

**OPPORTUNITY QUILT / VALLEY OAK QUILT GUILD**  
**DUTIES AND PROCEDURES**

Bylaw or Brochure Language: (8-13-2015)

**Section D:** Committee responsibilities are as follows:

8. The **OPPORTUNITY QUILT COMMITTEE** shall
  - a. Plan and coordinate a quilting project for the organization.
  - b. Work with the Opportunity Quilt Ticket Committee to have the quilt at various events to promote the sale of tickets.
  - c. Organize quilters to work on the quilt at various events until the quilt is completed.

**Duties:**

COMMITTEE MEMBERSHIP—Individual, two to four people or a friendship group.
QUILT PATTERN AND FABRIC—Choose a pattern. Pattern can be entirely pieced or pieced with some applique. Don't make it too complicated. Select fabric for the top, back and the quilting thread (2 spools minimum). Save receipts and present to treasurer for reimbursement using the form attached.
QUILT ASSEMBLY—Pick one of the following methods: <ul style="list-style-type: none"><li>• Make the blocks by yourself</li><li>• Pass blocks to others, especially the applique blocks<ul style="list-style-type: none"><li>• If handed out, give participants a due date to be returned to the committee chair.</li></ul></li><li>• When blocks are returned, square them up, sew blocks together, and sew backing together.</li></ul>
QUILT BASTING—Ask Carolyn Cardoza (or another longarm quilter) if she can baste the quilt and stitch in the ditch if needed. If not basted by a longarm, thread baste the quilt. Items needed, <ul style="list-style-type: none"><li>• Top, back, batting</li><li>• Two long tables</li><li>• Clamps</li><li>• Masking tape</li><li>• Large needles</li><li>• Any kind of sewing thread</li><li>• Two to four people</li></ul>
DATE FOR STEPS ABOVE—End of February
QUILTING THE QUILT—The quilt stands and racks are in the VOQG closet at the church. There are four lights that are only used at the fair. If using the lights, an extension cord and two (2) power strips are needed.

- Note: Two lights are currently on loan to Hallie Bosetti and Jerry Hanson.

**Preparing to Quilt**—When setting up, take the quilt, stands, racks, box of supplies, stencils if needed. You will need 4 to 5 individuals to set up the quilt.

**QUILTERS**—Plan ahead before each event. Sign-up sheets will be needed to get hand quilters to work each event. A sample sign-up sheet is attached. There are a limited number of members who hand quilt, so you will need to encourage those who do quilt to participate.

**OPPORTUNITY QUILT TICKET COMMITTEE**—Develop a working relationship with this committee and their people will need to attend the same events.

#### VENUES FOR QUILTING

**FEBRUARY**—FARM SHOW is a Tuesday/Thursday assignment, usually held the second week of February. Make sure you check.

- Set up the quilt on Sunday or Monday before the show.
- “Dolly’s Kitchen” area is where VOQG usually sets up the quilt.
- Feel free to move some items out of the way to make room for the quilt.
- Passes—Call Katy at 684-1601 to request passes. You will need enough passes for each person quilting each day. Check with the Komforters for Kids chair to see if they need passes and add their number to the Opportunity Quilt number. K for K volunteers usually just need a pass for each person.
  - If you get badges and someone is coming for one shift, have them call you when they get off the bus (from the outlets only) and meet them with a pass outside. Sometimes if volunteers come through the front door of the Heritage Center, no one asks them for a pass.
  - Try to get the passes before the February meeting so they can be handed out at the meeting.
  - Take the quilt home when you leave on the last day.
  - Return the next day to get the remainder of the “stuff” and move the kitchen “stuff” back the way it was.

**April**—ANTIQUÉ FARM SHOW, Friday/Saturday/Sunday, usually the last weekend of the month. Make certain you check the date.

- Passes—Call Katy at 684-1601 to request passes. Also check to make certain the procedure is the same as the previous year. Passes are not handed out until quilt is set up on the Thursday before the show. Passes are given to each quilter for each day.
- Quilt set up—On Thursday you may choose to take the quilt and all related items with you when you pick up the passes. If you want to make a second trip, you may get the passes and then return to set up the quilt.
- Entrance for quilters—Quilters will drive to the Ag Center and go to the very last building along the fence. Entrance is at the last gate.

- Big/Little Quilt Sale at the Antique Farm Show—In addition to other duties, the Opportunity Quilt Committee also sells quilts.
  - Procedure—Get quilts from the Big/Little Committee. Set up display using one (1) quilt stand. Request 3 tables from Antique Farm Show committee. Sell as many quilts as possible.

**September**—Tulare County Fair—The fair is usually held the second week of September. Again make certain of the dates.

- Quilt Set-Up—Set up on Sunday, Monday or Tuesday before the fair starts. *Don't leave the quilt on Sunday*—take it home with you. This is when you will need the power cords and 4 lights. Complete the set-up of everything quilt related by Tuesday.
- Fair Equipment Needs—One (1) table and eight (8) chairs
- Passes—8 to 10 wristbands and 12-14 day passes for this event. Try to get the passes before the event so they can be distributed at the August meeting of VOQG.

**Note:**—Fair personnel is constantly changing. Tana Lee knows that VOQG will be there and are requesting passes. Let them know that VOQG has a demonstration booth in the Home Arts Building and are requesting passes.

**Reimbursement for Expenses:** \_\_\_\_\_ **Budget Amt.** \_\_\_\_\_

- Keep all receipts for submission to the treasurer at a monthly meeting as expenditures are incurred.
- Use the Reimbursement Form attached. Makes copies as needed during the term of office.

