

CHALLENGE QUILT/ VALLEY OAK QUILT GUILD
DUTIES AND PROCEDURES

Article XI: Project/Activities

The guild shall sponsor and promote various projects or activities throughout the year which will serve to promote the purpose of the guild. These projects include, but are not limited to:

Block of the Month, Big/Little Quilt Sale, **Challenge Quilt**, Fabric Club, Fat Quarter Drawing, Fair, Mystery Quilt, Orphan Quilt(s), Show and Tell, Special Events (bus trips/retreat) Sunshine, Theme Quilt and Web Site.

Brochure Language: (2015 Directory)

Challenge—Each year the chairperson chooses a theme for the challenge quilt, develops guidelines and decides what the voting categories will be. Members construct quilts based on the requirements and submit them at a designated meeting. Members present at the meeting receive a ballot and judge the completed quilts on the categories determined by the committee. Participation is optional.

Duties:

Task	Description
Select a theme	By March the chairperson should come up with a theme and specifications for the challenge quilt. Previous themes have been: Re (something) ie re..member, re...invent, re...place, re...new; use a circle in the quilt; given a piece of fabric that must be used, etc. Specifications: Can place limits on size, total circumference or limit each side, etc. Use your imagination.
Announce	At a general meeting of the Guild, let members know what the challenge will be for the current year. It also helps to write an article for the newsletter, make a sign, or anything else to promote participation in this project.
Prizes	Consult treasurer for budgeted amount. Ask the treasurer to write checks or purchase gift certificates from local quilt stores.
Encourage	Remind and encourage participation each month
Reveal	Quilts have been kept hidden until voting time. Reveal the quilts to the audience and hand out ballots for voting at the break.

Voting	<p>Create a ballot and a system to receive ballots. Determine if there is to be a 1st, 2nd, 3rd or prizes for separate categories. It is harder to count votes if categories are used. This is a decision the chair gets to make.</p> <p>Supplies needed on day of voting—usually at the November meeting.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pins to hang the quilts <input type="checkbox"/> A numbering system for the quilts <input type="checkbox"/> Ballots <input type="checkbox"/> A method to tally the ballots <input type="checkbox"/> Pencils
Winners	After votes have been counted, announce the winners and present the prizes.
Have Fun!	Most important part!

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.