

# **PASS IT ON INFORMATION**

## **An educational program for Colorado Saddle Makers Association, Inc. (CSMA)**

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One of the earliest objectives of CSMA was to educate aspiring saddle makers in leatherworking techniques and business practices. **PASS IT ON (PIO)** is a program that matches up a CSMA member who wants to learn something specific from a more experienced member who has the knowledge, skill and willingness to teach. This program is not intended to provide a complete course in saddle making or business management; rather, it is intended to answer the smaller, specific questions with hands on training in a one-on-one setting with a qualified instructor.

### **HOW IT WORKS**

1. Students must have been a CSMA member for a year or more and dues must be paid for the current year.
2. Students need to have attended one or more recent CSMA seminars.
3. PIO instruction sessions are generally 4 hours long or less. In special cases they may be extended to 8 hours.
4. The student needs to contact an instructor and arrange the session. Students and instructors may negotiate longer sessions but these will not be funded by PIO.
5. PIO funds are paid to the instructor after the session has been completed. Funds will only be paid to students to assist with travel expenses when hardship has been demonstrated.
6. Only 1 PIO grant will be approved for a student per year.
7. The PIO session shall begin no later than 90 days after the application has been approved. An additional 30 days extension may be granted.
8. It is the responsibility of the student to arrange a time and place for the session with the instructor. The PIO Committee and the CSMA Board have no part in pairing students and instructors.
9. It is the instructors responsibility to determine if the student has the necessary preparation ( i.e. skill level, knowledge of tools and materials, etc.) to complete the proposed study session.
10. PIO applications can be delivered to any CSMA Board member, PIO Committee member, or the PIO Committee Chairman.
11. Any changes in the plans stated in the PIO Application must be reported to the PIO Chairman in writing. If there are significant changes the PIO committee may withdraw the grant.
12. The student shall make a written or oral presentation at a CSMA seminar about their PIO experience within 12 months after completion of their session. Failure to complete this requirement will void any future applications from the student.
13. The PIO Committee will keep the CSMA Board advised of approved applications and will advise the Treasurer to make payments to instructors.
14. Questions about the PIO program can be directed to the PIO Committee.
15. Multiple applicants on a single PIO application are accepted if the instructor has agreed to teach multiple students at the same session. The instructor will be paid as if this were a single student.

### **AFTER YOUR APPLICATION HAS BEEN APPROVED:**

16. Your instructor will be advised by email of your approval, and you will receive a PDF copy by email. As you complete your course of study you will need to complete the form with:
  - a. Your signature and date of completion
  - b. Instructor's signature and date of completion
  - c. Treasurer's signature and date of payment
  - d. CSMA officer's signature and date of completion of presentation
  - e. Return document with all signatures to PIO Chairperson.

These can be PDF copies, scanned jpeg copies, or hard copies and can be emailed or sent through the mail.

**Find the Pass It On applications on the CSMA Web site: [www.coloradosaddlemakers.org](http://www.coloradosaddlemakers.org)**