

## Tips on How to Coordinate a GCC

- **Determine Chapter Interest**
  - Ascertain the interests of your chapter and determine the approximate number of students and dates for a specific GCC.
  - Request teacher email ID or phone number from EGA National [egahq@aol.com](mailto:egahq@aol.com) to ensure that the teacher can accommodate your chapter preference (this is not absolutely necessary but is nice to know before you set the expectations of your chapter)
  - Determine the cost of the course including
    - EGA fee of \$130 per course
    - Teacher fee multiplied by number of people taking the course
    - Postage to and from the teacher for critiques (I think it's easier to estimate and collect the postage fee up front rather than going back to each participant at the end and collecting more money)
    - Some chapters don't charge the GCC group leader (you, the education chair) their portion of the EGA \$130 fee
  - Collect fees from each participant
  
- **EGA paperwork**
  - Fill out GCC registration form and send to EGA National
  - EGA National will send you another registration form specific to the GCC requested.
  - Fill out the EGA-sent form and List-of-Participants form (you must have EGA membership numbers for each participant for the List-of-Participants form)
  - Return copies of the EGA form and list of participants with a \$130 chapter check payable to EGA.
  - Send copies of the EGA form and List-of-Participants form and chapter check for teacher fee to the teacher.
  - Allow approximately 6 weeks for processing and receipt of the instruction booklets.
  - Ensure GCC teacher includes her social security number or FEIN number in her welcome letter so your treasurer can process the 1099 information form at the end of the year
  
- **Working the GCC**
  - Arrange a meeting with the chapter participants to Hand out instruction booklets.
    - Determine what sort of meeting schedule the members would like, if any.
    - Go over notes from teacher on points that she will be looking for in the work returned for critique.
    - Announce end date.
  - At the conclusion of the course
    - Encourage everyone to return whatever work they have completed for critique, even if it is not complete.
    - Package the 000s and mail to instructor (amount of insurance is up to participants; include payment to teacher for return postage).
    - Return critiqued pieces to participants