

## Sew4Service Chapter Guidelines - April 2024

**Mission Statement:** Sew4Service strives to build a community of service-minded, creative people who sew, quilt, crochet, and knit. We accept donations of supplies and equipment in order to upcycle fabric and yarn into handmade items, which are in turn donated to local charities. We teach people new skills to empower them to be confident creators and to touch the lives of people and pets in their community. We promote sustainable sewing through our upcycling, recycling and environmental impact programs.

Sew4Service strives to

- Build a community of service-minded, creative people who support one another while providing love and comfort to people and pets in our community.
- Welcome people who sew, quilt, crochet, and knit handmade items
- Encourage and welcome volunteers who sort and organize donations.
- Establish relationships with local charities to determine which handmade items best suit their client's needs.
- Teach people new skills related to sewing, quilting, crocheting, and knitting through volunteering and classes.

Sew4Service Chapters can choose to participate in the any of the following ways:

- Collect donations of fabric, yarn, sewing related items
- Limit the type and amount of donations to fit their needs
- Hold Sewing Days at a library, community center, or other facility where volunteers come to sort and organize donations or sew, quilt, knit, crochet handmade items
- Teach classes related to sewing, quilting, knitting, crocheting
- Fundraise for their local chapter activities
- Open a sewing studio with local funds generated through donations, fundraising, grants, and teaching classes
- Sort and organize donations, make and sell kits.
- Hold a Bargain Sale to sell donations that are not needed to make handmade items in your area
- Organize trips and events for local members
- Support Creators Club Members in your area

General Guidelines for all Sew4Service Volunteers, Teachers, and Board Members

- Be inclusive, welcoming, warm and positive when interacting with others
- Be supportive and encourage people to grow and develop their creative skills in a non judgemental environment
- Welcome people without discrimination based on sex, age, race, color, national origin, religion, physical handicap, gender expression, disability or any other basis prohibited by law

Guidelines for Chapter Coordinators

- Being a Chapter Coordinator will require a time commitment of between 10 - 40 hours a week in administrative and organizational duties.
- Chapter Coordinators must be comfortable using a computer and using the Google Suite of software programs or Microsoft Office Suite. Coordinators should be comfortable with uploading and downloading photos and documents both from their phone and computer.
- Chapter Coordinators will need to use a Sew4Service email for Sew4Service communication.
- Listing a phone number is optional.
- Emails, online messaging, and phone calls should be returned and replied to promptly.
- Chapter Coordinators must not smoke and must live in a smoke-free home.
- Chapter Coordinators should plan for adequate space to store donations and handmade items.
- Chapter Coordinators must be 21 years of age or older.
- Chapter Coordinators should share their progress and success through social media as well as acknowledge the contributions of their volunteers.
- A Chapter Facebook Page and Instagram Account will be created for you.
- Chapter Coordinators will need to maintain records and submit quarterly reports to HQ personnel.
- Each Chapter Coordinator will be responsible for ensuring compliance with Federal, State and Local laws. This includes, but not limited to, taxes, vendor licenses, occupancy permits, zoning, etc.

#### Guidelines for processing finished handmade items

- All items should be checked for pins, rips or tears and repaired accordingly.
- All blankets, quilts, pillowcases, pet blankets and beds, clothing should be machine washed prior to delivery. Handbags, fat quarter bags, doll clothes do not need to be machine washed. Use mild scented detergent.
- Items should be counted and recorded before delivery, and a photo taken either with or without the recipient in the photo.
- You must obtain verbal or written consent before posting a photo with people in social media.
- Items should be stored in a dry, smoke-free, mildew and mold free environment.
- It is a good idea to post on social media acknowledgement of all donations, within reason. Do not include full names or personal contact information in social media posts.

#### Fundraising, Sales and Contracts

- All fundraising and sales proceeds will need to be sent to HQ. These funds will be available to you according to your Chapter Budget.
- We will develop guidelines on collecting taxes and handling payments as needed.
- Contracts will need to be approved by HQ prior to signing.
- Quarterly reports will need to be sent to HQ to account for number and type of donations, amount of monetary donations, time donated by volunteers. Reporting forms will be sent to you.

- Each Chapter Coordinator will be responsible for ensuring compliance with Federal, State and Local laws. This includes, but not limited to, taxes, vendor licenses, occupancy permits, zoning, etc.

#### Logo, marketing, social media

- Local Chapters will have a Chapter Logo created for them.
- Local Chapters will have a Facebook Page and Instagram Account Created for them.
- Local Chapters will have a page on the Sew4Service website.
- All posts and publications should be mindful of the mission of Sew4Service and not contain any negative or discriminatory comments or posts. HQ reserves the right to remove any such posts at its sole discretion.

#### Nondiscrimination Policy

- We are committed to providing an inclusive welcoming environment and experience for our staff, volunteers, and clients. Sew4Service will not practice or permit any unlawful discrimination on the basis of sex, age, race, color, national origin, religion, physical handicap, gender expression, disability or any other basis prohibited by law.
- If a board member or employee of Sew4Service is reasonably believed to have acted in contradiction to the above policy, the board may hold a special meeting to determine the validity, consequences or to discuss the breach. Additionally, we expect all volunteers and those visiting the studio to behave in an appropriate manner. If a volunteer or visitor acts in a manner contradicting the above policy the teacher or person in charge will ask them to stop and/or leave the studio or class.