



## *Emroiderers' Guild of Peterborough*

### **Policies, Procedures and Guidelines**

Honorariums and fees for external-to-the guild guest speakers and workshop presenters will be budgeted in accordance with the going rate for such educational services. This will include travel expenses.

In-house teachers will be paid \$100 for a full day workshop, \$50 for a half day or less workshop and will be reimbursed for all costs incurred in providing the educational materials.

Every effort will be made to break even on programming and education activities.

When kits and or supplies are provided, their cost will be included in the workshop fees.

In the event of a potential extraordinary opportunity, the guild may underwrite an event. The Executive of the Guild can approve the additional cost however any unbudgeted expense over \$500 requires the approval of the guild membership.

In the event that the Guild makes education opportunities available to non-EGP members, the registrants will pay a premium amount to be determined by the Program committee and approved by Guild Executive. Fees are to be paid in advance.

If a workshop is cancelled by the Guild, all paid fees will be refunded to registrants.

In the event of serious illness, a death in the immediate family, or other legitimate reason that the registrant cannot attend the workshop and is unable to find a replacement, the fees will be refunded. Non-EGP persons who replace an EGP registrant will not be required to pay the non-EGP premium fee.

The Ontario Network of Needleworkers (ONN) is considered a valuable networking and educational group and as such, the Guild will maintain membership in ONN and participate to the best of its ability in ensuring the group continues.

It is customary to acknowledge the contribution made by the President at the end of her term with a gift certificate or other donation valued at \$50.

Social members are excluded from EAC reporting.



## *Emroiderers' Guild of Peterborough*

Membership within EGP and subsequently EAC-ACB is renewed in June and fees submitted to EAC-ACB by July 1 of each calendar year.

EGP has been a member of the national organization, EAC-ACB, since 1979. They EAC-ACB publishes on their website, a Chapter Resource manual which provides extensive information about benefits, expectations, guidelines and policies of the relationship between EAC-ACB and member Chapters. Executive members of EGP should familiarize themselves with this information and act on it as required.

When carpooling to events, drivers shall be reimbursed by:

1. An agreed upon rate per passenger in the car (excluding the driver) (i.e. \$10 - \$20 for each)  
OR
2. The driver begins the trip with a full tank of gas, fills up at the end of the trip, and the cost of gas is divided between the passengers (excluding the driver).