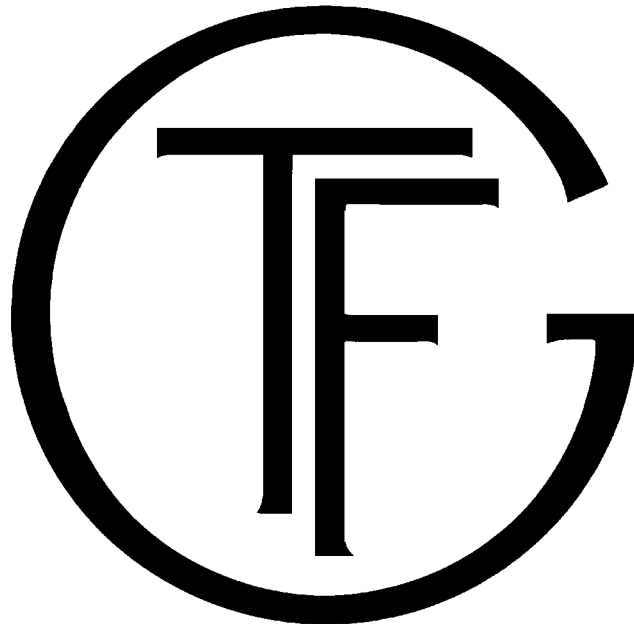


**TIMBER FRAME GUILD PROJECT
OVERVIEW AND GUIDELINES**

REV. 02/11



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ABOUT THE TIMBER FRAMERS GUILD

The Timber Framers Guild was born in 1984 as a nonprofit, educational organization. A core group met in their houses and workshops and called a charter conference in June 1985. Some 200 enthusiastic people met in a spirit of discovery and fellowship that remains very much alive today. The Guild is dedicated to establishing training programs for dedicated timber framers, disseminating information about timber framing and timber frame building design, displaying the art of timber framing to the public, and generally serving as a center of timber framing information for the professional and general public alike.

Since 1985, the Guild has grown fourfold, maintaining a regular program of [international and regional conferences](#), sponsoring [project workshops](#), and [publishing](#) a monthly newsletter, *Scantlings*, and a quarterly journal, *Timber Framing*.

Ever mindful of its role in the world, the Guild's members donate their time and effort to good works. Among the many [projects](#) are the donation of two timber frames to Habitat for Humanity, a nonprofit organization dedicated to providing affordable housing, a 120' covered bridge for the city of Guelph, Ontario, an educational gazebo in Nacogdoches, Texas, and Ferry Farm, in Fredericksburg, Virginia.

For additional project descriptions, please see our website at <http://www.tfguild.org/project.html>

We look forward to working with you on your project.

TIMBER FRAMERS GUILD PROJECT GUIDELINES

What is a “Guild sponsored workshop” or “project”?

A **WORKSHOP** is a hands-on event that has an educational focus. It could be one day or two weeks long. Building and completing a frame is secondary to the main goal of successfully teaching a skill to the participants.

A **PROJECT** has the raising and completion of a frame or other construction as its primary goal. It can last several days, but generally involves more people than a workshop.

To qualify as a Guild workshop or project, an event must meet certain criteria described below.

WHY WORK WITH TFG?

The benefits of Guild sponsorship for the client and organizers include assistance in organizing the event, in finding potential funding sources, in locating appropriate instructors, equipment and expertise, and promotion through the Guild office, mailings and publications. Registration for the workshop takes place through the Guild office; this requires close coordination so that inquiries can be handled efficiently.

PROJECTS CRITERIA

The Board of Directors decides what projects/workshops to accept by asking the following questions:

- ✓ Does the project benefit the public or another worthy (non-profit) organization?
- ✓ Is there an educational focus of the workshop that can benefit

- the membership and is consistent with good timber framing practice?
- ✓ Is there substantial public relations benefit for the Guild (media exposure)?
 - ✓ Are there opportunities for raising funds for the Guild?
 - ✓ Is Guild involvement essential for the project to proceed?
 - ✓ The Board should be able to answer “yes” to at least three of these questions before taking on a project.

In addition, the workshop and project must satisfy the following criteria to be considered:

- ✓ It must be appropriate in scale and time frame.
- ✓ It must be an enjoyable and useful experience for the participants, either because of its location or spirit. It should teach skills or demonstrate techniques that will be useful.
- ✓ It must have a strong local base of support and resources. A local timber framer/Guild member should sponsor the proposal and be willing to act as Project Coordinator. Facilities should be adequate.
- ✓ It must be documented well or otherwise generate an article of interest by one or some of the participants for review in Timber Framing.
- ✓ It shouldn't conflict with other Guild events (the Guild should be able to put all of its resources to work to make it a success).
- ✓ There should be long-term returns for the Guild's investment of time and energy. The Guild and the craft of timber framing should be recognized and acknowledged throughout the life of the structure (by a plaque, inscribed logo, visible framing, etc.), or by establishing a relationship with the client that will continue to reap benefits. Every effort should be made to make

attendance for members as economical as possible, without undue compensation or profit by the organizers. Guild workshops should be primarily for Guild members, while members should be encouraged to lead their own introductory workshops for non-members in their area.

- ✓ Participating in the project should not risk the Guild's economic or legal status through contractual or personal relationships. Insurance coverage and licensing requirements, if any, should be determined.
- ✓ Materials, stipends for instructors and administrative costs should be provided by the recipient of the project. Essentially this means that the "client" gets the volunteer labor that the Guild can muster for free, but must pay for the expert labor and materials.

SUBMITTING A PROPOSAL

An application for Guild sponsorship should include the following:

- Goals of the project
- List of participating organizations and explanation of their roles
- Preliminary drawings
- Explanation of how the project meets criteria mentioned above
- Schedule
- Housing and food arrangements
- Applications should be submitted at least nine months in advance, more if funding and design assistance is required.

We encourage organizations to develop a total budget for the project, including costs outside of the Timber Frame Guild portion of the project. These costs could include:

- administration fees for the organizers
- design and engineering fees
- amounts of other contracts necessary to begin and complete the project (site preparation, foundation, electric, septic/water, windows, roofing, finish carpentry, etc.)
- rentals of tools and equipment
- room and board costs
- printing
- postage
- phone
- travel allowances
- insurance
- amenities (refreshments, T-shirts and the like, if provided)
- miscellaneous expenses

A sample TFG Client Checklist has been attached for your information.

TIMEFRAME

In order to advertise your project and ensure that both you and the Timber Framers Guild have enough volunteers to staff the project, we recommend a planning timeframe of 9 months from contract signing to start of the project.

AGREEMENT

A sample TFG agreement is available as a separate document for your review. This agreement is designed to address our most typical frame layout, cutting and raising project. Therefore, exhibits for your unique project scope will be customized and added to this agreement for your project.

COST

The cost of your project will occur in two major categories – the cost of your project responsibilities as outlined above and in the TFG Client Checklist and the cost of the Timber Framers Guild participation. The cost for the TFG is developed after working with you to understand your specific design and project requirements. Costs for a TFG project are determined based on the number of days of the workshop and the size and complexity of the project frame.

TYPICAL TFG AND CLIENT SCOPE COMPARISON

(see TFG Client Checklist for details – customized by project)

Client Responsibilities	TFG Responsibilities
Project administration	TFG project administration
Site preparation and foundation	Frame cutting (provide crew)
Volunteer management	Frame raising (provide crew)
Room & board for TFG staff and volunteers	Provide workshop instructors and volunteer crew for cutting and raising
Site Conditions – power supply, sanitation	Volunteer management on site
Tools, Equipment and Services	Provide unique timber frame tools as required
Timbers and materials	Site clean up related to scope of work

PROCESS

The process starts with a Partner Organization’s initial review of TFG materials and a discussion about your project. Key information for you to consider are included under the “Submitting a Proposal” of this document. Once we have more information about your goals

and design, we can develop a plan with you for a TFG workshop and project

KEY PERSONNEL

TFG -

Joel McCarty, TFG Executive Director

Alicia Spence, Projects Coordinator

TFG Leadership Team - Project Manager, Instructors

TFG Volunteers (TBD)

Partner Organization -

Partner Organization Contact

Client Projects Coordinator

Community Volunteers