to the GCC Class Coordinator, who then returns them to the student.

GCC class coordinators for Region-sponsored GCCs may submit reimbursement for packaging and shipping costs at any time, using the reimbursement form on the SCR website. Students who must mail their completed pieces to the GCC Class Coordinator may also submit for reimbursement of their packaging and shipping costs, using the same form.

Incentives for Region Sponsored GCCs. Each year SCR will announce any dollar amounts for incentives when the annual GCC selections are announced.

GCC CLASS COORDINATOR: The GCC Class Coordinator may use the SCR online reimbursement form to request reimbursement for their text fee any time after the texts are distributed to the class members. For simplicity, the text reimbursement request may be combined with any other reimbursement request.

STUDENT COMPLETIONS: Members who complete a Region-sponsored GCC may request the announced incentive for finishing the class. Proof of completion is a copy of the teacher evaluation or completion form from the GCC teacher. No reimbursement will be provided unless an evaluation or completion form is submitted, with the reimbursement form from the SCR website.