

Mentor Checklist

Beginning of session:

- Name tags
- Scraps
- Machines and manuals
- Tool caddy matching the machine
- Thread catchers, one for each student
- Use power cord from above, not wall
- Iron and ironing board - make sure iron works properly.
- Sample of project
- Three kits of project from which each student can select from
- Thread box

End of session:

- Unplug irons
- Pack up tool caddy and check for all items on the list with corresponding nail polish color
- Put machines and manuals away
- Put unfinished projects in Ziploc bag with student's name tag, then place in the UFO bin
- Hand out project directions if student wants one
- Student always tidies up their area, table, chair and floor for threads, pins, and fabric scraps