



Instructor Guidelines - Instructor Bin

Main Bin Responsibilities

As the Instructor you are responsible for having a clean and organized supply bin. This makes it easy for you to teach and it makes you and Sew Happy look more professional. It also makes it easier for a substitute instructor to use your bin in the event that you are absent.

Bin Supplies

Projects include the appropriate needles and threads. We give you extras in your bin in case you need more. When you first receive your bin, look through it and make sure it contains:

- Scissors (10 small and 2 large)
- 12 extra #20 needles
- 12 extra #6 needles
- 10 metal needle threaders (to be used with thicker threads and #20 needles)
- 10 wire needle threaders (to be used with sewing machine thread and #6 needles)
- 6 skeins of embroidery floss
- 6 spools of thread
- 12 laminated 6" rulers
- 12 bandages
- 120 pins (approx 1 pack)
- 10 pincushions
- 1 magnetic wand
- 1 sharpie
- 12 extra ziploc bags (to keep project pieces organized)
- 12 extra name labels
- 2 tins for pins and needles
- 1 scotch tape (useful for holding buttons in place while student stitches)
- 1 extra sheet of paper for classroom rules
- Apron (to be worn at every class)
- Car Magnet (we would love you to put this on your car!)



- Binder Including:
 - Handbook
 - Instructor Guidelines – Instructor Bin
 - Instructor Guidelines –Preparation For A New Class
 - First Class (Inc. How To Thread A Needle & Tie A Knot)
 - School info (We will email this to you before each class or we will give it to you with your Sew Happy Kits)
 - Sew Happy Attendance Form
 - First Aid & Emergencies Including Incident & Accident Report Forms

Additional Items You Should Have in Your Bin First Day of Class

- Samples (made by you during your training)
- Project pieces needed

If you are missing anything, please let the office know ASAP (info@sewhappyusa.net)



Tips For Preparing Your Bin

Needles- Pre-Threading needles - ONLY USE NEEDLES PROVIDED BY SEW HAPPY!

- Needles are supplied with each Sew Happy Custom Kit in individual small sleeves, and there are extras in your Instructor Bin.
 - We recommend taking the needles all out of the packages and placing them in the tin (it can be hard for students to open the small sleeves)
- Although we expect our students to learn how to thread their own needles, you need to have some pre-threaded needles for when you are simply too busy and can't help a student thread theirs.
- We recommend having about 10-12 needles pre-threaded per class.
- After training you should know the Sew Happy way to thread needles and this is the way the students should learn.



Floss- Organizing floss (if applicable)

- There are several ways to organize your embroidery floss but we haven't found a perfect solution, this is more of a personal preference. Below are some options to organize floss.
 - Tying the floss around a clothes pin
 - Tying it around an empty spool of sewing machine thread
 - Attaching it to a metal ring

Pins/Pincushions- Setting them up

- You will receive the pins in either a container or a pinwheel.
 - Place 6 pins in each of the pincushions provided (so each student has some pins.

You may use the metal tins provided to easily transport pins that aren't on a pincushion.

Scissors- Organizing

- *(Options)- extra materials not provided by us*
 - Some teachers have used containers such as a cup or tupperware to keep the scissors in an easy to find location in your bin.
 - Using a Sharpie, you can label your scissors to not just confuse them with other scissors that may be in a classroom.

Needle Threaders (Metal)- Organizing (if applicable)

- Make sure all of the needle threaders are attached to something so they do not get lost.
 - Note that they often get tangled and or can get bent. If they are no longer usable please ask for replacements.



Replacement of Damaged Supplies

Supplies may occasionally break or become damaged. Below are the most common things that can get damaged:

- Eyes on needle or needles breaking
- Needle threaders being bent and unusable
- Scissors not being sharp
- Dry Sharpies and/or pens

Returning The Instructor Bin

After you're finished with your After School Club or multiple clubs it is important for you to return your instructor bin. We would like for you to return your bin in a similar manner in which you received it. Please do the following.

- Return a clean organized bin
- Remove trash from the bin
- Remove threads from the needles
- Remove materials not belonging to Sew Happy
- Return the original supplies that were in the bin



Sew Happy Project Kits

When preparing your kits for a class please let us know ASAP if anything is missing or you do not have enough for your class. We generally give you extra numbers of kits in case you get an extra student in your class unexpectedly.

If you realize during a class that you are missing something:

- If it is a small piece of felt you can normally use the scrap pieces and cut another piece with another student's already cut piece as a template.
- If you have another student that is slower and will not get to the missing piece you can borrow their piece for the day and let us know so we can replace the piece for the next week.

Completed Samples

- We know that some of our teachers like to use unfinished samples to demonstrate steps but we require you to have it finished ahead so students have a better understanding of the project.
 - In many cases you will have extra projects in your supply bin which you can use for this purpose.
 - If not, asked someone in the office if we can provide an extra project so you can use for demonstration
- If you have any questions on how to make the project after looking at the instructions email us.

Project- Preparing the items

- Only give students the part of the project you are working on and not more since pieces can easily get lost and students may feel intimidated.
 - *(Options) -extra materials not provided by us*
 - Using smaller Ziploc bags divide the pieces of the kit so that you can quickly find them when needed.
 - Example- Place all the same pieces together and label them