



National Garden Clubs, Inc.
Environmental, Gardening and Landscape Design Schools
STEPS FOR MULTIPLE REFRESHERS

Multiple Refreshers
Steps

1. **Sponsor (Club, Council, District, State, Region, NGC)** downloads Steps for Multiple Refresher and Forms 1a-2020, 1b-2020, 3a-2020, 3b-2020, 3c-2020 and 4-2020 from the NGC Website: www.gardenclub.org, search Multiple Refreshers. Sponsor appoints a Multiple Refreshers Event Chairman and Co-Chairman for each participating school: Environmental, Gardening and Landscape Design.
2. **Event Chairman** submits Request for Multiple Refreshers (Forms 1a-2020 and 1b-2020) to the NGC Multiple Refreshers Chairman for approval at least 60 days prior to the event.
3. **NGC Multiple Refreshers Chairman** reviews Request for Multiple Refreshers and upon approval, sends Forms 1a-2020 and 1b-2020 to the Event Chairman, NGC Schools Secretary and to the NGC Schools Chairmen of each participating school – Environmental (ES), Gardening (GS) and Landscape Design (LDS).
4. **NGC Schools Secretary** ensures the event appears on the NGC website and in *Keeping in Touch*.
5. **Event Chairman or Registrar** prepares a registration form for the event. Registration includes the attendee's name, contact information and selected school(s) for Consultants seeking credit.
6. **Event Registrar** sends a registration list of attendees, contact information and selected School(s) to NGC Multiple Refreshers Chairman and NGC Schools (ES, GS, LDS) Chairmen before the event.
7. **NGC Schools (ES, GS, LDS) Chairmen** forwards the registration list to their respective NGC Schools Accrediting and/or State Schools Chairmen for verification of the Consultant's eligibility. This is done prior to the event.
8. **NGC Schools Accrediting Chairmen or State Schools Chairmen** checks each Consultant's eligibility to receive one Consultant Refresher Credit or multiple (two or three) Master Consultant Refresher Credits. The Multiple Refreshers Chart, Consultant Application for ES, GS or LDS Refresher Accreditation (Schools Form 7-2020) and Good Standing Dates aid in determining eligibility.
 - a. If the Consultant is eligible to receive credit(s), the reviewer writes OK next to the Consultant's name on the registration list and returns the list to NGC Schools Chairmen and NGC Accrediting Chairmen.
 - b. If Consultant is not eligible to receive credit(s), the reviewer contacts the Consultant explaining the eligibility problem with possible solutions.
9. **NGC Schools (ES, GS, LDS) Chairmen** sends the registration list of eligible Consultants, seeking refresher credit, to the Event Registrar before event.
10. **State Schools (ES, GS, LDS) Chairmen or Event Chairman** completes each School's Consultant Roster (Forms 3a-2020, 3b-2020, 3c-2020) after the event. The Event Chairman completes the Multiple Refreshers Summary (Form 4-2020) and submits Rosters and Summary, within two weeks of the event, to the NGC Multiple Refreshers Chairman. The Event Sponsor keeps a copy of these forms.
11. **Event Registrar or Chairmen** sends a check for \$5.00 per school refresher credit and Multiple Refresher Summary (Form 4-2020) to the NGC Schools Secretary. This person, also, sends the Multiple Refresher Summary (Form 4-2020) to the Multiple Refreshers Chairman.
12. **NGC Multiple Refreshers Chairman** sends the completed Consultant Rosters to the appropriate NGC Schools Chairmen, NGC Schools Accrediting Chairmen and State Schools Chairmen.
13. **NGC Schools Accrediting Chairmen or State Schools Chairmen**
 - a. Updates existing Consultant's Application for ES, GS or LDS Refresher Accreditation (Schools Form 7-2020 - See *NGC Schools Handbook* Forms) or completes and signs new Schools Form 7-2020, as applicable.
 - b. Sends completed Schools Forms 7-2020 to the NGC Schools Secretary
 - c. Completes Refresher Cards with the Consultant's name, date of event and Good Standing Date.
 - d. Sends Refresher Card(s) to appropriate State Schools Chairmen for his/her signature.
14. **The NGC Schools Secretary** records the information in the NGC Schools database and prepares Letter of Good Standing listing those Consultants and Master Consultants receiving credit. The Schools Secretary sends the Good Standing Letter to the appropriate State Schools Chairmen, NGC Accrediting Chairmen and NGC Multiple Refreshers Chairman.
15. **NGC Schools Accrediting Chairmen or State Schools Chairmen** sends Refresher Cards directly to Consultant(s) and Master Consultant(s) along with a copy of the Good Standing Letter.