

Circular No. 11

ORGANIZING SEWING MACHINE SCHOOLS

In order that all details concerning the conduct of a sewing machine school may be clearly understood this information sheet is presented. It is written chiefly to home demonstration agents and group leaders in charge of the organization of these schools, and they are requested to explain these details to the women who are interested.

THE OBJECT of a sewing machine school is to teach women how to CLEAN, ADJUST and CARE for their sewing machines. No attempt is made to teach stitching or the use of attachments.

ONE ALL-DAY SESSION is necessary for a single school. Ordinarily the work begins at nine in the morning and is finished at four in the afternoon. One hour is taken out at noon for lunch. The morning period is given over to cleaning the machines and the afternoon, to lecture and adjustments. At the end of the session each woman has her machine cleaned and adjusted, ready to take back home.

THE GROUP that is organized for an individual school should consist of about twelve women with their machines. It is not profitable to hold a school for less than ten, and impossible to handle more than fourteen. There is no objection to visitors if the room is sufficient to accommodate them.

NO MACHINE WITHOUT ITS OWNER WILL BE WORKED ON AND NO ONE WILL BE ALLOWED TO WORK ON A MACHINE THAT IS NOT THERE AT THE BEGINNING OF THE SESSION.

In addition to her sewing machine, each woman should bring her lunch, an apron, a square foot of white muslin or sheeting, and a spool of No. 50 white thread for sample stitching, a piece of cheese cloth or old flour sack for cleaning, together with extra needles, oil can, screw driver, etc. For convenience in transportation the drawers of the machine should be left at home, and the head may be removed from the stand and laid in the seat of the car. The stand may be hauled in the car or tied on the running-board.

It is necessary for the home agent or group leader to provide a central meeting place and see that every woman in the group gets there on time with her sewing machine. A fairly large room with light, heat and ventilation is absolutely necessary for twelve machines and space in which to work. A gallon of gasoline and a bottle of sewing machine oil must also be furnished.

The sewing machine specialist will have charts, instruction sheets, tools and other equipment, together with a limited supply of belts, needles and small parts that may be sold at cost.