

## **HELPFUL INFORMATION ABOUT JGMS CLASSES**

Your JGMS Education Committee is working to achieve the following goals this year::

- Plan interesting classes that members can't wait to attend
- Encourage JGMS members to communicate what they want and need regarding education
- Recruit new instructors who are willing to share their skills and talents
- Retain our current instructors by showing how much they are appreciated
- Develop JGMS Lapidary Groups
- Respond to requests by members for new classes or different time frames that classes are offered
- Fill every available slot on the calendar
- Provide more daytime and weekend classes
- Standardize the policies and procedures for classes and payments to create transparency and accountability
- Consistently be "user-friendly" to insure that our program is fun for instructors and students

### **THREE MONTH CALENDAR AND CLASS COSTS**

- It is amazing to have a three month JGMS Class Calendar for the first time ever! (Thank you, talented instructors!)
- This allows you to preview what exciting classes are coming up and plan what you wish to learn in the coming months.
- The calendars will be available on the website, in the newsletter and posted at the workshop.
- On the class and the sign-up forms, we are listing the class name, instructor name, specify if it is a daytime class, the time of the class, the JGMS class fee and if there is an optional kit fee paid to the instructor what that cost will be.
  - In some cases where fine silver or sterling silver is needed, the instructor may require that the kit supply cost be paid in advance of the class so that bulk ordering can keep the cost as low as possible. This will be indicated on the sign-up form if this is required.
- If you need more information about a class or a supply list, you may call the instructor directly at the phone number listed at the bottom of each calendar.

### **DEVELOPING LAPIDARY GROUPS**

- Our vision is to have specific JGMS lapidary groups that can help members maximize their skills and share their interests as groups.
- Our goal is to have multiple instructors for each lapidary discipline. This will allow the following positive outcomes to occur:
  - Students learn different styles and techniques from each instructor that they work with.
  - With a group of instructors in each subgroup, we can offer more variety in the days and times that classes are offered throughout the month.
  - If an instructor needs to take time off from teaching due to personal reasons, illness, injury, family responsibilities or work commitments, having multiple instructors allows the subgroup classes to continue until the instructor may once again become active.
  - The group can decide what activities they want to do (example: monthly, quarterly discussion meetings, sharing of books/magazines/DVDs, etc.).
- One or two instructors (chair or co-chairs) can coordinate activities for the groups. These positions can rotate among the instructors. If you would like to volunteer as a Lapidary Group Chair or Co-Chair, contact the Education Chair.
- Currently we have the potential of having subgroups in:
  - Silversmithing (Silver pendants, bracelets, pins, rings including specialties like inlay, filigree, & intarsia)
  - Faceting (cutting, polishing and faceting stones)
  - Cabbing (cutting, rounding and polishing stones)
  - Beading (earrings, necklaces, rings, and bracelets using bead weaving and jewelry findings, etc.)
  - Chain Maille (jump ring jewelry design)
  - Wire Wrapping
  - Metal Work (Wire Weaving, Viking Knit, Cold Connections, Precious Metal Clay (PMC), etc.)

### **GETTING TO KNOW YOUR INSTRUCTORS**

- Next month, we will begin spotlighting all of your active JGMS instructors to help members get to know them better and learn what classes they can teach and plan to offer this year.
- We plan to have photographs, bios, and class descriptions (including supply lists in case you wish to bring your own supplies) on the website and also in notebook form for review at the monthly meetings.

### SIGNING UP FOR CLASSES

- Remember that you can only sign up to reserve your seat during the current monthly meeting. ○ It creates more work for the instructor and the Treasurer if you pay for your classes at the workshop, so we request that members make every effort to sign-up and pay for their classes at the meeting.
- To make sign-up easier, you may begin to sign up starting at 7 PM until the meeting begins at 7:30.
- If you missed the meeting, you can call the instructor directly to see if there are any openings and plan to come as an alternate if approved. You will then pay for your class at the workshop at the beginning of the class.

### PAYMENT FOR CLASSES

- Payment is made at the meeting as soon as the program part of the meeting is concluded.
- The payment process will be faster if you fill out your Student Payment Form when you sign up and have your payment ready to turn into our JGMS cashiers.
- Please print your information. Every month, we have contact information we have to look up on the roster because the information cannot be clearly read. Be our friend, slow down and print clearly.
- **Forms of Payment:** ○ JGMS accepts cash, checks and Pay Pal.
- **Checks:**
  - Make checks out to "JGMS" and put your receipt number on your check.
  - If a check is returned due to insufficient funds (it can happen to the best of us, the member will pay a returned check fee to JGMS and to the bank involved. If this happens on several occasions, the member will be asked to make cash payments for classes in the future.
- **Pay Pal:**
  - Since signing up on the class forms reserves your seat in the class and many classes fill up immediately, you need to pay your Pay Pal account within 24 hours of the monthly meeting.
    - If the member forgets on several occasions to pay within 24 hours, the member will be asked to make cash or check payments for classes in the future.
  - Remember to add 5% to your total class costs when you pay via Pay Pal.
- **Receipts:**
  - The JGMS cashiers will give you a receipt each time you pay for your classes.
  - Keep your receipts as we need the receipt number for class make-up vouchers and to document that all classes have been paid for appropriately.
  - When you sign in for a class at the workshop, put your receipt number on the sign-in form. This lets the instructor know that you paid for the class.
  - If you don't have your receipt number with you, you may find it on the Instructors Class Notebook next to your sign-in form.

### INSTRUCTORS

- **Harriet Rose** is back and is teaching two classes each month! The first Monday after the regular meeting, she is teaching an **evening beading class** which will feature different techniques each month.
- On the last Wednesday of each month, Harriet will host **Open Knitting, Etc.** from 9:30 AM to 12:30 PM.
- This is an innovative new style of meeting rather than a typical class. JGMS members who like to knit, bead, swap recipes, etc. gather for this daytime fun experience in the front room of the workshop. While not a class, members share ideas, techniques and experience fun and fellowship. The cost of the three hour session is \$9. If the group stays longer, the cost is \$3 per hour.
- **Mary McCormack** teaches the Introduction to Jewelry Design (Tools, Findings, and Storage) and Earring Design classes in her home. She is adding hosting one meeting a month at the workshop in the evening from 6:00 PM-9 PM. This meeting is entitled **Open Earrings, Etc.** For \$9 a session, members can bring their own supplies and earring findings to enjoy designing their own projects in a group setting with other members. Prefer to make a necklace, knit or just share ideas? That's fine, too, just plan to relax and enjoy an evening with others who love making beautiful things as much as you do!

### INACTIVE INSTRUCTORS

- Everyone needs a break now and again. If you haven't taught a class in a while, consider coming back as an active instructor. We miss you!
- Call or email Mary when you are ready to return teaching. No rush. We wait for good people!

### **CERTIFIED INDEPENDENT**

- In order for you to work independently in the back workroom while there is a class being taught by an instructor, you must be certified by a JGMS Instructor. Your name will be added to the Certified Independent List and posted in the workshop.
- As a courtesy, ask the instructor of the class permission to use the machines you wish to use in advance so there are no distractions for the class being taught.

### **REQUESTS FOR TEACHING OR TAKING NEW CLASSES**

- If you have an idea for a class you want to either teach or take, contact Bill Poland , Education Chair
- This is your JGMS! I value your input, suggestions for improvement, and thoughts how we can make this our best year ever!

Best regards,

Bill Poland  
Chair, Education Committee