

MASTER GARDENER FOUNDATION THURSTON COUNTY
Policies and Procedures Handbook
HANDICRAFT COMMITTEE GUIDELINES
Board Approval Date: February 9, 2019
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The role of Handicraft Committee is to make and sell hand-crafted items that are garden-related or that utilize recycled materials to raise funds for the Master Gardener Foundation of Thurston County.

Procedures:

Committee members do not have to be Master Gardener or Master Recycler Composters to participate but do need to be a Foundation member in good standing.

If you are an active Master Gardener or Master Recycler Composter, time spent on projects and marketing and selling handicrafts may count for program support hours.

Committee members should expect to help at events where handicrafts are sold. This may include membership meetings, the Foundation plant sale, bazaars and/or fairs.

Several planning meetings are held each year and work parties scheduled for specific projects for those interested in participating.

Materials are often donated. Foundation members can be reimbursed for approved expenses or receive acknowledgement for in-kind contributions. The foundation is registered as a 501 (c) (3) non-profit organization with the IRS and donations may qualify as charitable contributions for tax purposes. Reimbursement will be made according to the procedures below.

Members of the committee who have not participated in a meeting or workshop within a year will be removed from the membership roster.

Reimbursement for Expenses

Expenses cannot be reimbursed unless the item and cost have been approved in advance by the Committee Chair or Co-Chair. The Foundation Policy and Procedure Manual is online at the Foundation website <http://mgftc.org/about-us/foundation-documents/> and contains the full policy in section I c 5, b).

A copy of the reimbursement form and instructions are available online. Note that you must have original receipts with no personal items included on the receipt and the form must be signed by one of the committee chairs. If you need help in completing it the committee is available to assist you.

New Handicrafts

The Committee is always interested in new items for the inventory although it is important to minimize risk and test the market before adding large quantities

To submit ideas for a new craft item:

Present it for feedback and/or approval to the committee chair/co-chair, preferably with a sample. This can be done at a committee meeting or arranged with the committee chair(s). The committee will conduct a “blind vote” which will decide whether or not it will be given a trial 6-piece test.

Include an estimate of the materials needed, cost involved and proposed market price.

Committee chairs will check to see if needed materials are on hand and advise you. We also have been successful in getting donated materials for specific projects when requested through the Friday Flash.

Approval considerations include cost in relationship to reasonable selling price, marketability, storage requirements and ease of transporting items to venues.

You may be asked to be responsible for items you propose, to include obtaining materials, production, organizing work teams, storage, and transportation to and from events.

In Kind Contributions

Please submit the form for any expenses you incur even if you don't need confirmation of your donation for tax purposes. A record of in-kind contributions demonstrates the Foundation's commitment to the Master Gardener and Master Recycler Composter programs and can be helpful in securing grants or other funding.

The form to request acknowledgement of in-kind contributions can be found online. The value of the donated items and the tax consequences of a donation to a nonprofit organization are the donor's responsibility. If you use receipts to determine the value, please attach copies. If no receipts, briefly explain how the market value was determined.