



Master Clothing Volunteer Program

The “Certified” Master Volunteer

Certification is a special milestone in your involvement as a Kentucky Master Clothing Volunteer. Candidates become a **Certified Master Clothing Volunteer** upon:

- successfully completing the first **100 Volunteer Commitment Hours** in accordance with the MCV program guidelines;
- satisfactorily preparing the designated set of samples and garment teaching tools. Teaching materials must be checked and approved by the MCVP State Coordinator or other designated representative (Extension Agent or MCV Steering Committee Member);
- receiving your certificate and name tag verifying your completion of the basic program.

After meeting the criteria above, you will have earned the title, **Certified Master Clothing Volunteer**. This title attests that you have met the specific program criteria and have been acknowledged by the Kentucky Cooperative Extension System as having the skills, knowledge, and ability to teach and work with others in the area of sewing. Congratulations on your outstanding accomplishments!

What Does It Mean to Be a “Certified” Master Clothing Volunteer ?

Certification is a distinction acknowledging the highest level of achievement attainable by a volunteer in the area of sewing. Certification is *earned*, and it must be maintained if the title is to remain valid. An updated listing of current Certified Master Volunteers will be maintained as part of the Master Clothing Volunteer web page (<http://fcs-hes.ca.uky.edu/content/current-certified-master-volunteers>). Cooperative Extension Service professionals and other interested individuals will be encouraged to utilize this list when securing and/or selecting judges, workshop teachers and other Para-professional help in carrying out programs.

As a **Certified Master Clothing Volunteer**, you:

- will be recognized in your community and by the Kentucky Cooperative Extension Service as being trained and knowledgeable in sewing and possessing people-oriented skills.
- have acknowledged your willingness to assist the Kentucky Cooperative Extension Service with its community outreach program.
- take the responsibility of volunteering seriously by offering your time and your clothing expertise to help others learn and to live more productive lives.

Letting Others Know I am Certified

You should be proud to have the distinction, **Certified Master Clothing Volunteer**. We, along with the entire Kentucky Cooperative Extension Service, are proud of your accomplishments, skills, and ability to work effectively with others in the area of sewing.

There are several ways to help others know and recognize your special distinction:

- Wear your name tag when conducting programs, judging at special events or when assisting your Agent with lessons. Keep in mind that you are an extension of your local county and area's Cooperative Extension System program effort. Represent this organization proudly.
- Use your title, **Certified Master Clothing Volunteer**, when advertising sewing programs you will be teaching, on business cards, letters and resumes. If you prefer, use the initials, **CMV** after your name. Ask the agents in your area to use your title on program promotional materials, in newsletters describing programs in which you have been involved, and when introducing you before you conduct a program or sewing-related activity.
- Be prepared to explain and tell others what a Certified Master Clothing Volunteer is all about. Know the difference between a "**Certified**" Master Volunteer, a Master Volunteer and a Volunteer. Be proud of your distinction yet avoid boastful behavior as that reflects poorly on you as a person and indirectly on the Master Volunteer in Clothing Program. Refer to the definitions and explanations above and on the pages that follow.
- Encourage other volunteers who are skilled, knowledgeable, and hard-working to become involved in this or other Master Volunteer programs. Be willing to "mentor" or give help and guidance to others as you work through the master volunteer process. Direct interested individuals to their local county Cooperative Extension Service office for additional information about other Master Volunteer programs in other subject matter areas.

Maintaining My Certification Status

Certification is viewed as a plateau in your Master Volunteer Program involvement. Graduation to this level signifies you have satisfactorily demonstrated specific skills, knowledge, and ability in the area of basic sewing. Your work has been carefully examined, checked, and verified prior to receiving certification status. Certification signifies to the public that you have attained a high level of sewing competency.

The second level of the **Kentucky Master Clothing Volunteer Program** is designed to assist you in maintaining your skills, while also increasing your knowledge and expertise in sewing. "Master" Volunteers will not find this task difficult as it follows along a path of continued personal growth and development. As a Certified Master Clothing Volunteer, you will have the opportunity to receive more training each year and be kept up-to-date on new technology and happenings in this field.

To **maintain your certification status** in the program and continue to be recognized as a Certified Master Volunteer, you must:

- continue participation in the MCV Program by working with your local County Extension Agent(s) and the MCV Area Contact Agent to plan, implement and evaluate sewing programming in your community;
- keep track of and log the volunteer work you are doing using the customary reporting system established by the Master Clothing Volunteer Program; **Volunteer Commitment Hours** (VCHs) are earned on activities that keep you up-to-date and current in the area of sewing. Some of those include teaching, attending trainings (including the annual Master Clothing Volunteer Statewide Training), entering garments you have made in county and state fairs,

participating in fashion revues, and much more (details of activities that qualify for Volunteer Commitment Hours are listed on the document titled, **Volunteer Commitment Hours**);

- earn and report at least one hundred (100) **VCHs** each rotation (two-year) period.

You will only need to report your **VCHs** once a year; these are due to your Area Contact Agent each **July 1**. Report forms can be found and filled out on the MCV web site (<http://fcs-hes.ca.uky.edu/content/forms-and-resources>). This form is self-totaling from each page to the summary on page one. However, it will only total for one of each page. Additional pages must be added separately to the total. After completing, print it, sign it, and then mail or give to your current MCV Area Contact Agent. Your local county agent(s) should be able to assist you with this activity. Always keep a copy for your personal files.

Certification is awarded for a two-year period of time. You will be honored and recognized at the statewide MCV Recognition & Certification Banquet held during the MCV training every two years.

To **continue to renew certification** in the program, you must:

- remain active by participating in program activities. This does not mean you must attend every function, every training or agree to every activity in which you are asked to participate. However, it does mean you should continue to participate in some functions, some trainings, and assist with as many activities as you feel you can commit to handling;
- earn and record a minimum of 100 VCHs over the two-year certification period, with at least 50 hours of "teaching and preparation," 30 hours "continuing education," and 20 hours of "leadership/service". Refer to the **Volunteer Commitment Hours** sheet;
- submit a **Volunteer Commitment Hours Report** for each 12-month period, July 1 to June 30 (submit to your Area Contact Agent);
- keep documents/information verifying all VCHs you have earned in a personal file. These documents might be programs or outlines describing the training you received, programs from fashion shows attended, a brief description of a video or television program you watched, etc. Each document **should include**: 1) the date of the activity; 2) description of activity event; 3) your involvement.

Keep documents for at least six months after the end of each two-year certification cycle, or until re-certification is completed.

Could I Lose My Certification?

Yes! Loss of your Certification can happen if you:

- do not earn and report 100 acceptable VCHs by the end of the two-year certification period or are unable to respond to an audit request of any documents verifying your VCHs (audit requests are very rare).

If you are unable to accrue 100 VCH's over a two-year period, contact your MCV Area Contact Agent and the MCV Program Coordinator prior to the July 1 deadline. If we have not heard from you—received any reports, etc.—your MCV Area Contact Agent or County Agent will attempt to contact you. If we are unable to make contact, or if you indicate you want to become inactive, we will suspend or remove your Certification status.

You may also choose to become inactive for various reasons, and therefore have your Certification suspended, by writing a letter requesting that your Certification be suspended or canceled and that you be placed on the inactive list.

When you become inactive, you cannot officially wear your *Certified Master Volunteer* name tag or use the CMV status to signify your membership in the program. Your MCV Area Contact Agent will request that you return the name tag. Your name will also be removed from the program roster which means you will no longer receive the MCV Newsletter or information about trainings and sewing events. However, you may keep track of what is going on in the Program by reading newsletters that are posted on the MCV Web site (<http://fcs-hes.ca.uky.edu/content/newsletters-1>).

Reinstatement

If a Certified Master Clothing Volunteer in good standing leaves the Master Volunteer Program and later wishes to be reinstated and return to the program as an *active* member, the volunteer must:

- a) write a letter to the State Coordinator with a copy to MCV Area Contact Agent expressing their desire to be reinstated in the program. The letter should include a brief review of their involvement in sewing activities during the interim period; and,
- b) attend an MCV Statewide Training before the accrual of Volunteer Commitment Hours can be resumed. Volunteers would also have the option of attending a seminar, training or workshop elsewhere (subject to state office pre-approval). This would enable the Volunteer to begin collecting Volunteer Commitment Hours sooner.
- c) sign a new Volunteer Commitment Form during the subsequent October.

Emeritus Status

Certified Master Clothing Volunteers who have been actively involved in our Program for at least fourteen (14) years are eligible to apply for Emeritus status. Emeritus Volunteers are not required to accrue a minimum number of Volunteer Commitment Hours, however, they are still asked to sign a Commitment Form yearly and to submit a Volunteer Commitment Hours Report in July if they wish to attend the Annual Training. For more information about Emeritus Status, or to apply to become an Emeritus, contact your MCV Area Contact Agent.

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