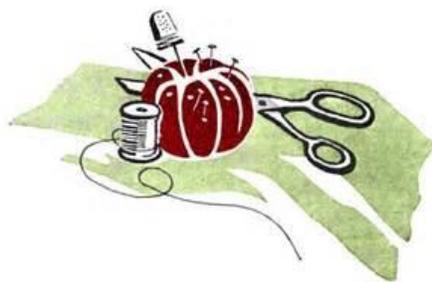


Master Clothing Volunteer Manual



“EXTENDING KNOWLEDGE, *Providing Solutions*”

Overview

The Master Clothing Volunteer Program is designed to develop leadership and teaching skills using textile techniques and garment construction, heritage sewing and home decor. Trained Master Clothing Volunteers work in their communities to assist youth, families, and community groups in learning how to buy, construct, and care for garments and create other textile items for the home and individual.

The Master Clothing Volunteers have assumed the leadership role in the area of family clothing and clothing construction. The Master Clothing Volunteers are responsible for developing a county plan, implementing the plan, and evaluating the program. The group also identifies target audiences in its county. The Master Clothing Volunteers developed relationships with other community groups to teach as many people as possible.

The Master Clothing Volunteers are continually offering training in heritage sewing such as quilting, smocking, ribbon embroidery; hand sewing such as crocheting, knitting, tatting; as well as basic home decor sewing, felting, clothing construction and clothing alteration. The training allows the public opportunities to increase their knowledge and skills as well as learn new methods.

Program Goals

The program goals of the Master Clothing Volunteer Program are to:

- Provide opportunity for personal growth and development of individuals participating in the programming efforts
- Maintain a strong, self-sufficient Master Clothing Volunteer program
- Enhance participants' job related skills and opportunities for home-based business through skill development and education
- Provide opportunity for volunteers to implement a "Train the Trainer" program

Structure and Organization

The structure and organization is as follows:

- This is a state wide interdisciplinary program designed to reach both youth and adult clientele (4-H Youth, Homemaker Club, and other community groups).
- The county agent manages the program.
- The county Master Clothing Volunteer program, will be administered by an Extension staff person and a county Master Clothing Volunteer team, the team will determine leadership assignments, plan, implement, and evaluate a county clothing construction program.

Volunteer Application

- Persons with basic knowledge and good skill techniques in clothing construction may make application for the program.
- Application forms may be obtained from the county Extension office
- Applicants will be screened by a county committee and notified of their application status by letter.

Role and Responsibility

The program service begins with a planning session involving the county agent. It is suggested that the county clothing team meet monthly to plan, implement and evaluate the clothing construction activities. The Extension staff will provide program management at the local level; the volunteer team will be expected to function with minimum assistance after the first year.

The Master Clothing Volunteer responsibility will include a variety of activities designed to teach others clothing construction and related skills. The specific activities will vary from one county to another and may include:

- Teaching a series of workshops related to basic clothing construction, either to groups of youth or adult audiences
- Teaching individuals basic clothing construction in a one-on-one setting
- Training 4-H clothing leaders to work with youth
- Teaching specialty classes, specialty sewing techniques, job skill development, and/or home-based business establishment
- Serving as judged for county, district and/or state competitive activities
- **ACTIVITY REPORT** form must be completed and submitted to the county office, to the county agent quarterly. This report is due the last day of March, June, September, and December.

Use of the Master Clothing Volunteer Title

- Master Clothing Volunteers must not use the title “master clothing volunteer” in any form of advertisement or business promotion.
- Implying Texas A&M AgriLife Extension endorsement of any product or place of business is improper.
- The Master Clothing Volunteers program is a public service providing unbiased information, and the title “master clothing volunteer” is to be used only when doing unpaid volunteer work in the name of this program.
- Education and experience gained by participation in the in the Texas A&M AgriLife-Extension Service program may be included as qualification and experience when seeking employment.
- Use your title, **MASTER CLOTHING VOLUNTEER OR CERTIFIED MASTER CLOTHING VOLUNTEER**, when advertising clothing programs you will be teaching, on business cards, letters, and resumes.
- Ask the agent in your county to use your title on program promotional materials, and when introducing you before you conduct a program or clothing related activity.

Expectations of Master Clothing Volunteers

The Texas A&M AgriLife-Extension Service prides itself on providing hands-on educational opportunities for adults and youth. The major purposes of the conduct standards are to ensure the safety and well-being of individuals and to provide a positive learning environment.

Volunteers representing Texas A&M AgriLife-Extension in the Masters Clothing Volunteer program are expected to adhere to the same policies, regulations, and procedures that govern the work of professional Extension employees. Those will include:

- Refraining from endorsement of brand name products or companies to the exclusion of others
- Conducting educational programs in a non-discriminatory manner

- Utilizing only Extension recommended instructional materials, methods, and procedures
- Achieving and maintaining a high standard of workmanship
- Maintaining a professional appearance and demeanor
- Developing and demonstrating reasonable leadership skills
- Demonstrating knowledge of subject matter, methods and procedures related to specific assignment
- Making adequate preparations for presentations, utilizing neat and professional looking instructional materials, being punctual in the beginning and ending of class
- Referring problems and questions to the Extension staff and/or Master Clothing Volunteer President when in doubt of correct information and procedures
- Comply with equal opportunity and anti-discrimination laws
- Not consume alcohol or drugs at events or activities where under-age youth are present or you are representing Texas A&M AgriLife Extension
- Not use or abuse illegal drugs

VOLUNTEER vs MASTER VOLUNTEER vs CERTIFIED MASTER VOLUNTEER

Volunteer:

- Can be anyone from the community who has an interest in the topic.
- May receive some training in subject matter and teaching skills, but is rarely in-depth or intensive.
- Makes no formal commitment to give back information to the community/area.
- Is not necessarily recognized or identified as knowledgeable source in the subject matter.

Master Volunteer:

- Candidate selected for the program based on knowledge background and people skills.
- Receives in-depth training in subject matter, record keeping, teaching, and people-oriented skills.
- Makes a written commitment to give back a specific amount of time, in the area trained, to Extension and the community.
- Will become known as a Certified Master Volunteer by the Texas A&M AgriLife Extension Service at the end of the designated pay-back period.
- Will be recognized in the community/area as a trained professional aide.

Certified Master Volunteer:

- Has successfully completed the 100 service hour in accordance with the Master Volunteer Clothing Program guidelines.
- Recognized and approved as a "master" in the subject matter area by professionals in the field (state subject matter specialists).
- Received certificate and name tag verifying completion of the basic program.

Certified Master Volunteer

To be a Certified Master Volunteer, one must maintain **100** hours of service over the course of the two year reporting period.

This includes a minimum of **50 hours in the Teaching/Preparation section, 30 hours of Continuing Education, and 20 hours of Leadership and Service.**

Acceptable Activities:

The activities listed below are pre-approved. There may, however, be other activities which are acceptable. Prior approval of activities not listed below can be obtained through discussion with the county agent.

Teaching & Preparation (minimum 50 hours)

Teaching sewing/clothing construction is the primary focus of the Master Clothing Volunteer Program. Hours included in this section reflect the time it takes to **prepare for, travel to, and teach** classes/workshops. Your audience should include our extension family of Homemakers and 4-H but is not limited to them. However, instruction is limited to teaching sewing (hand and machine) related classes.

Continuing Education (minimum 30 hours)

Improving your knowledge and keeping your skills up to date make you a more effective and informed teacher. Hours included in this section reflect the time you spend attending clothing/sewing trainings, lessons, workshops, and shows. These activities may be Extension sponsored or other. Attending fashion shows, conducted by professionals, intended to inform the public about current or upcoming trends and historical fashions are acceptable. (This does not include 4-H fashion revues or trips to fabric stores.) Viewing sewing/clothing related television programs; reading articles, books, publications, and other professionally written material related to clothing/sewing/teaching. Workshops that are related to communicating with or working with others to make you a better teacher are also acceptable.

Leadership and Service (minimum 20 hours)

In addition to teaching, you are encouraged to share your knowledge and skills in other ways. By doing so the Master Volunteer in Clothing Program gains visibility across the commonwealth. These activities include leadership, judging, and community service. Leadership hours include those that you spend in an active leadership role over clothing/sewing related activities. This includes coordinating county/area/state clothing events that may be judged or not; coordinating county 4-H apparel and textiles projects (time spent securing leaders and judges, writing scripts, etc.

Community service hours may be accumulated by sewing for non-profit groups as well as serving on committees that plan activities related to sewing/clothing. Sewing for family members is not considered community service.

Miscellaneous activities include the following: Writing an article for the Master Clothing Volunteer newsletter or other publication telling about a sewing related activity or event.