



PO Box 241  
Kingsland, TX 78639  
Membership Application 2021

Thank you for your interest in joining the Kingsland House of Arts and Crafts. We hope you will enjoy belonging to this group as much as we do!

Please complete this form and leave it along with samples of your work at the House desk for the Membership Chair. Once your work has been accepted and you have paid your membership fee along with the purchase of your name badge for \$5.75, you will receive orientation to the House as well as the opportunity to sign up for your training day within 30 days of payment. You will be required to work a set number of days to be determined each year by the Board of Directors for Regular Membership and 1 ½ times that for Family Membership.

DUES:                      Regular Member ----- \$35.00/year  
                                 Family Member ----- \$55.00/year  
                                 Associate Member ----- \$90.00/year

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

Second Family Member Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-Mail \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_ Second Family Member: Month \_\_\_\_\_ Day \_\_\_\_\_

Print Name to be used for Name Badge \_\_\_\_\_

Types of Arts and/or Crafts \_\_\_\_\_

In addition to working the House and helping with Shows, I am qualified/interested in the following:

Telephone \_\_\_\_\_ Shows \_\_\_\_\_ Publicity \_\_\_\_\_ Computer \_\_\_\_\_ Display \_\_\_\_\_ Secretarial \_\_\_\_\_ Membership \_\_\_\_\_

Meals on Wheels \_\_\_\_\_ Building & Grounds \_\_\_\_\_ Bookkeeping \_\_\_\_\_ Other \_\_\_\_\_ Special Skills \_\_\_\_\_

I have read the Membership Information and Policies (attached), understand and agree to the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# KINGSLAND HOUSE OF ARTS AND CRAFTS MEMBERSHIP INFORMATION AND POLICIES REGARDING MEMBERSHIP DUTIES

Membership in Kingsland House of Arts and Crafts (KHAC) is open to all hand-crafters who wish to belong to an organization that operates a gift shop (the House), provides for social interactions, community service opportunities, and holds a show once a year. Business meetings are held the second Wednesday of every month in the Annex of the House. Business Meetings start at 1:30 PM with refreshments available at 1:00 PM.

## **APPLYING FOR MEMBERSHIP:**

The hand crafter will submit a membership application and three to five examples of her/his work showing variety and range. The Membership Committee will review the application and the examples of her/his handiwork and will determine if they are compatible and suitable for sale in the House. Upon acceptance, the applicant will pay the dues for the appropriate category of membership (see below). By paying the dues and signing this form, the applicant signifies that she/he has read and understands the policies regarding the member's responsibilities and duties toward the House and agrees to abide by these policies.

**MEMBERSHIP CATEGORIES:** All membership categories have the right to display their handicrafts for sale in the House.

**REGULAR MEMBERSHIP:** Open to any craft person living in Llano or Burnet Counties. Dues are thirty-five dollars (\$35.00) due annually starting December 31 for the next calendar year. Regular members are required to work a set number of days each year in the House as determined by the Board of Directors. A \$10.00 fee will be assessed if a member does not work a shift at the show.

**FAMILY MEMBERSHIP:** Open to any two craft persons living at the same address in Llano or Burnet Counties. Dues are fifty-five dollars (\$55.00) due annually starting December 31 for the next calendar year. Family members are required to work 1½ times the number of days established for Regular members. (i.e. 12 days for a Regular and 18 days for a Family membership). Either Family member may fulfill this obligation. Both craft persons of a Family membership may display crafts for sale at the House. Working for the show is a requirement for both members. A \$10.00 fee will be assessed for each member for the show if you do not work.

**ASSOCIATE MEMBERSHIP:** Open to any craft person, although this category requires approval from the Board of Directors. Dues are ninety dollars (\$90.00) due annually starting December 31 for the next calendar year. Associate members are not required to work except for the November Show. A \$10.00 fee will be assessed if you do not work at the show.

1. This category is reserved for those who have health issues or special circumstances.
2. Associate Members living less than 40 miles from KHAC may work at the House but are not required to do so.
3. Associate Members living more than 40 miles from KHAC have no work requirements except for the show.

**HONORARY MEMBERSHIP:** Offered at the discretion of the Board of Directors to an existing member in recognition of exemplary service to KHAC over the years. Honorary members have all the privileges of membership including attending meetings and voting. Honorary Members are not required to pay dues and have no workday requirements.

**POLICIES REGARDING MEMBER DUTIES:**

The Kingsland House of Arts and Crafts is a member run organization and is dependent upon the active participation of its regular, family, and associate members.

**WORKDAYS:** Regular and Family members are **REQUIRED** to work a set number of days in the House each year. The number of days to be worked by each member is set at the beginning of the year by the Board of Directors. Members must sign up for workdays on the work calendar located in the kitchen. Members are responsible for tracking the number of days worked. Members will be assessed \$20.00 per day for each day not worked. If you need to change your day, it is your responsibility to find a replacement and notify the Calendar Chair of any changes. If you are **UNABLE** to find someone to trade with you or work for you, you will be assessed \$20.00 to be paid to the person that is found by the Calendar Chair to work that day. Any member that does not show up for their workday will be assessed \$20.00.

**SALES TERMS:** KHAC receives a 25% commission on the sales of all member's items that are sold. The proceeds for the previous month's sales are distributed by the Treasurer at the next month's business meeting. If you are unable to attend, please arrange for another member to pick up your check or leave a SASE (self-addressed stamped envelope) in the desk for the Treasurer.

**REGISTERING ITEMS FOR SALE:** All members may submit items for sale in the House. They must have the authorized House sales tag on them and must be listed in the Display Book (located in the Annex). House tags are available at the cost of \$.01 per tag from the Display Committee or at the front desk. The Display Book is located on a counter in the Annex. Placement of items in the House is at the sole discretion of the Display Committee. If you need to remove an item, please log it out in the Display Book. If you are removing a significant number of items, please notify the Display Chair. Due to display space limitations, please bring a good selection, *but limit the number of similar or identical items.*

**CHRISTMAS MARKET:** Held the second weekend in November. All Regular, Family and Associate members are **REQUIRED** to work. Regular, Family and Associate Members work a shift during the show, assist with set up and clean up before and after the show and any other jobs as needed. Those who choose not to participate will be assessed \$10.00 per person.

**FRONT DESK DUTIES:**

**HOUSE HOURS:** Friday, Saturday, Sunday, and Monday:  
10:00 AM to 5:00 PM  
  
Open daily between Thanksgiving  
and December 23

Associate and Honorary Members are not required to work the front desk in the House.

**TRAINING:** The Membership Chair or his/her representative will work with new members on his/her first workday. New members must sign up for a training day within 30 days of joining. After training, the new member will be able to bring their items in for sale in the House.

**GENERAL:** All members are expected to help keep the House clean. Members are expected to keep their own items dusted. Vacuum the floor, sweep the front walk, check the restrooms, and waste baskets at the beginning and end of each shift and clean as needed. Remember, this is your House too. Each time you work, take the time to familiarize yourself with the contents and location of items in the store as they change frequently. All members are required to wear their name tag while working their shift at the House and the business meetings. **The cost of the required name tag is \$5.75, which is paid at the same time as the membership fee.**

Instructions on sales operations are in the Sales Ledger on the desk. Sometime during the day, call the person who is scheduled to work the next workday. If you have questions, you may call your trainer or any member of the Board of Directors.

In addition to assisting our customers, please remind them about our show, special events and places of interest in the area. Show your cheerful and friendly KHAC spirit and customers will want to return.

Any money owed and not paid for food or days not worked **will be deducted** from your sales check if you have one coming or will be billed to you. Members that have a booth for the shows are responsible for \$10.00 for not working a shift at the show.

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(Signature)

(Date)