

## **NATIONAL GARDEN CLUBS, INC. MULTIPLE REFRESHER GUIDELINES**

### **PURPOSE AND OBJECTIVES OF MULTIPLE REFRESHERS:**

National Garden Clubs, Inc. offers four schools for the enrichment and educational growth of its members. Upon completion of a school, members become flower show judges or consultants. In order to maintain accreditation, judges/consultants are required to attend refresher events that enhance knowledge acquired, explore current trends, and promote interest in the school subject. Consultants of Environmental Studies, Gardening Study, and Landscape Design Schools are encouraged to refresh in refresher events sponsored within the organization. A multiple refresher may be for two (Bi-Refresher) or three (Tri-Refresher) of these schools where subject matter oftentimes overlaps to a large degree. Flower Show School courses/symposia usually concentrate on flower shows, horticulture and design.

Environmental Studies, Gardening Study, and Landscape Design Schools may jointly be included in a multiple refresher. Following are the requirements for a Bi-Refresher or Tri-Refresher sponsored and conducted by Regions, States (including National Conventions), Councils and/or Garden Clubs:

- a. The planned Multiple Refresher must have the signed approval of the NGC Schools MR Chairman and may not be publicized until approval has been received.
- b. The Refresher must have an Event Chairman and a Co-Chairman from *each* participating school. A Consultant in more than one school may serve as a Co-Chairman in each of the schools in which he/she is a Consultant.
- c. The Refresher must consist of a minimum of eight (8) hours with equal +/- time per school. A Refresher offered at a NGC National Convention may have a minimum of seven (7) hours.
- d. Credit may be offered to Master Consultants in each of the schools in which he/she is a Master.
- e. All other refreshing Consultants shall receive credit for one school only.

### **DUTIES OF THE EVENT CHAIRMAN:**

Complete "Request for Multiple Refresher, Forms 1a-14 and 1b-14." Send one copy (with a detailed outline of program/agenda) to the NGC Schools MR Chairman including a \$5.00 registration fee written to NGC for *each* participating school. When NGC MR Chairman returns approved 1a-14, the Event Chairman will send one copy of 1a-14 and 1b-14 with detailed outline to *each* of the NGC Chairmen of the participating schools for their information and to share with their Accrediting Chairmen. All material may be sent electronically. One copy is retained in the state school files.

A copy of the Multiple Refresher Consultant Form 2-14 will be given to each refreshing Consultant to complete. Advance distribution of Form 2-14 is highly recommended. The Event Chairman must stress that in order to receive refresher credit, consultants are required to attend every part of the refresher event, be in good standing and may not, in the current calendar year, have refreshed in other refreshers or school(s) in which credit was sought.

A card to be punched by a monitor may be given to each refresher in order to verify attendance at all sessions recommended; however this is optional.

At the conclusion, each of the Co-Chairmen will prepare a Multiple Refresher Roster of refreshing consultants (Forms 3a-14, 3b-14, 3c-14) for the appropriate school. The rosters must include accurate data; i.e., address, date of last school/refresher and etc. The Event Chairman will prepare the Multiple Refresher Registered Attendance Summary, Form 4-14, from these rosters. One copy of the roster for each school and the summary is sent to the NGC Schools MR Chairman with one check (written to NGC) for \$5.00 for each refreshing consultant. DEADLINE—rosters must be sent within SIX WEEKS following conclusion of event. One copy of the *applicable* roster and summary is sent to the NGC School Chairman and the Accrediting Chairmen of the participating schools (see Directory issue, *TNG*, for appropriate AC Region). *Unless this procedure is followed, the refreshing Consultants will receive no credit.* One copy of the rosters and the summary is furnished the state school chairman and a copy is kept in the sponsoring organization files.

After verifying that the refreshing consultants are eligible to receive a certificate, the NGC Accrediting Chairmen issue refresher certificates/cards for NGC-sponsored events over the NGC President's signature. These cards are sent to the state school chairmen for distribution. If a state has no school chairman, the card/s will be sent to that state's President. Upon receipt of the roster for state-sponsored events, the NGC Accrediting Chairmen will send cards to the state school chairman for completion, signature and distribution.

Refreshers held at NGC National Conventions and Regional Conferences may have consultants participating from more than one state. The Event Chairman should announce that it is the responsibility of out-of-state refreshing consultants to notify their **home state** school chairmen or state accrediting chairmen to anticipate receipt of these cards for distribution. Consultants will be advised also that if this is their fourth refresher, they should request the school chairman of their **home state** to apply for the Master status.

Key: NGC - National Garden Clubs, Inc.  
MR - Multiple Refresher  
AC - Accrediting Chairman

Revised: March 2014