

Torrance Craftsmen's Guild
Attendance and Service Worksheet
May 2017-April 2018 Membership Year

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| Member Name |
| Guild Position |

This worksheet is intended to help you keep track of your Meeting Attendance and Service Hours for the purpose of Faire Eligibility.

It is your responsibility to sign-in at each General Meeting.

Please check with the Service Tracking Chairperson periodically to verify that all of your service has been submitted by Committee Chairs and recorded.

Annual Meeting and Service Requirements:

You must complete a minimum of *five Core Service Hours* and attend at least *five General Meetings* during the membership year to maintain an active member status and be eligible to participate in our Arts and Crafts Faires. Eligibility does not guarantee a booth in our fairs. Booths are assigned based on Guild participation as follows:

Booth Assignment Priority

- Board Members in good standing
- Committee Chairs & Committee Members in good standing
- Returning Members with 25 or more years of Guild membership in good standing
- Returning members in good standing (must renew by June 15 or will lose Returning member status and be dropped to New member status)
- Priority is given to those who go above and beyond the five meeting/five service hour requirements (Members with 25 or more years of membership are exempt from above and beyond service)
- New members in good standing by date joined

Fall Faire Eligibility

Members must attend at least 3 General Meetings and perform 3 service hours between March and September of the current membership year. Remaining service hours must be completed in support of the faire or before the end of the current membership year.

Spring Faire Eligibility

Members must attend at least 2 General Meetings and perform 2 service hours between October and February of the current membership year. Remaining service hours and meeting requirements must be completed in support of the faire or before the end of the current membership year. Failure to complete the active membership requirements may affect eligibility for the Fall Faire in the next membership year.

Last Name _____

Meeting Attendance – Each member is required to attend a minimum of 5 meetings each membership year. Remember to sign in at each general meeting and check off the meetings you attended.

| | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> May | <input type="checkbox"/> June | <input type="checkbox"/> August | <input type="checkbox"/> September | <input type="checkbox"/> October |
| <input type="checkbox"/> November | <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March | <input type="checkbox"/> April |

Core Service - Each member who is not a Board Member or Committee Chair must complete five (5 hours) different types of Service per membership year to be considered active. Faire booth assignment priority is given to those who go above and beyond the three meeting/three service hour requirements

One Hour of Service for the following:

| Service | Date/Verified* | Date/Verified* | Date/Verified* | Date/Verified* | Date/Verified* |
|--|----------------|----------------|----------------|----------------|----------------|
| • Committee Member Describe: | | | | | |
| • Refreshments = 1 hour | | | | | |
| • Meeting Set-up 2 meetings = 1 hour | | | | | |
| • Meeting Clean-up 2 meetings = 1 hour | | | | | |
| • Program Presentation = 2 hours | | | | | |
| • Community Service - = 1 hour Describe: | | | | | |
| • Help with Faire preparation – = 1 hour Describe: | | | | | |
| • Passing/mailling Faire Postcards (per faire) 1 hour | | | | | |
| • Faire Reception Table =1 hour | | | | | |
| • Contacting and ensuring delivery of Gift Basket. = 1 hour | | | | | |
| • Faire Opportunity Table = 1 hour | | | | | |
| • Faire Security = 1 hour | | | | | |
| • Christmas Ornaments (Min of 6) = 1 hour | | | | | |
| • Opportunity Drawing Donation (Selected by Faire Chair) | | | | | |
| • Share Faire Event on Facebook page (per faire) 1 hour | | | | | |
| • Misc. Service– Describe | | | | | |
| • Misc. Service– Describe | | | | | |

*Verified by Board Member or Committee Chairperson

Last Name _____

| Comfort Bears Service Hours: | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Service | Date/Verified* | Date/Verified* | Date/Verified* | Date/Verified* | Date/Verified* |
| • 1 complete Bear or Animal = 1 hour | | | | | |
| • Four Sewn up/complete or embroider faces = 1 hour | | | | | |
| • Work the Comfort Bear/Animal table at a meeting = 1 hour | | | | | |
| • Donating 1/2 yard of fabric OR • Large bag of fiberfill = 1/2 hour | | | | | |
| • Four Assembled Kits of materials with cut fabric = 1/2 hour | | | | | |

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|--|----------------------------------|-----------------------------------|------------------------------------|----------------------------------|
| • Meeting Sign-In Greeter (minimum of 2 meetings = 1 hour) | | | | |
| <input type="checkbox"/> May | <input type="checkbox"/> June | <input type="checkbox"/> August | <input type="checkbox"/> September | <input type="checkbox"/> October |
| <input type="checkbox"/> November | <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March | <input type="checkbox"/> April |

| Three Hours of Service for the following: | | | | |
|--|-----------------------|---------------------|-----------------------|---------------------|
| Service | Date Performed | *Verified By | Date Performed | *Verified By |
| • Prepare Faire Gift Basket | | | | |
| • Contacting and ensuring delivery of Opportunity winners | | | | |
| • Annual audit of financial records (Performed by a member in good standing) | | | | |
| • Maintaining Guild Mailing List and Printing Post Card Labels | | | | |
| • Flag Placement for Faires | | | | |

*Verified by Board Member or Committee Chairperson