**SECTION V**

**MISCELLANEOUS INFORMATION**

(Complete review done: 12/2008)

# HOW TO HOST A REGION MEETING

1. Chapters throughout the Rocky Mountain Region are asked to host Region Meetings.
2. A host chapter issues a written invitation to the RMR Board during a Region meeting. Region meetings are scheduled about one year in advance. Typical weather and travel conditions should be considered when setting the date.
3. Region meetings are held twice a year. The annual meeting is usually held in conjunction with the region seminar/retreat, however in the absence of these events it may be scheduled independently. The spring meeting is held three or more months before the annual (usually late summer or fall) meeting.
4. Planning for the meetings must take place far enough in advance to advertise all the details in Border to Border.
5. Traditionally the region board meeting is held on a Saturday beginning at 9:00 am and ending no later than 4:00pm. The executive board meeting is held the evening before.
6. The host chapter arranges for a block of guest rooms at a hotel with reasonable rates. Breakfast should be available on site, if possible.
7. The host chapter arranges for meeting space. Meetings may be held at the hotel or at a nearby location.
8. The room for the region meeting/executive board meeting should accommodate 30 board members and guests. The executive board meeting is usually attended by up to 12 people.
9. The executive board will meet in the space incurring the least expense to the region. This may be at the same location as the region board meeting, in the Friday class location, or in a smaller meeting room, if more appropriate.
10. The meeting room(s) must meet the requirements for the Americans with Disabilities Act (ADA).
11. The region meeting set-up requires a head table at which the region director and the region secretary sit. A hollow square/rectangle is the best configuration. Extra tables may be needed in the room for display items and other materials. Extra chairs should be available for guests.
12. The host chapter arranges for lunch at the region board meeting. This may be done in various ways: through the hotel facilities, by ordering in boxed lunches, or the host chapter may provide a pot luck luncheon. The region will pay reasonable costs for the lunch of board members. Check with the Region treasurer for the current allowance. Non-board member participants may be charged for their lunch.
13. The host chapter supplies a list of nearby restaurants, sites and local shops that may be of interest to region members attending the meetings.
14. A class may be arranged by the host chapter and held on Friday in conjunction with the region meetings. The host chapter will set the price of the class and, it will include teaching fees and kit or supply costs. The region will pay the room expense. Those who register for the class will make payment to the hosting chapter. All plans for the class and the day are the chapter’s responsibility.
15. The Host Chapter shall not incur any expense or profit for hosting a meeting. The region pays for the cost of the meeting space and boxed or catered lunches for region board members. The region will also pay the room expense for a Friday class.

 5/2019 RMR V.A.1

# RECORD KEEPING -- WHAT AND HOW LONG

**(From EGA Officers Notebook – February 2009)**

**RECORD KEEPING – WHAT AND HOW LONG**

Care should be taken to destroy documents in an appropriate and timely manner. When the time comes to discard documents containing confidential or personal information, they should be shredded.

|  |  |
| --- | --- |
| **Keep Permanently** | **Keep Two Years** |
| * Charter
* *Officers’ Notebook* – updated
* Chapter minutes – keep in the secretary’s minute book
* Correspondence

> Legal> Important matters* History/Scrapbook – including:

> all old rosters or yearbooks> newspaper clippings> public relations materials> notices for chapter shows> flyers to recruit new members, etc.> seminar brochures* newsletters (editor/chair keeps)
 | General correspondence |

Each committee should have a file which contains information necessary to the committee such as guidelines, etc. These files should be purged/kept up to date using the same general guidelines as stated here. When publications are received from headquarters, it is a good idea to keep a master copy for a back-up and then to pass on the publications to the appropriate committee.

**FINANCIAL RECORD KEEPING – WHAT AND HOW LONG**

Questions concerning this business retention schedule should be referred to headquarters.

|  |  |  |
| --- | --- | --- |
| **Keep Permanently** | **Keep 7 Years** | **Keep 3 Years** |
| * Employer Identification Number notice issued by the IRS
* Copy of EGA’s IRS determination letter dated March 31, 1976
* Year End Financial Statements
* Reports by the Audit Committee
* Contracts and leases still in effect
* Significant financial correspondence
* Checks for important payments and purchases
 | * Bank statements and supporting documents
* Contracts and payments to teachers/lecturers, including copies of all EGA Treasurer’s Payment Reporting Forms (1099-MISC)
* Receipts for other paid bills or reimbursed expenses
* Records of merchandise sales
* Special event and fund raising records
* Revenue and expense ledgers
* Contracts and leases (expired)
 | * General financial correspondence
* Budgets
* Miscellaneous internal reports
* Bank reconciliations
 |

 6/2008 RMR V.B.1

**Document/Files Emergency Location Form**

(EGA Ancillary Document 1.5.1.7)

Name Position

Address

Phone Email

**Electronic Files**

Electronic files related to EGA can be found on my computer in the following folder(s):

Files are backed up elsewhere Yes No

If yes, where? (ie, cloud, external drive, cd, etc.)

**Physical Materials (documents, manuals, files, other)**

In addition to electronic files, I have the following physical materials that belong to EGA:

Briefly describe where these items may be found.

This person has access to the electronic files and physical materials listed above.

Name Relationship

Address

 Phone Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed on:

 March 2018 *EGA Ancillary Documents*

SECTION 1- GENERAL

#

#  5/2019 RMR.V.C.1

# LOGOS

**Rocky Mountain Region Logo**

****



**Original EGA Logo**

 5/2019 RMR V.D.1

# BACKGROUND INFORMATION ON SAINT CLARE

1194-1253

Clare was from a wealthy noble family. She was promised to Francis of Assisi. When St.Francis rejected marriage and his prosperous family, Clare chose to follow him. He helped her establish a community that was the beginning of the order of Poor Ladies who later became the Poor Clares. They adhered to the Franciscan way of life which includes humility and poverty (living only on alms).

Included in the activities of the order were, and are, the making, embroidering, and repairing of altar cloths and vestments. For this reason Saint Clare of Assisi was chosen as the Patron saint of embroiderers.

There are twenty-three monasteries of Poor Clares in the U.S. They are a contemplative, cloistered order of nuns and extern sisters who carry on the tradition of Saint Clare by making vestments and altar linens. Saint Clare's saint day is August 12.

She carries a sacred monstrance. It was said that she held the monstrance up before an army of Saracen invaders, and they fled.

When embroidering Saint Clare, a crystal could be sewn on the gold monstrance. Other symbols are a lily for purity and a palm leaf for sacrifice.

Instead of a monstrance, Saint Clare might hold an altarpiece, which could be stitched separately. The veil is black with white edging. The neckpiece is white, and the cape and gown are brown.

 4/2008 RMR V.E.1

# ROCKY MOUNTAIN REGION, EGA

## Jody Gergens Memorial Scholarship Application Form

**Scholarship Policies & Procedures:**

1. The scholarship is awarded by the region’s Directors’ Club whose members are made up of past region directors who are current EGA members.
2. Only Rocky Mountain Region members may apply for the scholarship.
3. Monies will be available to the recipient for one year following acceptance.
4. Eligible uses for scholarship consideration:
	* + 1. EGA Individual Correspondence Courses (six lesson minimum).
			2. EGA Extended Study Program
			3. EGA teacher, judge and appraisal certification programs
			4. Other courses may be considered at the discretion of the Director’s Club. Courses must be used to improve skills and knowledge in a technique and/or discipline.
5. The amount of the awarded scholarship will take into consideration course/application fee, text and materials costs. The scholarship will not take into consideration lodging, meals or travel/airfare costs.
6. Applicant will be notified of the committee’s decision within six (6) weeks of receipt of the application.
7. Recipient’s name, with their permission, will be published in *Border to* *Border* and on the region website.
8. Recipient will submit to the Directors’ Club chairman, a written evaluation of the course within three (3) months of its completion, regarding how it met expectations, what was learned, and how this will affect future needlework efforts as an individual and/or towards a broader audience.
9. Upon request, recipient will return scholarship funds to the Rocky Mountain Region, EGA if they are not used for the stated course and/or if the evaluation (see item 6) is not completed on time.

 (Page 1 of 2)

 6/2016 RMR V.F.1

## **Jody Gergens Memorial Scholarship Application Form**

(Please Fill Out This Page Completely and Email/Mail to the current Directors’ Club Chairman)

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RMR Chapter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EGA Membership Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years of EGA Membership\_\_\_\_

**Course Information**

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

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

 Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documented Expenses** (Please attach a copy of the course description and/or registration document(s) confirming the following information)**:**

 Course Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Materials Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Text Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason For Seeking the Scholarship**

Attach a 500 word explanation as to how the scholarship will benefit you and others.

I have read and will abide by the policies and procedures of this scholarship and the application for it.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Page 2 of 2)

 6/2016 RMR V.F.2

***Needle Arts* SUBMISSION GUIDELINES/FORM**

Please go to EGA’s National Website and download the *Needle Arts* Submission Guidelines. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: [www.egausa.org.](http://www.egausa.org/) In the left-hand column, scroll down to: Members Area. Click on: Needle Arts Magazine. Click on: Article Submission Guidelines.

 4/2008 RMR V.G.1

# PROSPECTORS EXHIBIT GUIDELINES

1. At the current event – confer with the next event chairman and choose a theme or a challenge for the next exhibit.
2. By the applicable date, you will need to provide information about the exhibit (theme, challenge, and guidelines) to the event chairman.
3. Registration forms should include participant’s name, address, email, phone and EGA member number, chapter name, permission to photograph and artist statement, size of piece, title, techniques and threads used, how piece will be delivered to exhibit, chairman contact information, and deadline for registration. Extra information to include would be theme, challenge, and policies/guidelines of the exhibit.
4. A deadline should be set by the chairman, (usually 4 to 6 weeks prior to the opening of exhibit) to assure time to register insurance with National headquarters, print participants’ certificates, name plates, and artist statements.
5. Each entry will need an insurance form or waiver of insurance on file, along with the registration form and identification information attached to the piece (see form examples).
6. Provide exhibit information for each issue of *Border to Border.*
7. Provide a list of participants, value of the item, and any required information to National headquarters along with the National EGA insurance form to assure insurance coverage for each exhibit. This must be done prior to the opening of the exhibit.
8. The Exhibit:
	* Have tables ready to display entries. You may need to provide table easels and white gloves.
	* When checking in the pieces provide take-down times to the participants.
	* Have titles and artist statements typed and mounted for each entry.
	* Have your file of registrations and insurance forms available for reference.
	* Check facility hours and security system.
	* Have members from the chapter or region sit while exhibit is open during the day, if possible.
	* If time allows during the event have a Prospectors meeting with the exhibit participants and the event participants to discuss the entries and other ideas for future exhibits.
	* Give certificates to all participants.
	* Take photos of those that permit photos and complete the “Prospectors Photo Album”.

 8/2021 RMR V.H.1

# PROSPECTOR’S EXHIBIT

**Registration Form**

DEADLINE FOR SUBMITTING REGISTRATION

Name: Address: Phone: Email:

EGA Number: Chapter Name: Member-at-Large:

Title: Embroidery medium: Threads and ground fabric used: Measurements including frame: Height Width Depth

Entry **May** or **May Not** be photographed for Prospectors files. (circle one) Artist Statement:

I will deliver my needle art piece to the exhibit room on (date)

or

 will deliver my needle art piece to the exhibit room on (date)

I will forward an insurance form to you by email upon receipt of this registration form. Thanks, *Prospectors Chairman*

Please review the attached: Prospectors Exhibit – Policies and Procedures

 8/2017 RMR V.H.2

# PROSPECTORS EXHIBIT – POLICIES AND PROCEDURES

## **Prospectors Exhibit (from *Region Officers’ Notebook*)**

* 1. Any member of Rocky Mountain Region in good standing may participate. A participant does not have to attend the event to participate.
	2. Up to three pieces may be entered at any exhibit.
	3. It is not required but recommended that each piece follow the challenge or theme.
	4. Each piece should be worked within the past two years.
	5. Teaching pieces which have not been contracted at the time of the exhibit will be accepted. Pieces cannot be commercially available, under contract, published, or taught prior to or during the exhibit.
	6. No piece that has been shown at a prior Prospectors Exhibit will be accepted, unless it is an encore exhibit.
	7. Size restrictions will be announced, if required.
	8. Each work must be an original\* or an adaptation\* and must have been done with an eyed - needle for part of the piece. An interpretation is not eligible for Prospectors. Refer to the EGA definitions below.1
	9. Pieces must be complete and display ready.
	10. Each piece must be registered prior to the deadline by completing the Prospectors registration form and completing an EGA insurance form or waiver. No piece can be accepted without insurance information and identification information attached to the entry.
	11. Each piece must be delivered to the exhibit by participant or a representative.
	12. Each participant will be awarded a certificate of participation.
	13. RMR/EGA reserves the right to reject any piece not deemed appropriate for the exhibit.
	14. A Prospectors pin will be awarded to first time exhibitors.

1 \*EGA defines an **original** as “an original work is one which, from the beginning, is solely the creative product of the stitcher.” An **adaptation** is “needlework inspired by or based upon a source other than needlework and modified through significant changes. Source(s) are to be documented.”

 An **interpretation** is “needlework developed from a professional or nonprofessional needlework design (chart, painted canvas, class project, etc.) and modified through the use of different colors, materials and stitches from the original design. Source(s) are to be documented”.

 9/2021 RMR V.H.3

# EGA - WEBSITE REVIEW GUIDELINES

Please go to EGA’s website and download the *Website Review Guidelines*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: [www.egausa.org.](http://www.egausa.org/) In the left-hand column, scroll down to: Members Area. Click on: Forms & Guides. Go to the section labeled: General and click on the document name.

 4/2008 RMR V.I.1

**Region Online/Virtual Education Course Information**

**XIV. Region Online/Virtual Education Course Policies** (From *Region Officers’ Notebook-Sec II.D***)**

1. EGA definitions:

 1. EGA Online class - Traditional online class model: Instructions are either posted online or included in the kit; teacher answers questions through a discussion forum; no live component to the class; students may or may not begin or stitch on the project at the same time.

 2. EGA Virtual class - Closest to being in-person without actually being in the same room: A virtual class has demos either done live over virtual format software or via videos; students have the opportunity to interact with the teacher to ask questions orally; class can either be delivered in the same time frame as an in-person class (ie 6 hour class segments) or broken down into smaller class segments; students are all joining the class meeting at the same time.

1. The region board will determine if a course will be offered to the region and if the course will be fully or partially funded by the region. Items to consider when determining funding are teaching fee, postage for mailing, etc. The region board will also determine the additional fee to be charged to an in-region MAL (Member-At-Large); the recommended fee is $20.
2. The education chairman will choose a committee of two other people to serve for the term of the chairman and/or at the discretion of the chairman. The two committee members will come from different primary chapters and will not come from the primary chapter of the education chairman.
3. The committee will decide on the technique to be offered.
4. The committee will reach out to teachers in the determined technique and ask them to submit up to three (3) two-day courses for consideration.
5. The committee will narrow the selections to 3-5 courses which will be presented to the region board and the board will choose one course.
6. The committee will notify the teacher of their acceptance and send a contract for the teacher to review and sign. A copy of the registration form is also sent with the contract for the teacher’s approval. A copy of the signed contract is also sent to the region treasurer.
7. Teacher compensation will be adjusted according to amount of teaching involved – emails only, videos, virtual meetings, etc.
8. ALL monies collected for a course - e.g. kit fees, postage fees, course fees, etc – as applicable, go through RMR because the region treasurer is responsible for submitting the IC (Independent Contractor) Reporting form to EGA for tax reporting purposes.
9. Two weeks prior to the opening day of registration, an email will be sent to the region members and in-region MALs announcing the course and the registration dates. The registration form and a picture of the course will also be included in this email. If possible, this information should also be published in *Border to Border.*
10. Registrations and payments are sent to the region treasurer. The region treasurer will send the registration forms OR scans of the forms to the education chairman.
11. The education chairman keeps a list of registrants and verifies that each registrant is a current RMR member or an in-region MAL by consulting with the region membership/marketing chairman.
12. The education chairman will keep the teacher informed throughout the registration time period of any particulars such as kit colorways (if offered), etc. so that the teacher can plan for the supplies needed to kit the course.
13. One week before the close of registration an email is sent to all RMR members and in-region MALs reminding them of the registration closing date.
14. At the close of registration the education chairman confirms all the registrants and sends a final list, including mailing addresses, to the teacher.

 7/2021 RMR V.J.1

1. The education chairman stays in communication with the teacher to make sure kitting and mailing is on schedule.
2. The monies collected for the kit fees and one-half of the teaching fee will be sent to the teacher immediately following the close of registration. The second half of the teaching fee will be sent to the teacher the last day of the close of the course – i.e. at the end of the post-instruction period, if applicable.

 7/2021 RMR V.J.2



***Embroiderers’ Guild of America***

**Region Online/Virtual Education Course - Teacher Contract**

This contract is entered into between Rocky Mountain Region - Embroiderers’ Guild of America (*hereinafter referred to as ‘the Region’)* and [NAME OF TEACHER](*hereinafter referred to as ‘the Teacher’).* In consideration of the terms, conditions, and mutual agreements herein contained, the Region and the Teacher agree as follows:

The Teacher agrees to provide a course for each registered student to include:

 - A complete kit with instructions, [LIST OTHER ITEMS HERE]

 - Course instruction and post-instruction help as determined by the contract in item #2 below, as well as, per the dates listed below.

Registration will take place between the dates listed below. The education chairman, [NAME OF EDUCATION CHAIRMAN], will update the Teacher with information on the progress of registration, kit colorway choices (if applicable), and will send a final list of registrants and their mailing addresses to the Teacher at the close of registration. Once notified by the education chairman, the Teacher will begin mailing kits by the date specified below.

1. **Course:**

a) *Title:*

b) *Technique:*

c) *Level of difficulty:*

1. **Instruction and Post-Instruction Responsibilities of the Teacher**:

NOTE: This section to include expectations of any (if applicable) types of teaching – number of days, video instruction, virtual instruction, interactive capabilities, etc, as well as, any ongoing post-instruction support including, but not limited to, email accessibility of the Teacher to registrants.

1. **Dates:**
2. *Registration Dates:*
3. *Kits Mailed by:*  NOTE: Set mailing deadline date allowing for a reasonable time for Teacher to acquire supplies and mail the kits
4. *Teacher available for post-instruction help from:* NOTE: As determined in item #2 above
5. **Teacher Fee:** The Region agrees to pay the Teacher a fee of $[000] for their services. NOTE: This amount will be determined between committee and the Teacher dependent upon the level of instruction and post-course help being offered by the Teacher outlined in item #2 above.

 7/2021 RMR V.J.3

1. **Kit Fee:** $[00] per student. (A check will be sent to the teacher from the Region, at the close of registration.) NOTE: Mailing costs are to be included in the kit fee
2. Teacher Payment Schedule:

Kits: [DATE]

One-half teaching fee: [DATE]

Second half teaching fee: [DATE]

 7. **Cancellation**: If for any reason, the Teacher cancels this contract, the Region will be released from all

 financial obligations to the Teacher. The Region will notify the teacher 30 days before the opening of

 registration if, for any reason, this contract needs to be canceled.

 8. **Publicity:** The Teacher gives permission to the Region to publicize the course in the region newsletter

 and/or on website through photographs, descriptions and the Teacher’s resume’\_\_\_\_\_\_\_ (initial)

 7/2021 RMR V.J.4

**TEACHER:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Email Address

*To Teacher:*

*Please fill out, sign and date all copies (and Addenda, if any), initial any crossed out, non-applicable paragraphs and/or sections. Return all copies to the Education Chairman. The Region will return a signed and dated copy to you.*

**ROCKY MOUNTAIN REGION**

The Embroiderers’ Guild of America, Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region Director or Assistant Region Director signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region Education Chairman signature Date

[NAME OF CURRENT EDUCATION CHAIR]

[STREET ADDRESS]

[CITY, STATE AND ZIP CODE]

[PHONE NUMBER]

[EMAIL ADDRESS]

 7/2021 RMR V.J.5



Registration Information and Instructions

[Name of Course] by [Name of Teacher]

Description of Course: [This paragraph contains a brief description of the course, skill level(s), the techniques and materials involved, teaching outline (virtual, videos, post-instruction help, etc) and if there are color choices.]

Pricing:

$[000] Registration Fee NOTE: If the region does not cover this

$[000] Kit Fee

$[000] In-Region MAL Fee NOTE: Amount determined by the Region Board

List of Supplies Included in Kit:

[This paragraph should be a detailed list of the supplies]

Additional Supplies Needed (not included):

[This paragraph would include items such as stretcher bars, scroll frame, hoops, etc.]

This course is available to all RMR members and in-region MALs (Members-at-Large) to work on their own at home or chapter groups may be formed, if desired.

Important Dates:

Opening of Registration: [DATE and TIME]

Close of Registration: [DATE and TIME] NOTE: One month after opening of registration; put in a postmark deadline date; reasonable time should be allowed for mailing process before final count of registrants is determined.

Kits will be mailed by: [NUMBER OF WEEKS] after close of registration.

Virtual Instruction: [DATE(S) and TIME(S)] NOTE: If offered in this format

Post-Instruction Teacher Availability: [DATE] to [DATE] NOTE: If offered

Registration:

To register for this course, mail the following to [NAME OF REGION TREASURER] at: [REGION TREASURER’S ADDRESS]

Your full name

Your mailing address

Your email address

Your phone number (in case there is a problem with email address)

Chapter affiliation

EGA membership number

Kit color choice (if applicable)

Check made out to “RMR-EGA” for the registration fee (if applicable), the in-region MAL fee, (if applicable) and the kit fee.

[NAME OF EDUCATION CHAIRMAN] will confirm that your registration was received. The Kits will be mailed directly to you from the teacher.

 7/2021 RMR V.J.6