

# SCW Leather Carver's Handbook

## General Information

The club is open every Monday thru Friday from **8:00 am to 4:00 pm** when a monitor and one other person is present (2 members required). The club is only closed on Christmas and New Years Day.

General meetings are held 4 times a year as posted on the club website and club calendar. The Executive Board meets prior to the General Membership meetings. Dates and times will be posted. If you know of a health concern regarding a member or an immediate family member please notify the Club Secretary or Club Board. RR&P's and Club By-laws are in a binder so designated on the library shelf.

Members are urged to regularly check the classroom bulletin boards & website: (<http://scwleathercarversclub.weebly.com/>) to obtain the latest information concerning Leather Carvers club activities. Periodic Club News is sent to members via their e-mail addresses taken from their New Members Registration Form.

The honor system is used for collecting money when a member uses supplies. The "Red Tin Can" is for donations for supplies totaling \$3.00 or less and tool use. Please be generous in your donations by rounding up. Donation should be proportionate to the supplies you use. Please remember that these items will eventually need to be replenished. Unfortunately the cost of supplies seems to keep increasing.

Suggestions and Comments are always welcome. The box with the forms is located on top of the file cabinet in the Tool Room. The form should be placed in the slot on top of the file cabinet where it is only accessible by the Treasurer and President. Board Members consider confidentiality extremely important. The Treasurer will receive the form and notify the board members. For other communication directed to a board member, please use the club officer's filing slots located in the Tool Room. The "Suggestions or Comment" form can be used for this purpose or a separate piece of paper.

The club offers a limited amount of Tandy kits for resale and is not accountable for its content or condition. If you find a defect you must present the entire kit and reason for return. The club will attempt to return

and replace the kit but Tandy may not accept the request. Your workmanship defect is not an acceptable reason for return. A receipt must accompany your return.

All Club Tools marked with green paint must remain at the club. They absolutely may not be removed or checked out overnight!

The club participates in both Recreation Center Craft Fairs (Spring and Fall). Please follow the instructions given in advance of each event to participate.

The club advertises in several free publications so, if you have an idea that can be used to promote the club, please notify an officer or submit in writing to the board.

Please do not hesitate to ask anyone at any time for help during any phase of your project.

Please be diligent to clean up after yourself and be mindful that others use the same supplies and machines. Be courteous!

## New Member Classes & Club Functions

Notification is by e-mail, phone, club white board, club website or newsletter. Sign-up sheets and payment envelopes for club functions are located on the counter.

- Attendees are responsible to bring their "New Member Kit" when attending the new member class.

## Membership Requirements

Membership in the club is open to all SCW residents. A current recreation card must be shown at the time of enrollment and renewal.

## Renewing Membership

The membership period is from January 1 to December 31. Membership renewal is by **check or cash** with a renewal fee set by the club. Renewing members must have fulfilled the current yearly monitoring requirements. Persons joining during **November or December** will be exempt from paying the membership renewal fee for the upcoming year.

## Monitoring

**Time:** 8:00AM to 12:00 or 12:00 to 4:00PM **Days:** Monday - Friday

- Required for members who use the club on a regular basis.
- Members must monitor a minimum of once a year.

**IN ACCORDANCE WITH RECREATION CENTER RULES THERE MUST BE TWO MEMBERS AT ALL TIME WITH ONE DESIGNATED AS THE MONITOR!**

## Library / DVD's and Copier

The club's library has many patterns available for members to use, check out or photocopy. Copies are at a slight charge

- Books, patterns and DVD's are available for checkout, limited to 1 week maximum.

## VILLAGE STORE CONSIGNMENT

Members are eligible to submit items for sale in the Village Store. Members set the selling price, taking into consideration the commission to the Recreation Center. Tax is charged to the customer when the item is sold at the Village Store.

In house sales must include Village Store Commission and **Sales Tax** in the listed price.

At a designated date and time in the week the Club's Quality Control Representative will conduct a quality control inspection and complete paperwork for submission to the Village Store. Members are responsible for delivering and collecting their items to and from the Village Store when notified by the Quality Control Representative.

All sales transactions go through the Village Store and then back to the respective club. The club Treasurer will issue a check to the club member after receiving funds from the Village Store.

# SUN CITY WEST LEATHER CARVER'S HANDBOOK

**JANUARY 2017**

