

## **WRSW Reimbursement Award for Active Membership**

The essence of this Award remains the same – that guild members are encouraged to take classes and workshops in order to add to their education in their individual fiber interest, and that this program will give the recipient the opportunity to give back to the guild for the privilege of utilizing the award.

**Overview** - The *Reimbursement Award for Active Membership* program will replace the Anniversary Reimbursement Award program beginning in January, 2018. The purpose of the update is so that this program more closely reflects the needs and desires of WRSW as stated by the Executive Committee. These needs are as follows:

1. Members are encouraged to pay their yearly dues in a timely manner so that a proper budget can be determined before the start of each new year.
2. Members are encouraged to attend the monthly general meeting and program.
3. Members are encouraged to participate at a Farmpark/guild event.
4. Members are encouraged to actively serve on a committee.

To that end, the committee would like to propose the following updates.

Page 2           - Revised Reimbursement Program documentation  
Page 3           - Program outline  
Page 4           - My Points document  
Page 5           - Application of Intent

We want to encourage our members to track their point progress along with the Committee records, and to feel free to ask where they stand. It's not our intent to keep secret records of members' participation in guild activities. The more transparent and self-governing this process is the more members can see how individuals affect the guild in a positive way. Forms will be attached to the packet to provide personal records as well as an application of intent.

Please note that it's the Committee's suggestion that we still honor our member anniversaries with a note in the newsletter, but the *Reimbursement Award for Active Membership* will no longer be tied to a member's anniversary.

**Submitted respectfully by the Committee: Nancy Curtiss (Chairperson), Nora Eason, Rebecca Steinback**

### **WRSW Reimbursement for Active Membership program**

The purpose of WRSW is to teach and promote the arts of spinning, weaving, dyeing and related fiber arts. (from guild by-laws)

#### **Purpose:**

1. To encourage and educate guild members in their individual interests in fiber techniques and applications through the attendance of classes and workshops.
2. To encourage members to be actively involved in guild activities, such as attendance at meetings, participation at guild demonstrations, serving on a committee, etc.
3. To give the recipient the opportunity to give back to the guild in the sharing of information gleaned from the learning experience.

#### **Rules for application:**

1. Guild members will have accrued 70 active membership points, and will have not already received an award within the space of three years.
2. Eligible members will submit an application of intent to take a class in the next year once points have been accrued. This isn't for approval or rejection purposes, but to give the member an opportunity to think about what they want to study, and to alert the Committee of budgetary needs to anticipate in the coming year. If the member decides not to take the class, no loss of points will occur and the member may submit an application in a subsequent year.
3. Reimbursements are available for only a *single class* or a *single workshop offering*. This includes a single class or workshop that extends for multiple days. (This will not cover multiple classes over a single convention, like Convergence or Midwest Weavers, etc. This will not be used towards room, board, transportation or materials fees.) This is purposeful so that the member will focus on one area of study, with the encouragement to expand that single class over several days, if they so wish.

#### **Requirements for reimbursement:**

1. Recipients will need to provide proof of payment after the date of the class. This can be a receipt from the school, workshop, host guild, etc. with a listing of the class portion of the fee, or it can be a 2-sided copy of a cashed check with a listing of the class fee attached. This is so that the reimbursement committee can actually see what the price of the single class/workshop offering is minus any materials fees.
2. Recipients will also be required to submit either a) a 250 word article plus photographs for the guild newsletter describing their class experience or b) provide a guild program about their area of reimbursement study.
3. Reimbursement will occur after all requirements have been met, so it may be more advantageous to recommend the newsletter article because it will be quicker to fulfill than to wait for space to open up in the program schedule. Before a member takes a class, if they have any questions or concerns about these requirements, they should contact a Committee Member.
4. Please note that points are not transferrable from one member to another.

#### **Rules guiding eligible reimbursements:**

1. The amount awarded will be 80% of the cost of the single class or single workshop offering, and the total cost of reimbursement will not exceed \$300.
2. Reimbursements will be made after the single class/workshop is taken, and also after receipt of proof of payment (as listed above) as well as a receipt of newsletter article or the presentation of the scheduled guild program.

#### **Administration of reimbursement:**

A committee will be chosen to administer the reimbursement. It should include the Treasurer and at least 2 other people. The committee will not need to choose from among the applications, but will need to make sure that all eligible recipients fulfill application requirements for reimbursement.

**Project plan:**

The sample project is based upon the minimum number of points that can be accrued in a 5-year period to be eligible for a WRSW Reimbursement Award for Active Membership.

1. Points are given for completed events or responsibilities. Dues, Meetings, Demonstrations, and Teaching points are awarded after the event is over. Officers, SIG Facilitators, and Committee points are awarded at the end of the year for successful service rendered, according to the Jobs and Responsibilities Handbook.
2. Points are never “docked”. They are only awarded upon successful completion of a project or when the office or committee year is completed.
3. Points are only deducted when used towards a reimbursement award. All other points in the member’s bank will continue to accrue.
4. Points will be held in the event that a membership is not renewed in the course of a year, but after 365 days of non-membership, any returning member’s points return to zero.

Sample project - This is a sample of the minimal requirement to achieve an award in 5 years:

Year 1 -	Pay dues by the close of the September meeting	1
	Attend 80% of yearly general meetings (8 meetings)	8
	Participate in demonstrations for 2 four-hour segments	2
	Active involvement in a committee (not as Chair)	<u>3</u>
	TOTAL	14
Year 2, 3, 4, 5 -	Same as above	<u>14x4</u>
	5 YEAR TOTAL	70

5. This plan can be supplemented in several ways, according to each member’s preference and availability. Example: Attending all meetings in a year is 10 points. Additional Demonstration time is 1 point per 4 hour segment.

Below is a full list of activities available to members:

Paying dues by the September meeting (no later than)	1
Attending General Guild meetings (per meeting)	1
Demonstrating at a Farmpark/guild event (per 4 hour segment)	1
Publishing a 250 word article in the guild newsletter (not as Award requirement)	1
Serving actively on a guild committee	3
Presenting a guild program (not as Award requirement)	3
Chairing a committee (doesn’t include VP as chair of Programs and Workshops)	5
Facilitating a SIG (in the case of co-chairs...split points)	4
Holding an elected office (Executive Committee not counting VP)	6
*VP as elected office, and fulfilling Year 1 of Programs, development	*6
*Fulfilling Year 2 of Programs, chairing implementation of plan)	*5
Instructing for a SIG (total of 8 points available per year per SIG awarded by facilitators to instructors)	

\*Note that VP works with programs and workshops for 2 years, helping the committee to create the programs and workshops in Year One as VP (ex. in 2017 for 2018 programs), and then facilitates the implementation in Year Two as the program chair for that year (ex. in 2018 as that year’s Program Chair).

Supplementing the basic requirements can speed up the time to achieve the 70 points necessary for an award. Conversely, less activity will still accrue points, but it may take longer than 5 years to achieve an award. Points are never docked, and you may choose to achieve points as fast or as slow as you wish.

Please note that being a SIG Member does not accrue any points. SIG membership is as a result of the privilege of being a member of WRSW. SIG Facilitators and Instructors, as a result of their desire to serve, **do** receive activity points towards an award.



## Application for Reimbursement

Name \_\_\_\_\_

Date \_\_\_\_\_

Eligibility points accrued: (see attached chart/charts) \_\_\_\_\_

Year of last award received: \_\_\_\_\_

Title of class or workshop attended: \_\_\_\_\_

Description of class/workshop:

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Cost (not including transportation, travel or materials): \_\_\_\_\_  
(80% to be reimbursed, if approved)

Method of sharing information learned with the guild (article, program, workshop, handouts, etc.)

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