



NATIONAL GARDEN CLUBS, INC.
**TEN EASY STEPS FOR SUCCESSFULLY CONDUCTING
NGC MULTIPLE REFRESHERS
(BI- or TRI-Refreshers)**

1. **Download from NGC Website (www.gardenclub.org > Schools > Multiple Refreshers)** the packet containing information and forms (or call Member Services, NGC (page 1, *The National Gardener*).
2. **The sponsor appoints a Multiple Refresher Event Chairman and Co-Chairmen** for each participating school (Environmental Studies, Gardening Study and Landscape Design).
3. **The Chairman submits Application Forms 1a-14 & 1b-14** with detailed agenda/program to the **NGC Multiple Refresher Chairman** for approval (see Directory Issue, *TNG*). If approval is granted, the NGC MR Chairman returns a signed copy to the Event Chairman and sends a copy to the **NGC Schools Secretary** who has the event listed on the NGC Website and in *The National Gardener*.
4. **When approval is received, send one copy of Forms 1a-14 and 1b-14 with detailed agenda/program** to the NGC School Chairmen of **each** participating school (See Directory Issue, *TNG*).
5. **Consultant Form 2-14** is completed by Consultant for school/s in which he/she is seeking credit. No credit is given unless correct qualifying data is submitted; i.e., date of last school/refresher.
6. **Roster Forms ESS 3a-14, GSS 3b-14, and LDS 3c-14** for the participating schools are compiled from the Consultant Forms 2-14 by the Co-Chairmen, who are familiar with the eligibility of each refreshing consultant, and submitted to the Event Chairman. Date of last school/refresher is a requirement.
7. **Summary Form 4-14** is the compilation of attendance from the roster forms completed by the Event Chairman.
8. **The Event Chairman sends one copy of each roster with summary to the NGC Multiple Refresher Chairman. Final papers are submitted within six weeks following conclusion of event.** The NGC MR Chairman furnishes NGC Schools Secretary with this information for Consultant records at National Headquarters.
9. **A copy of the roster and summary is sent to appropriate NGC School Chairmen and NGC Accrediting Chairmen** (roster for that Chairman's school only) for verification and official records. A copy of the *applicable* roster is furnished the State School Chairmen of the participating schools. A copy is kept in sponsor files. All copies may be sent electronically.
10. **NGC Accrediting Chairmen** issue refresher cards for NGC-sponsored events and send to State School Chairmen for distribution. State-sponsored event cards are sent to the State School Chairmen who completes and distributes.