



Brightmoor Artisans Collective
Working to create an equitable, sustainable and local economy
based on healthy locally grown and crafted products.
22735 Fenkell St. Detroit, MI 48223

Work-trade Program Outline

Facilitation

1. The Work-trade Program is facilitated by the Maintenance Committee Chairperson.
2. To participate in the Work-trade Program, participants must be a Member of Brightmoor Artisans Collective and have filled out the Work-trade Registration Form.
3. If the participant would like to participate in the Work-trade Program but is not a Member, the first 4.5 hours of Work-trade Credits will be used to cover the annual Membership Fee (\$45). The Work-trade Registration Form is still required.
4. Each month, the facilitator will publish a Work-trade Availability Calendar of dates & time slots in an effort to schedule Tasks around programming, rentals, and other periods of time in which spaces are occupied and/or unavailable. The Availability Calendar will be emailed to participants and posted on the Kitchen bulletin board.
5. Upon two no-call-no-shows, participants will be suspended from the Work-trade Program for 1 year.
6. Each unit of Work-trade Credit expires December 31st of the year following its acquisition (ie. Credits earned in 2016 expire December 31, 2017).
7. The Kitchen will under no circumstance exchange Work-trade Credit for USD.

Acquiring Work-trade Credits

1. Credits can be acquired through cleaning the interior and/or exterior of the building, hosting specific classes, offering demonstrations at events, setting up for the Farmers' Market, and staffing the Artisans Café. We are always looking for new ideas for methods of acquisition. Please contact us with yours!
2. To acquire Credits, participants must schedule their hours with the facilitator at least 24 hours in advance.
3. Upon initiation of the Task(s), the facilitator will provide the Work-trade participant with a copy of the Inspection Checklist and indicate the level of priority for each Task.
4. Upon completion of the Task(s), the facilitator will inspect the designated areas to ensure all criteria of the Task(s) are completed fully and properly, utilizing the Inspection Checklist.

5. Only upon completion, inspection, and approval of designated Task(s) will Work-trade Credit be granted.
6. All granted Work-trade Credit will be documented in the Work-trade Log.
7. Receipts accounting for change in Work-trade Credit will be sent out every Monday.

Spending Work-trade Credits

Participants in the Work-trade Program are not able to spend Credits unless they have a Work-trade Registration Form on file. Each unit of Work-trade Credit translates to \$10 of Kitchen Currency. Kitchen Currency can be spent in the following ways:

1. Membership Fee
2. Kitchen Rental
3. Kitchen Storage Rental
4. Community Creation Space Rental
5. Kitchen Classroom Rental
6. Farmers' Market Vendor Fee
7. Select purchases in the Artisans Café