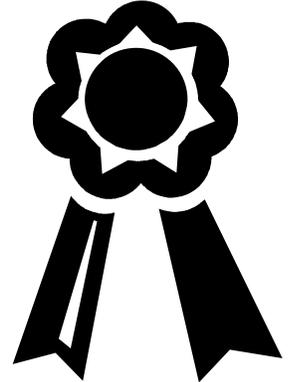


THE CERTIFIED MASTER VOLUNTEER

(taken from the Master Volunteer in Clothing Notebook)

Certification is a very important plateau in your program as a Kentucky Master Volunteer. You have arrived at this level and will become a **Certified Master Volunteer** in sewing upon:

- successfully completing the 100 service hour payback in accordance with the MCVP program guidelines;
- satisfactorily preparing the designated set of samples and garment teaching tools. Teaching materials must be checked and approved by FCS specialist/associate in charge of the clothing program; and,
- receiving your certificate and name tag verifying your completion of the basic program.



At this time 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/or work with others in the area of sewing. Congratulations on your outstanding accomplishments!

What It Means 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. It is a distinction which 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 Volunteer in Clothing web page. 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 the area of sewing and 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, the Kentucky Cooperative Extension Service, are proud of your accomplishments, skill and ability to work effectively with others in the sewing area.

There are a number of 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 material, in newsletters describing programs with 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, but 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 skilled, knowledgeable, hard-working volunteers 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



As mentioned above, 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 verifies to the public that you have attained a high level of sewing competency.

The second level of the *Kentucky Master Volunteer in Clothing Construction* program is designed to assist you in maintaining and increasing your skill, 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 Volunteer, you will have the opportunity to receive more training each year, and be kept up-to-date on new technology and happenings in the field of sewing.

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

- continue to participate in the program by working with your local County Extension Service agent(s) and the MCVP Contact Agent to plan, extend and evaluate sewing programming in your community;
- acknowledge and communicate the work you are doing through the customary reporting system established for the *Master Volunteer in Clothing Program*; and
- disclose the activities which keep you current in the field of sewing. Just as you have reported **MCHs, Master Credit Hours**.
- **Master Credit Hours (MCHs)** are earned on activities that keep you up-to-date and current in the area of sewing. Some of those including teaching, attending trainings (including the annual Master Volunteer in Clothing workshops), entering garments you have made in county and state fairs, participating in fashion revues, and much must more.
- earn and report at least one hundred (100) **MCHs** each rotation (two-year) period.

You will only need to report your activities once a year; due approximately **August 1** (the date will vary depending on the fall training date). Report forms can be found and filled out on the MVP web site (see front page of notebook). However, they must be printed, a copy made and filed, then mailed or given to the current MCV Contact Agent in early July. Your local County Agent(s) should be able to assist you with this activity.

Certification is awarded for a two-year period of time. You will be honored and recognized at the statewide MVP Recognition & Certification Banquet held during the MVP 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 to which you are asked to participate. However, it does mean you will 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 MCHs over the two-year certification cycle with at least 50 hours of "teaching and preparation," 30 hours "continuing education," and 20 hours of "leadership/service". Refer to **MASTER CREDIT HOURS Approved Activities** sheet.
- submit a **MCH (Master Credit Hours) Report Form** for each 12-month period, August 1 to July 31.
- keep documents/information verifying all MCHs you have earned in your 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 **must have:** 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! You will no longer be recognized as a Kentucky Certified Master Clothing Volunteer if you:

- do not earn and report 100 acceptable MCHs by the end of the two-year certification period. If you are unable to meet this deadline, contact your MCV Contact Agent and the MCV program coordinator prior to the August 1 deadline. If we have not heard from you—received any reports, etc.—your MCVP Contact Agent will attempt to contact you. If we are unable to make contact, or if you indicate you want to become inactive, we will drop you from the active list. *You will no longer be recognized as Certified Master Volunteer in Clothing.*
- refuse, or are unable, to respond to an audit request of your personal documents verifying your MCHs.
- write a letter requesting that your certification be canceled or 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 MCVP 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 MVP Newsletter or information about trainings and sewing events.

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 MCVP Contact Agent expressing the desire to be reinstated in the program. The letter should include a brief review of the person's involvement in sewing activities during the interim period; and,
- b) must attend a MCVP training before payback hours/credit units 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 MCH's sooner.