



# **S & B Quilters**

## **Policies and Procedures**

### **Programs**

#### **Workshop/Education**

The Programs Committee and the Workshop/Education Committee plan and conduct various programs and lessons to fulfill the mission and purpose of S&B Quilters' Guild. As such, the committee members recruit guest presenters and local quilters to present quilting techniques and other related quilting activities. They then bring these to the membership for sign-up and prepayment.

In order to continue to bring exciting new programs and lessons to the Guild, members must make a commitment to attend any program for which they sign-up and prepay.

1. To reserve a place in the class, fees are to be paid at the time of sign-up.
2. If a person cancels within two weeks of the class, they will forfeit their fee. Mitigating circumstances will be reviewed by the Finance Committee. However a refund will only be allowed in an extreme circumstance and the decision is final.
3. If a person cancels before the two weeks AND provides a replacement, that replacement should pay the person directly.
4. If a program or class is not full by one month before the date of the class, the Committee may offer open enrollment to non-members, at an additional fee to be determined by the Committee and one elected Officer.

Programs and classes are fun and energizing, but it takes full participation to respect the presenter and honor the commitment of S&B Quilters to promote quilting and to expand and enhance our knowledge of quilting.