**Happy Trails Stitchery Club**

**Website: htstitchery.com**

**OPERATING PROCEDURES**

**2021-2022**

* **Members please read and follow these *Operating Procedures.***
* The Stitchery is open Monday through Friday 9:00 – 4:00 if a monitor is on duty. We encourage all members to serve as a monitor as often as possible. To become a monitor, contact the Monitor Chairperson.
* Membership fees are current from October through September.
* General meetings are held the first Tuesday of the month, at 2:00 PM in the Chaparral Room. Executive Board meetings last Tuesday of the month at 10 AM held in the Stitchery room.
* Members are encouraged to support the Stitchery by serving on a committee and/or as a monitor.
* Members must sign in when they come into the Stitchery. If using any of the Stitchery machines, record the number of the machine being used on the sign-in log.
* Workshops/classes being offered are listed on the monthly calendar/website calendar.Workshops **must** be paid for at the time of registration.
* New members are **required**to attend an orientation session for each type of machine member wishes to use. The purpose of the orientation is to assure members know how to correctly and safely use the sewing machines. Dates for the orientation session will be on the monthly calendar/website calendar.
* When members are finished using a machine, they are responsible for turning off the machine, **cleaning the bobbin area of all lint,** and cleaning the surrounding area including the floor. Vacuum and manual sweeper are located in storage room. Be sure to unplug any and all irons that have been used.
* Fabric, thread, pins and special needles are not supplied by HT Stitchery. **Some fabric and sewing supplies/notions are available in our back storage area; cash donations are accepted.**
* Hand tools are to be returned to their proper place when members are finished using them. Ask the monitor for assistance if something is needed from the storeroom or monitor’s storage for extra feet and needles.
* No club owned tools or equipment may be removed from the Stitchery room.
* Report **any and all inoperative machine numbers to the monitor**. Monitor will complete a repair slip and attach to the cover of the machine.

Revised 09/08/21