

In an effort to raise awareness and thank America's Veterans, Rockler Woodworking & Hardware will be holding a special one day event in all retail locations on November 9th, 2019. During the event, each retail store will be offering pen turning classes at a special low price of \$10 and all proceeds will be donated to the National Veteran's Foundation. Below you'll find details about the classes, scheduling expectations, inventory procedures, payroll procedures, and class execution.

PEN TURNING MAKE & TAKE CLASS

Turn a Pen For \$10 Veteran's Day Event

Turn a Pen for \$10 and all proceeds will be donated to the National Veterans Foundation. No woodworking experience? No worries! This course will teach you the basic fundamentals of turning your own pen using carbide turning tools. Finishing and assembly of the pen kit will also be covered and you will leave with a beautiful handmade custom pen. \$10 fee includes all materials & supplies. No experience required and beginners are welcome!

Class length: 2 HRS - Classes at 9:30AM, 11:30AM, 1:30PM, & 3:30PM



These classes are meant to be brief in lecture and details but exciting to attendees because they can quickly get to work learning new woodworking techniques with hands-on experience. However, there are some requirements that must be followed.

- Safety glasses are mandatory for all students and any accompanying guest(s)
- Face shields are mandatory for all students participating in turning classes
- Dust masks and ear plugs are to be offered to all students prior to the start of the class
- All guests are to be provided the free project plan before the class ends, these are for the students to take home afterwards if they want to complete the project again on their own
- Instructors are not to leave students unaccompanied during the class, if an instructor needs a break, another store associate should temporarily supervise until the instructor returns
- For any walk-in customers, the procedures detailed in the "Customers Can Also Pay In-Store" section of this document must be followed
- Minor\Child classroom policy is to be followed under all circumstances

Scheduling Expectations

All stores must hold classes on November 9th, 2019 at 9:30 AM, 11:30 AM, 1:30 PM, and 3:30 PM. Each class will be scheduled for two hours. The class capacities will vary by location depending on facility, size, available equipment, etc and each store will need to submit capacities for each of their classes. Last year's capacities ranged from 3 attendees – 8 attendees per class.

Stores can also choose to schedule additional class times if desired. Last year, some stores chose to add classes on Friday and Sunday. Submit capacities and any additional class times by completing the feedback questions in this Work Bench Post. Once the capacities and any additional class times have been submitted, classes will be listed on Eventbrite and linked on store web pages within approximately one week.

Customers can register for each class on Eventbrite.com, accessing the links on store web pages, or by visiting Rockler.com/makeandtake.

Customers Can Also Pay In-Store

For walk-in customers, first confirm there is a spot available in the class by reviewing your store's Event Registration Page. If a spot is available, process the transaction at the POS using a MISC FEE, Type: WORKSHOP FEE. In the comment line, type: CLASS WALK IN. Have the customer sign the waiver of liability form, which is attached to this Work Bench Post and archived on the Buzzsaw under Standard Operating Procedures Section 9 and send it to HR. Then fill out the Class Walk-In Log with the customer's information. The Walk-In Log must be sent to retail support on the day of the transaction. In the retail support subject line, type Class Walk-In Log.

Retail support will then add the customer's information into Eventbrite. This will update your store's Event Registration Page with the customer's information, so you will not need to keep track of the walk-ins and you will not oversell any classes. We'll also be able to send the customer an order confirmation and a reminder before the event to the e-mail address provided.

Payroll Procedures

Because these classes are designed and promoted for a low cost, store associates should be teaching the classes instead of instructors. Store Manager does have the discretion to use instructors if needed. Pay for store associates is Base Pay + \$5.00 for the hours worked during the classes. This is processed in ADP by using payroll code: "Class - Nat'l Make & Take." This payroll code automatically adds \$5.00 per hour to the base pay of the associate.

Inventory, Materials, Supplies, & Tools

Any inventory used during the classes for material supplies (pen kits, pen blanks, etc) needs to be adjusted out of inventory by using DAX to create a movement journal, line type: Make & Take Supplies. This needs to be completed on the day of use or on the day of preparation.

Additional inventory used as "consumable" supplies (glue, finish, rags, etc) needs to be adjusted out of inventory by using DAX to create a movement journal, line type: Work Shop Supplies. This needs to be completed on the day of use or on the day of preparation. Stores will be required to use on hand inventory for the necessary materials and supplies. See the materials, supplies, and tools required below:

Materials

- Choose a variety of pen blanks from the bulk pen assortment (SKU 67146) or choose from pen blank 5 pack assortments (SKUS 54862, 53708, & 54555).
- Use slimline pen hardware kits SKUS 24437 and 61263.

Consumable Supplies

- 5-Min Epoxy (SKU 62408) – Details in preparation section
- Woodturner's Multi-Roll Sanding Pack (SKU 22134) – One for each attendee per class
- Use a friction polish or wax of your choice for the finish – Enough for all attendees per class
- Paper Towel or rags – Enough for all attendees per class
- Dust Mask (SKU 43706) – One for each attendee

Tools

- Lathe, Bushing Set (SKU 43546), Pen Mandrel, Live Center, Rockler 3PC Carbide Turning Tools (SKU 45142), Safety Glasses or Face Shield – One for each attendee per class and one setup for the instructor
- Bandsaw or Scroll saw, Drill Press, 7MM Drill Bit, Pen Mill Barrel Trimmer, & Rockler Pen Press – One of each

Class Preparation Steps

In order for the classes to be completed within 2 hours, there is some prep work that needs to be completed prior to the classes. The prep work involves pre-cutting, drilling, and gluing the pen blanks. For each attendee, you need to have one pen blank which has been drilled, the tubes epoxied into place, and the ends squared. This should be done 2-3 days before the class starts. If the class is not sold out, you can pre-cut extra parts in case anyone registers at the last moment. Any leftovers can be used for future classes. See the steps below for preparing the pen blanks.

- Mark your blank by drawing a line lengthwise across its center. This will make it easier to maintain the grain direction. Then, cut the blanks to length using a bandsaw or scrollsaw.
- Drill the blanks using a 7mm drill bit, drill press, and pen press.
- Scuff sand the pen tubes with 220G sandpaper.
- Glue the pen tubes into the blanks using 5-min epoxy.
- Once the glue has dried, square the ends of the blanks using a barrel trimmer.
- Repeat this process for each pen blank needed.
- Prior to the classes gather all the materials, arrange lathe workspaces, and test each lathe. You'll also need a pen blank and lathe setup for the instructor.

Class Execution Steps

To begin the class, first introduce yourself as the instructor and thank the attendees for coming. Guide the attendees to their work spaces and provide a brief overview of the class and the project steps (detailed below). It's important that you briefly demonstrate each step for the attendees and then have them complete it. Do this for each additional step until all projects are finished.

1. MOUNT ON THE MANDREL



Mount the pen blank pieces and the lathe components onto the lathe.

2. SHAPE THE PEN BLANK



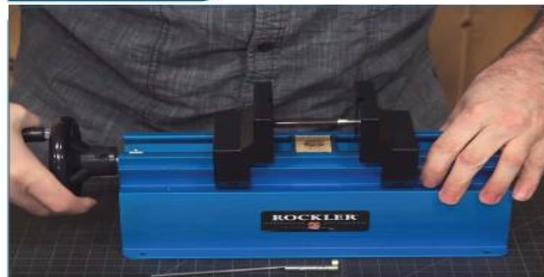
Turn the pen blank to the desired shape. The outside diameter of each blank piece should match the diameter of the bushings.

3. SAND AND FINISH



Sand the pen blanks, using sandpaper grits up to 600 Grit. Then apply the finish.

4. ASSEMBLE



Using a pen press, press the components of the hardware kit into the pen blanks.