

**The Embroiderers' Guild of America, Inc.**

# **Great Lakes Region**

## ***Policies & Procedures***

### **STATE DAYS**

Purpose Statement: The purpose of State Day is to provide an educational experience for GLR members. Non-members should also be welcome if space in the class permits. For a State Day to receive the GLR grant, it must be open to members of the host chapter, other chapters in the host state, and any GLR member.

## **State Days – General Info:**

1. Chapters in the Great Lakes Region (GLR) are encouraged to host “**State Days**”. “**State Days**” are opportunities for a Chapter to bring in a teacher in a technique of their choice, and should be open to all members of the GLR. Region funds are available to help defray the costs of the day. (Note that a Chapter can offer a State Day without GLR funding; however, prior approval with GLR would still need to be acquired in order to post and/or advertise the event on the GLR website.)
2. Events that that qualify for GLR funding include any project/technique that fits the description of embroidery, so most of the standard classes that EGA offers would qualify. Beginning January 1, 2020, the funding provided is up to \$1,000 per state per year. Requests for funding must be accompanied by receipts showing the actual expenses incurred. Funding will be approved only for actual expenses.
3. Chapters interested in hosting a State Day and wishing to receive the GLR stipend must obtain prior approval from the Region by sending an email to the GLR Region Director or the GLR Education Chair. (See the GLR website for current officers and their contact information.) Only one State Day workshop can be offered per year for each state and are approved on a first-come, first-served basis.
4. Once approved, the host Chapter can begin the process to decide on a teacher, project, location, date and time, as well as begin budget planning. The Education Chair will assist the host Chapter with the budget worksheet and other matters that may arise. The Education Chair and/or the Seminar Coordinator will assist the host Chapter in the preparation of the required teacher contract.
5. In order to be eligible for GLR’s State Day funds, Chapters must follow this Policy & Procedure to assure that we have assisted you in the preparation for State Day in the best way possible for all concerned.
6. The Great Lakes Region’s Director, Education Chair, and Seminar Coordinator are always available for phone calls, emails and other assistance in any part of the State Day process. Please don’t hesitate to use these valuable resources when planning your State Day event.

## **State Days – Teacher’s Contract:**

7. Once the host Chapter has determined their teacher and project and confirmed the date, the contract will be drafted by the Education Chair or Seminar Coordinator. Ask the following from your selected teacher (as well as your Chapter):

- a. Determine whether or not “Ghost” stitchers are permitted. A “Ghost” stitcher is someone who pays for a kit but stitches the project at home, therefore, doesn’t attend the event. Therefore, your teacher must agree to allow, or not allow, Ghost stitchers.
  - b. Determine whether or not your teacher will allow “Studio Time” stitchers or not. A “Studio Time” stitcher is someone who pays a nominal amount to attend for the day (such as for lunch and favors) but doesn’t get a kit from the teacher. This is an opportunity for someone to stitch on something for the day and to also be of assistance for the hosting Chapter.
8. Always make sure the Independent Contractor (IC) Payment Reporting Form is included with the contract which is to be sent to the National Headquarters after the event is completed. (This is a form that National uses to record the Teacher’s income.)

## **State Days – Budget:**

9. A budget is required in order to request State Day funding from the Great Lakes Region. The purpose of State Day is mentioned above and we encourage the hosting Chapter to at a minimum break even and even make a bit of profit for the day as hosts. However, this event should not be viewed as a fundraising effort for your chapter. If your number of participants won’t allow you to proceed without going into the red, your Chapter should consider cancelling your contract with your teacher according to your timeline so your Chapter isn’t putting out funds in hosting State Day. If that should occur, make sure to cancel in writing with the teacher and copy the Education Chair and/or the Seminar Coordinator.
10. GLR funds can be used to offset the teacher’s teaching fee, travel expenses, teacher’s meals, the venue costs, and favors – pretty much everything but kit costs, up to but not more than \$1000. GLR funds will NOT be released until after the event and receipts are submitted for review. GLR funds will only be reimbursed in the amount of actual expenses incurred.
11. Participants typically pay for their own kits and lunches, if lunch will be provided. The host Chapter may also charge participants a portion of the teacher’s expenses if the anticipated expenses exceed the amount of the GLR grant. Hosting Chapters sometimes make favors, centerpieces or door prizes to give to attendees, but that is not required.
12. Non-EGA members should be encouraged to attend for an additional nominal fee (say \$10 per attendee). Make sure to have membership information about EGA

available during the day. Flyers are available for free from the National EGA headquarters.

13. The hosting Chapter's Treasurer should sign the budget as well as indicate an address for where to send the funds from GLR after the review has been completed.
14. Preference is that State Days are done in-person; however, if circumstances arise that necessitate presenting your event virtually, the budget should be revised to reflect this change, and resubmitted to GLR. Since expenses will be lower, the registration fee should reflect this change. The recommended registration fee for a virtual event is \$10 per student per class day (ie. a 2-day class would carry a registration fee of \$20).

## **State Days – Registration:**

15. When determining registrants for a State Day, first determine how many your venue can safely and comfortably handle. Then ask your teacher for the maximum number of students that can be permitted within the class.
16. Since this is a "State Day". GLR requires that host Chapters allow non-host chapters the opportunity to attend the event. This can be accomplished by:
  - a. Simply holding a set number of seats for people not in your chapter, OR,
  - b. Requiring a specific date to guarantee a seat in the class for 60 days after registration opens which would satisfy this requirement (up to a maximum).
17. Flyers to publicize the State Day must be distributed for a minimum of 60 days before the event, and 30 days before registration closes, to provide an adequate registration period of time.
18. If the class is overfilled, EGA members have priority. Additionally, if the maximum has been exceeded, you will need to go to a lottery in the following order: GLR members, then EGA members outside of GLR, and finally, non-members. Registrations received after the deadline, should be filled on a first come, first served basis.

## **State Days - Advertising:**

19. There are several places you can advertise your event to obtain free advertising and publicity in addition to your local library, Facebook and other social media. In return for GLR's funding, we require at a minimum, the following:

- GLR's newsletter ([newsletter@ega-qlr.org](mailto:newsletter@ega-qlr.org))
- GLR's website ([webmaster@ega-qlr.org](mailto:webmaster@ega-qlr.org))
- EGA's national website (<https://egausa.org/contact-us/>)
- GLR Director (to send to the entire Region and the Region's Members-at-Large)

## **State Days – Followup:**

20. After the event is over, hosting Chapters will be asked to write a brief news article within 60 days (photos are always a plus!) for the GLR website and newsletter.

21. Reimbursement requests should be sent to the Education Chair. Include the proper request form and all receipts. The Education Chair will approve the requests and forward the information to the GLR Treasurer, who will issue the funds to the host chapter's Treasurer as was provided.