

Mid-Eastern Region EGA  
Little Stitches Policies and Procedures

Little Stitches Policies and Procedures

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## Mid-Eastern Region EGA Little Stitches Policies and Procedures

### Purpose:

Little Stitches was established to provide potential teachers of any skill level an opportunity to teach needlework techniques to EGA members and provide members an opportunity to learn new needlework techniques.

The form "Request to Host Region Meeting" found in the Policies and Procedures Manual should be filled out and sent to Region Director.

### Participation:

- Any current EGA member may attend.
- Initial registration fee is non-refundable.
- If unable to attend the Little Stitches Workshop, the distribution of the kit is at the discretion of the teacher.

### When is Little Stitches held:

Little Stitches is a one-day event held in alternating years with Region Seminar (5/2021); in conjunction with the spring Mid-Eastern Region meeting. Actual dates are set by the host chapter.

### Who hosts Little Stitches:

Any region chapter may volunteer to host Little Stitches. Chapters wanting to host Little Stitches should submit their request in writing to the Region Director at the current Little Stitches, or, at the latest, the following fall region meeting. Should more than one chapter make a request to host Little Stitches, the chapter who makes the request first will be the host.

### Fund raising:

Net profit from the banquet and workshop fees is split between the chapter and the region. Two thirds of the profit goes to the region. One third of the net profit remains with the chapter.

National companies are not be contacted for donations for fund raising; Local companies in your area may be contacted. Any money earned from fund raisers (opportunity drawing) at Little Stitches remains with the host chapter.

### What meeting location should be used for Little Stitches:

Any location with ample room and good facilities for stitching.

### Sequence of events:

- Friday: Region meeting (the time of the meeting is to be established by the Region Director).
- Dinner: Plans for Friday evening need to be discussed with the Region Director. Chapter may plan a dinner with optional entertainment.

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- Saturday: Workshop is scheduled from 9:00 a.m. to approximately 4:00 p.m. Luncheon time to be established by host chapter.

Teachers:

- Non-national teachers should be selected from MER EGA if possible.
- If there are not sufficient proposals received from MER members, teachers may be selected from other regions or nearby areas.

How to find teachers:

- Contact chapter members.
- Request potential teachers list available from Education Chairman who maintains a list for the region.
- Contact local shops or organizations.

Payment of Teachers:

- Teacher fee is set by the MER Board (Fall 2017 set to \$150.00 by Region).
- Lodging expenses, if necessary, is based on double occupancy rate.
- Mileage (gas and tolls) from home to meeting and return is covered in the contract and is based on a full tank of gas at leaving and full tank upon return. Attached receipt required.

Financial:

- A written request must be submitted for a \$500.00 seed money loan. This loan is available from the region treasury to help the chapter with initial funding. Requests should be made through the Region Director and Treasurer.
- Seed money loan must be repaid to the MER Treasurer before the final distribution of funds.
- Additional requests (in writing) for money should be made to the Region Director and Treasurer and are subject to approval by MER Board of Directors.

Forms:

Samples of the following forms are included in the Little Stitches Guidelines:

- Call for Teachers letter - class proposal
- Teacher proposal
- Acceptance letter for teacher proposal
- Non-acceptance letter for teacher proposal
- Teacher contract - use standard contract from EGA website
- Letter to advertisers (Optional) (5/2021)
- Advertising agreement

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- IC Payment Reporting form (previously the 1099-MISC) (5/2021)
- Letter to participant (Student enrollment letter)
- Financial documents - budget and final report
- Teacher reimbursement form
- Teacher evaluation form for MER chapter
- Student workshop evaluation form
- Directions for compiling and use of data from evaluation sheets

Little Stitches Brochure:

- Distribute finished brochure to region representatives at the fall region meeting prior to Little Stitches. A hard copy brochure is optional. (5/2021)
- Ask for a stamped, self-addressed envelope for registration return.
- Include a statement that the “initial registration fee is non-refundable”.

Contract with Facility:

- A contract with the facility as to date and time for Little Stitches should be obtained and signed by the Little Stitches Chairman and Region Director at least 18 months in advance.

Advertising Little Stitches:

- Make sure the EGA website and Little Stitches brochure have current and correct information.
- Contract local businesses to let them know you are hosting an event where people will be coming from out of town.
- Have information available about your community for participants, such as restaurants, local points of interest, local events, and churches. Some participants come a day early or stay over a second night.

Little Stitches Wrap-Up:

- Little Stitches Chairman should prepare a report with respect to date, location, attendance, financial information including budget and final report, teacher list, teacher signed contracts, copy of brochure and recommendations.
- Do not change forms or contents of Little Stitches Policies and Procedures, but include any recommendation for changes by the host chapter to the report.

Reimbursement from Treasurer:

- Have all Chairmen use the proper reimbursement request form, with approval of the Little Stitches Chairman, for reimbursement from Treasurer.
- Little Stitches Chairman’s expenses must be approved by Region Director.

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Responsibilities of Committee Chairmen

Little Stitches Chairman:

- Report to chapter president.
- With Region Director, meet and prepare contract with facility.
- Convene planning meeting to appoint Committee Chairmen and decide on time line of jobs to be done.
- Determine the individual cost for the workshop.
  - Determine the individual cost for the workshop as follows:
    - Teacher fee + travel expense + rent + hospitality) divided by the number of participants
- With Little Stitches Treasurer, prepare budget or working plan.
- Work with all committees and supervise general running of Little Stitches.
- Submit requests for reimbursement to Little Stitches Treasurer in proper format with approval of the Region Director.
- Receive reports from all committee Chairmen.
- Prepare final report after receiving reports from all committees.
- Send copies of report to chapter, Region Director and next Little Stitches Chairman, if chosen.
- Tabulate teacher's evaluation sheets and give information to Region Director.

Faculty Chairman:

- Report to Little Stitches Chairman
- Send out letter or emails (5/2021) to teachers requesting submission of proposals. (Also send to chapter presidents) asking them for names of any members who wish to teach.
- Submit the request to region newsletter editor for insertion into region newsletter.
- Set up and supervise faculty selection procedure.
- Send out acceptance of proposal letters or emails (5/2021) with contract signed by Region Director to teachers. Signing can be done by scanning(5/2021)
- Send letters or emails (5/2021) to other proposal entries who were not accepted thanking them for submitted proposal.
- Return all proposal material to appropriate teacher, if there were hard copies or physical material. (5/2021)
- Give information to Brochure Chairman and Registrar, including project photographs. (5/2021)
- Notify teachers, Little Stitches Chairman, and Region Director of those classes that are to be cancelled due to few registrants.
- Assign classrooms.
- Distribute and collect teacher evaluation sheets and give results to the Little Stitches Chairman.
- Tabulate student evaluation sheets and give to Little Stitches Chairman and Region Director.
- Turn in request for reimbursement to Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

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Registrar:

- Report to Little Stitches Chairman and Region Director.
- Design registration form with Brochure, Faculty, Facility, and Food Chairman.
- Receive registration: check math and ascertain that correct monies are submitted.
- Keep detailed list of those registering and amounts paid, check number, (5/2021) classes assigned, meal payments, etc.
- Keep a file of all registration forms until Little Stitches is ended.
- Turn registration monies over to the Little Stitches Treasurer with detail list of money allocation.
- Notify participants by email (5/2021) that class has been assigned and include invoice for kit cost.
- Prepare class lists for teacher and give to the Faculty Chairman. (5/2021)
- Give information about class size, number of meals paid, etc., to Facility Chairman.
- Work with other Little Stitches Chairman in assembling registration packets.
- Welcome attendees to facility and pass out registration materials.
- Turn in requests for reimbursement to the Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

Treasurer:

- Report to Little Stitches Chairman.
- Work with Little Stitches Chairman prepares a budget.
- Keep financial records, separate from Chapter's financial records.
- Receive funds from Registrar.
- Receive requests for reimbursement of funds and disburse funds as needed with approval of the Little Stitches Chairman or Region Director.
- Pay teachers.
- Complete IC Payment Reporting tax form and send to National EGA. (5/2021)
- Prepare regular financial reports for Little Stitches Chairman and Region Director.
- Prepare final report for Little Stitches Chairman and Region Director.

Facility Chairman:

- Report to Little Stitches Chairman.
- Find suitable facility for Friday banquet and Saturday luncheon and classes with good lighting, outlets, tables, etc.
- Maintain contact with facility's representative periodically to ascertain that plans are still current.
- Get information from Faculty Chairman about number of rooms needed for classes and inform facility.

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- Make certain that rooms are available for Region Meeting at a time determined by the Region Director.
- Supervise planning of banquet and lunch.
- Handle all communications with Region Director and/or region meeting committee concerning facility and meals and direct information to other Little Stitches Chairmen as needed.
- Determine if needed and request help from Brochure Chairman to create directional signs for use at the facility.
- Turn in requests for reimbursement to Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

Food Chairman:

- Report to Little Stitches Chairman.
- With Facility Chairman, speak with facility's representative about meal choices.
- Choose meals to be offered to registrants with help of Food Chairman, Little Stitches Chairman and others selected by Food Chairman.
- Inform Registrar, Facility Chairman, and Brochure Chairman regarding meal cost and choices.
- Turn in requests for reimbursement to Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

Brochure Chairman:

- Report to Little Stitches Chairman.
- Prepare information brochure, forms and promotional materials with help of Little Stitches Chairman and other Chairmen.
- Correct date and time for meeting
- Any extra costs regarding meals for guests or visitors.
- Special purchases if any
- Time line for activities, classes, region meeting, and meals.
- Information regarding hotels reservations.
- Clear description of classes and teacher information.
- Request roster of MER members (5/2021)
- Solicit advertising for brochure. (OPTIONAL) (5/2021)
- Together with Little Stitches Chairman select appropriate advertisements.
- Help prepare registration packets with welcoming materials if requested.
- Create directional signs for use at facility if requested by Facility Chairman.
- Arrange for distribution of brochures to region representatives at the fall region meeting prior to Little Stitches. (OPTIONAL) (5/2021)
- Turn in requests for reimbursement to the Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

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Angel Chairman:

- Report to Little Stitches Chairman.
- Work with Registrar to include request for classroom angels at time of registration.
- Solicit an “Angel” for each classroom.
- Inform angels of their duties:
- Hand out and collect evaluation sheets.
- Obtain items requested by the Teacher.
- Give warning fifteen minutes before class breaks and lunch.
- Step in if class gets out of hand or someone is chatting excessive and the teacher doesn’t say anything.
- Turn in requests for reimbursement to Little Stitches Chairman in the proper format.
- Prepare report for Little Stitches Chairman.

Opportunity Drawing Chairman:

- Report to Little Stitches Chairman.
- Collect items/containers to be used for opportunity drawing.
- Encourage members to contribute items or money to purchase items.
- Purchase and prepare tickets for drawing.
- Store items until needed.
- Display items for drawing during event.
- Arrange for members to sell tickets for drawing.
- Conduct drawing and distribute prizes to winners.
- Turn in requests for reimbursement to Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.
- Determine with Chair the distribution of funds. (5/2021)

It is not necessary to have individual favors at this meeting. Use or no use of favors is at the discretion of the chapter. Suggested guidelines when preparing favors is as follows.

Favors/Centerpieces Chairman: (Optional)

- Report to Little Stitches Chairman.
- Design and present to chapter membership various ideas for favors to be used at tables for banquet and lunch.
- After favors have been decided, obtain materials to complete and distribute to chapter members for completion. Keep track of who has materials.
- Set date for completion and collection of favors.
- Arrange for finishing favors, if needed.
- Decide on table center pieces for banquet and procure them.



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- Store items appropriately and distributes them at the events for which they are intended.
- Turn in request for reimbursement to the Little Stitches Treasurer in proper format.
- Prepare final report for Little Stitches Chairman.

Stitching Project Chairman: (Optional)

- Report to Little Stitches Chairman.
- Choose a stitching project with input from the Little Stitches committee and approved by chapter.
- Select fabric and threads needed for stitching the project.
- Solicit members to stitch various parts of the project and ensure completion.
- Have pieces framed/finished.
- Turn in requests for reimbursement to the Little Stitches Treasurer in proper format.
- Prepare final report for the Little Stitches Chairman.

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**Teacher's Proposal Request  
(sample letter)**

**EGA LOGO or MER Logo**

Embroiderers' Guild of America, Inc.

Dear

We are pleased to announce that the \_\_\_\_\_ chapter will be hosting Little Stitches to be held in conjunction with the spring meeting of the Mid-Eastern Region of EGA in (city, state). The meeting will be held on Friday, (date) and the one-day workshops on Saturday, (date). The meeting/workshops are open to all current EGA members.

Your name was submitted to our chapter as a potential workshop teacher. We are writing to ask if you would like to submit a proposal for a project to teach at this workshop.

Enclosed is a copy of the general teacher information and proposal requirements. Please read them carefully. If you are interested, submit your proposal by mail by the deadline date of (date).

Should you not wish to send in a proposal, we would appreciate you letting us know.

We hope that you will submit a proposal and we thank you in advance.

Send proposal to:

Faculty Chairman

Address

Phone Number

E-mail Address

Sincerely,

Embroiderers' Guild of America, Inc.

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Teacher Information and Proposal Requirements

1. Each proposal and piece must be clearly labeled with the teacher's name, address and telephone number, email. **(5/2021)**
2. Teachers may use the ICNA Form on the EGA National website for submissions. **(5/2021)**
3. Drawings/charts must have a legend indicating stitches and colors. A sheet of stitch diagrams can be included where applicable.
4. Include color photograph of the actual piece.
5. Keep proposals separate if sending more than one.
6. Mail or email submissions in an appropriate envelope or packing to protect the material. **(5/2021)**
7. Include a return address label. The selection committee will be responsible for return postage. **(5/2021)**
8. Include a listing of the contents of your proposal(s). **(5/2021)**
9. All proposals must be received by \_\_\_\_\_.

Please follow instructions. Incomplete information could disqualify your proposal. Late entries will not be accepted. Should you have any questions please let me know.

Thank you for your interest.

Send proposal to:

Faculty Chair

Address

Phone Number

E-mail Address

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**Teacher's Proposal Acceptance  
(sample letter)**

**EGA LOGO or MER Logo**

Embroiderers' Guild of America, Inc.

Dear

\_\_\_\_\_ Chapter of the Mid-Eastern Region EGA is pleased to inform you that your workshop proposal for Little Stitches to be held in (city, state) on (date) has been accepted. Enclosed is your contract. Please read it over carefully, sign and return to the Faculty Chairman by (date).

Our brochure Chairman needs the following information from you by the same date as above. We want to have the brochures ready for distribution by the fall region meeting on (date).

1. The project description
2. Skill level (be explicit)
3. Materials student should bring. Please be explicit, especially about stretcher bars, etc.
4. Photograph(s) of project (5/2021)
5. Brief teacher biography (5/2021)

The committee thanks you for submitting your proposals and is delighted to have you participate in our Little Stitches workshop.

If you have any questions about anything, please contact me at the address below.

Sincerely,

Faculty Chairman

Address

Phone number

E-mail address.

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**Teacher's Proposal Rejection  
(sample letter)**

**EGA LOGO**

Embroiderers' Guild of America, Inc.

Dear

The \_\_\_\_\_ chapter, host for MER Little Stitches in (city, state), has met and made its decision. I am sorry that your proposal was not selected.

(State reasons). It was a difficult decision.

We thank you for taking the time to send the submission and hope you will do so again for a future Little Stitches.

Sincerely,

Faculty Chairman

Address

Phone number

E-mail address.

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**Teacher's Contract for Workshops**

**Please download the official teaching contract from the National EGA Website.**

[www.egausa.org](http://www.egausa.org) .

Click on Members Log-in link in the upper right corner:

Enter your valid user name and password.

**Do not alter the contract in any way.**

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**Student Enrollment Letter**

**(Sample Letter)**

**EGA LOGO**

Embroiderers' Guild of America, Inc.

Dear Fellow Stitcher,

The \_\_\_\_\_ Chapter of MER EGA is delighted that you will be attending Little Stitches on \_\_\_\_\_ (date). We look forward to having you with us.

You are enrolled in the following workshop: \_\_\_\_\_. The kit fee for this workshop is \$\_\_\_\_\_. The fee is due before \_\_\_\_\_ (date). Failure to remit the fee by this date will result in cancellation of your class enrollment. Please remember that your initial registration fee is non-refundable. If you are unable to attend the Little Stitches Workshop, the distribution of the kit is at the discretion of the teacher.

Please forward your kit fee to the name and address shown below:

If you have any questions, please contact me at the phone number or e-mail address below.

Sincerely,

Little Stitches Registrar

Address

Phone number

E-mail address

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**Letter to Advertisers  
(sample letter)**

**EGA LOGO**

Embroiderers' Guild of America, Inc.

Dear Advertiser:

The \_\_\_\_\_ chapter of the Mid-Eastern Region Embroiderers' Guild of America, Inc., is inviting you to advertise in our brochure announcing Little Stitches workshops on (date) in (city, state).

Little Stitches is a two-day event for Embroiderers' Guild members to come together for a business meeting, socialization, and instruction in the techniques of stitching, color, care and use of finished project.

Please review the Advertisement Agreement. If you are interested in advertising in our brochure, submit your information by (date).

Sincerely,

Brochure Chairman

Address

Phone number

E-mail address



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**Advertising Agreement (sample letter)**

1. Payment is required with submission of camera-ready copy. Payment should be made by means of a check and mailed to the Advertising Chairman at the address shown on the accompanying advertising letter.
2. All advertisements will be 2 inches by 3-1/2 inches (business card size) as outlined on the advertising order form below.
3. All advertisement copy must be camera ready and conform to the prescribed size and shape.
4. The number of advertisements will be limited.
5. If any advertising order is received after the advertising limit is reached, the payment will be returned uncashed.
6. Advertisements are subject to the editor's approval.
7. A copy of the brochure will be emailed to each advertiser.
8. Advertisers assume liability for the content of advertisement printed and also assume responsibility for any claims arising from such ads and made against the Embroiderers' Guild or its officers, the EGA itself, or the brochure editors.
9. The publisher assumes no liability for instructions or copy not specified in writing.
10. Contents of the brochure are for the exclusive use of members of the Mid-Eastern Region, Embroiderers' Guild of America, Inc., and other chapters of EGA. Permission is not given to reproduce for resale any portion of the brochure by either member or advertiser.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
Email

\_\_\_\_\_  
website

Please reserve space for a 2 inch and 3-1/2 inch advertisement in the embroidery seminar brochure. The rate is \$25.00. Submission of this advertisement means that I consent to the conditions stated in the above advertising agreement.

\_\_\_\_\_ Payment of \$25.00 is enclosed \_\_\_\_\_ Camera-ready copy is enclosed

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

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**MER (host chapter) Request  
for Reimbursement for Little Stitches**

Date \_\_\_\_\_ Amount \_\_\_\_\_

Office, Committee or Chapter Title \_\_\_\_\_

Type of Expense \_\_\_\_\_

Name and Address of Person to be reimbursed: \_\_\_\_\_

Explanation of expenses (be specific) \_\_\_\_\_

Expenses:

Printing: \_\_\_\_\_

Copying: \_\_\_\_\_

Hotel: \_\_\_\_\_

Postage: \_\_\_\_\_

Transportation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

TOTAL \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

(Little Stitches Chairman approves request. Region Director approves Little Stitches Chairman's request)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(Region Director)

Signature: \_\_\_\_\_

(Treasurer)

Check Number:

Send Reimbursement Request form to: \_\_\_\_\_

Little Stitches Treasurer \_\_\_\_\_ Little Stitches Chairman \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

E-mail addresses \_\_\_\_\_ E-mail address \_\_\_\_\_

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**Little Stitches**  
**Teacher Reimbursement Form**

Course Name \_\_\_\_\_

Teaching Fee \_\_\_\_\_ \$ \_\_\_\_\_

Kit Fee  
\_\_\_\_\_ kits @ each \$ \_\_\_\_\_

Hotel reimbursement \_\_\_\_\_ \$ \_\_\_\_\_

Breakfast \_\_\_\_\_ \$ \_\_\_\_\_

Gasoline and tolls \_\_\_\_\_ \$ \_\_\_\_\_

Total \_\_\_\_\_ \$ \_\_\_\_\_

Please Print:

Teacher's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

For chapter use only:

Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

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**IC PAYMENT REPORTING FORM  
(formerly 1099-MISC)**

Please download the official IC Payment Reporting form from the EGA website.

[www.egausa.org](http://www.egausa.org) .Click on Members Log-in link in the upper right corner:

Enter your valid user name and password.

**Do not alter the form in any way.**

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**Directions for Students' Evaluation Form**

1. The angel will distribute forms to all participants, who will complete them before the end of the workshop
2. The Angel will collect the evaluation forms and give them to Faculty Chairman before the participants leave or at the end of the workshop
3. Within a week, but not more than a month from the workshop date, the Faculty Chairman will tabulate average response for EACH question. A good score is an average of 5. Average the responses.
4. To determine the average of responses:
  - Total the score for each question on the form and divide by the number of student forms.
5. Keep a record for your chapter on a separate evaluation form. Use the back of the form to record pertinent comments. Keep this on file to serve as source material should the Chapter President is contacted for a reference for a teacher
6. E-mail the evaluation form summary & comments completed by the workshop participants to the teacher. Also supply her with a copy of the averaged responses.
7. Determination of responses Averaged: MER Little Stitches

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**Student Workshop Evaluation Form**

Name of teacher \_\_\_\_\_ Date \_\_\_\_\_

Name of class \_\_\_\_\_

Prior to this class, I have taken \_\_\_\_\_ class(s) in this technique.

1. Considering quality of materials, amount provided and cost, I would rate the kit for this workshop as: (check one)

- 5 Superior
- 4 Better than average
- 3 Average
- 2 Lower than average
- 1 Substandard

Comments:

2. The content of this class was presented in a coherent, easily understood manner. (check one)

- 5 Superior
- 4 Better than average
- 3 Average
- 2 Lower than average
- 1 Substandard

Comments:

3. I received an appropriate amount of individual attention from the teacher. (check one)

- 5 Superior
- 4 Better than average
- 3 Average
- 2 Lower than average
- 1 Substandard

Comments:

4. The teacher provided adequate instruction for post-session completion of the class project. (check one)

- 5 Superior
- 4 Better than average
- 3 Average
- 2 Lower than average
- 1 Substandard

Comments:

5. I would recommend this teacher to a fellow stitcher. (check one)

- 5 Superior
- 4 Better than average
- 3 Average
- 2 Lower than average
- 1 Substandard

Comments:

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**Teacher's Evaluation**  
**MER Little Stitches Workshop**  
Hosted by \_\_\_\_\_ Chapter  
(Date)

Please complete and mail to Little Stitches Chairman

Name of class \_\_\_\_\_ Date \_\_\_\_\_

Name of teacher \_\_\_\_\_

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Were arrangements handled in a competent and business-like manner?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were the contract stipulations followed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were the students enrolled in a class that fit their level of expertise?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were the students well prepared to take the class?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Was the group prepared adequately for the class if advance preparation or special materials were required?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Were the classroom conditions satisfactory (e.g., lighting, traffic flow, blackboard available, size adequate for group)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Were the housing accommodations satisfactory (e.g., reasonable requests regarding dietary restrictions or accommodations)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Were the travel arrangement satisfactory?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Were good manners observed at the workshop?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Were the students receptive and attentive?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Would you look forward to teaching for this group again?  | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MER Policy -- Good Manners for Workshops**

Embroiderers unused to attending a formal class or those who have fallen into careless habits may be unaware of ways in which they can inadvertently disturb classmates and teachers alike.

- Excessive talking is disruptive.  
The good student listens to the teacher, not neighbors. If you have questions, ask the teacher, especially if you are struggling with a stitch or technique. Do not attempt to answer questions for the teacher.
- Listen to instructions carefully and read all written material.  
Remember, however, not to take all the teacher's time. Share her with others.
- Teachers are hired because they have displayed expertise in areas or techniques which the group desires to learn.  
If your normal procedure is different, give the new way a try. Don't discuss other teachers or their styles/techniques. Precious little in the needlework field is carved in stone. If you don't agree with the instructor, the evaluation form is your means of communication. For the others in class, this teacher may be the "fountain of wisdom".
- Strict workshop policy prohibits all smoking, food and drink in workshop areas and wearing perfume.  
Areas AWAY from the work surfaces are designated for this purpose.
- Workshop directions are not to be copied or taught without written permission from the teacher. You could be breaking the law if you do so.
- Do not forget to say "thank you" to your teacher.
- Wear your name tag.
- Be on time for class and be prepared with class materials as specified in your student letter.  
Anticipate extra needs: extension cords, needles, etc.
- Do not return late from lunch.  
This is discourteous to the class and teacher.
- Make every effort to stay for the entire workshop.  
If you must leave early, forewarn the teacher and make arrangements to get the additional instructions from a fellow student at a later time. Do not demand time from the teacher.
- Just as you come to a class on time, be sure to leave promptly when the class is over.  
Do not delay the teacher from her travel time.