Steps for Multiple Refreshers

1. **Sponsor (Region, State, District, Council, Club)** - Downloads from NGC Website (www.gardenclub.org > Schools > Multiple Refreshers) the “Steps for Multiple Refreshers” and forms (1a-14, 1b-14, 1a-18, 3a-14, 3b-14, 3c-14, 4-14). Appoints a Multiple Refreshers Event Chairman and Co-Chairman for each participating school (Environmental, Gardening and Landscape Design).

2. **Event Chairman** - Submits Application Form, 1a-18, “Request for Multiple Refresher” along with the detailed agenda (1b-14) to the NGC Multiple Refreshers Chairman for approval.

3. **NGC Multiple Refreshers Chairman** - Sends one signed copy of Forms 1a-18 and 1b-14 to the Event Chairman, NGC Schools Secretary, and to the NGC Schools (ES, GS, LDS) Chairmen of each participating school after approval is received.

4. **NGC Schools Secretary** – Ensures the event appears on the NGC website and in *Keeping in Touch (KIT)*.

5. **Event Chairman/Registrar** - Prepares Event Registration Form which includes Consultant’s name, contact, and selected school(s).

6. **Event Registrar** – Sends a listing of registered 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 listing of registered attendees, contact information and selected school(s) to the NGC Schools Accrediting and/or State Chairmen who will verify Consultant’s eligibility before the event.

8. **NGC Schools Accrediting Chairmen and/or State Chairmen** – Checks Consultant’s eligibility to receive one Consultant Refresher Credit or multiple (1, 2, or 3) Master Consultant Refresher Credit(s). Refer to the Multiple Refresher Chart, Form 1a-14, Consultant Application for ES, GS, or LDS Refresher Accreditation, Form 7-2019, and Good Standing Dates as an aid to determine eligibility.
   a. If the Consultant is eligible to receive credit(s), writes “OK” next to Consultant’s name and reports eligibility to NGC School Chairman with a copy to NGC Accrediting Chairman.
   b. If Consultant is not eligible to receive credit(s), contacts Consultant explaining eligibility problem with possible solution(s).
   c. Sends list of eligible Consultants seeking refresher credit(s) to the Event Registrar before event.

9. **State Schools (ES, GS, LDS) Chairmen and/or Event Chairman** - Completes the Roster(s) (3a-14, 3b-14, 3c-14), for each of the schools. The Event Chairman completes the Summary Sheet, 4-14, and submits Rosters and Summary Sheet within two weeks following event to the NGC Multiple Refreshers Chairman. A copy is kept in the sponsor’s files.

10. **Event Registrar/Chairmen** – Sends check for $5.00 per school refresher credit and Form, 4-14, to NGC Schools Secretary. Sends photocopy of check with notation of date sent to NGC Multiple Refreshers Chairman.

11. **NGC Multiple Refreshers Chairman** - Sends the completed Rosters to the NGC Schools Chairmen, appropriate NGC Schools Accrediting Chairmen, and State Schools Chairmen.

12. **NGC Schools Accrediting Chairmen and State Schools Chairmen** – Updates existing Consultant’s Application for ES, GS, or LDS Refresher Accreditation, Form 7-2019 (See Schools Handbook Forms), or completes and signs new Form 7-2019 if necessary. Sends or transmits completed Applications to the NGC Schools Secretary. Fills in Refresher Cards with the Consultant’s Name, Date of Event, and Expiration Date (Good Standing Date). Sends card(s) to appropriate State Schools Chairmen for his/her signature.

13. **The NGC Schools Secretary** - Records the information in the NGC Schools Data Program and prepares Letter of Good Standing listing those Consultants and Master Consultants receiving credit. Sends the Good Standing Letter, verifying credit has been recorded, to the appropriate State Schools Chairmen.

14. **State Schools Chairmen** - Sends cards directly to Consultant(s) and/or Master Consultant(s) along with a copy of the Good Standing Letter.