



## Master Clothing Volunteer Program

### Volunteer Commitment Hours

To **earn and maintain** certification in the Master Volunteer in Clothing Construction Program, we ask our Master Clothing Volunteers to accrue a minimum of **100 Volunteer Commitment Hours** over a **two-year period**. Formally referred to as “payback hours,” accumulation of these hours is required to ensure that our Master Clothing Volunteers continue to gain new skills, contribute to our quality programming, and uphold our teaching values.

Each two-year period is comprised of a specific set of months:

**Current Two-Year Period:** July 1, 2022 – June 30, 2024  
(Timeline for the “Class of 2022” = October 2022 – Sept. 30, 2024)

**Please submit Reports to COUNTY Agent by June 30 each year.**  
**COUNTY Agent should forward reports to AREA Contact Agent.**

The **100 Volunteer Commitment Hours** are divided into three categories:

- **50 Teaching Hours** (includes preparation and travel time)
- **30 Continuing Education Hours** (includes time spent at the Annual Training)
- **20 Leadership & Service Hours**

Volunteer Commitment Hours are logged by the Volunteer on the **Volunteer Commitment Hours Report** form (with the guidance of their Area Contact Agent or County Agent). **The Area Contact Agents should submit these forms to the MCVP State Coordinator by July 15 each year.** A running total of Volunteer Hours is maintained at the UK State Office. The MCVP State Coordinator will let the Master Clothing Volunteers and County Agents know the status of hours during the Annual MCV Training each Fall (usually in October). The status of Volunteer Hours may be obtained from the MCVP State Coordinator at any time.

Hours are credited on a one-for-one ratio. Time spent preparing, participating, and (in some cases) traveling should be rounded up to the nearest quarter hour and logged in quarter-hour increments on the **Volunteer Commitment Hours Report** form. See form for details.

- 0 to 15 minutes = 0.25 hours
- 16 to 30 minutes = 0.50 hours
- 31 to 45 minutes = 0.75 hours
- 46 to 60 minutes = 1.0 hours

#### **What activities can count towards Volunteer Commitment Hours?**

The activities listed on the next page are acceptable ways to accumulate Volunteer Commitment Hours. There may be other activities, not listed, which are also acceptable. If unsure if an activity would count towards Volunteer Commitment Hours, or if assistance is needed accruing hours, please feel free to reach out to the MCVP State Coordinator.

**Note to First Year MCV's:** Candidates may not begin accumulating **Teaching Hours** until after your teaching tools have been approved by the MCVP State Coordinator. But other Volunteer Commitment Hours may be completed for **Continuing Education** and **Leadership & Service** while you are working on your teaching samples. Please submit reports to your COUNTY Agent by June 30 each year.

**Teaching & Preparation (minimum 50 hours over two-year period)**

Teaching others sewing and clothing construction skills is the primary focus of our Master Clothing Volunteer Program. Any amount of time it takes to **prepare for, travel to, and teach** classes or workshops counts as “Teaching” Hours. The County Agent or Area Contact Agent will help the Volunteer get connected with teaching activities. Your audience will typically include our Extension family of Homemakers and 4-H Youth but is not limited to them. The curriculum to “count hours” for this category is limited to teaching *sewing*-related classes (hand and machine). Teaching knitting or other needlework classes can be counted under “Leadership” Hours. **At least thirty (30) Teaching & Preparation hours should be related to work conducted by the Cooperative Extension Service.** The remaining hours may be for other groups or organizations in your community, County, “Area,” or anywhere in Kentucky.

**Continuing Education (minimum 30 hours over two-year period)**

Increasing knowledge and keeping skills up to date make for a more effective and informed Volunteer. Hours included in this section reflect time spent attending clothing/sewing trainings (this includes the Statewide Basic Training and Statewide Mid-Rotation Training), 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. (But this does not include 4-H fashion revues or trips to fabric stores.) Viewing sewing/clothing related videos or television programs, reading articles, books, publications, and other professionally written material related to clothing/sewing/teaching can also be counted towards your Continuing Education hours. Workshops geared to make the Master Clothing Volunteer a better teacher are also acceptable.

**Leadership & Service (minimum 20 hours over two-year period)**

In addition to teaching, Volunteers are encouraged to share their knowledge and skills in other ways. By doing so, the Master Volunteer in Clothing Construction Program gains visibility across the Commonwealth. These activities include leadership, judging, and community service.

Leadership hours are earned when serving 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.); and being an officer in an American Sewing Guild Chapter. If serving in a leadership role directly tied to being a Master Clothing Volunteer, travel time may be counted. (However, travel to ASG meetings/activities, etc. should not be counted.)

Judging hours are for judging apparel and textile items (not crafts). These can be for county, area and/or state fairs, fashion revues, demonstrations, and design competitions. Travel time may be counted.

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. Teaching needlework classes such as knitting, crochet, tatting, and needlepoint (those that don't involve the use of a sewing machine or hand sewing needle) are to be counted under community service. Sewing for family members is not considered community service.

Miscellaneous activities accepted as Leadership & Service Hours include the following: Writing an article for the MCV Newsletter or other publication telling about a sewing related activity or event; entering sewn clothing/home furnishing items that you have designed or constructed in a juried/judged exhibition; and modeling your sewn clothing in a fashion show.