

MYSTERY 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)

Mystery Quilt—This is a quilt design chosen by the chairperson. Participants are told yardage amounts and color value of fabric to select. Throughout the year, the chair gives cutting and construction directions. Quilters follow the directions without knowing what the final results will be. Participation is optional. Completed quilts are shown at a meeting in October or November.

Duties:

Task	Description
Decide on a quilt pattern	There are several websites which have mystery quilts available or you can create your own pattern. If you go online, someone will find it. Creating your own pattern will keep more people guessing to the very end. Pick a pattern that will be a good mystery to the end. Combining 2 quilt blocks is one way to go. You can give a mystery clue for part of one block one month and give a clue for the other block the next month. Pick a pattern with several parts that can be easily broken down. Offering the quilt in several sizes is more work for the chairman, but members seem to like so they can pick a size that works for them.
Write directions	Write clear and concise directions for each clue. Include finished and unfinished size of block. Direction of pressing is a nice addition.
Make the quilt	Having a second person also make the quilt or at least read the directions is helpful and may avoid some errors. Keep track of the yardage used so you can tell members how much yardage is required.
Fabric requirements	Calculate the yardage required. You may have a quilting computer program that will figure out the yardage for you. If you do not have such a program, decide how many of each unit required can be cut from each strip of fabric I created a graph and listed each size and how many units were needed. Add them all together to get the total yardage.

Clues	Decide how many clues there will be. Give a clue each month. The first month's clue should be the fabric requirements for the quilt. Give yardage, color, value, focus, light, medium, dark, etc. Include extra yardage as someone will measure and cut different from you. Extra yardage also allows for mistakes.
Reveal	Check with the program chair to decide a good month for the reveal. Give members an extra month to finish the quilt. Many participants will have the quilt totally complete at the time of the reveal—quilting and binding done.
E-mail list	Create a group list in your address book and e-mail the clue each month to members wishing to participate in the mystery. Send email out the morning of the guild meeting or soon after the meeting.
Budget	The guild does give you a budget of \$100 You can ask for more if you think it is necessary. Budget items to be considered are printing of clues, envelopes and stamps for mailing clues and gifts at the end of the year.
Hard copies	Have some hard copies available at the meeting or to be snail mailed to members who do not have email or a computer program that is compatible with yours. The budget the guild gives you will not go very far if you are making 20-25 hard copies every month. If clues are emailed to members you will only need about 5 hard copies each month.
Gift	You may want to give a small gift to each member that does the mystery quilt I gave napkins from the dollar store and the next year it was a label to use on their quilt. If you are real organized, you could have labels printed with VOQG and the year of the Mystery.
Enjoy	Enjoy the process. You will always learn something.
Newsletter	Several times (2 or 3) during the year write a short article reminding members of their assignment—keep the excitement going. Email, US mail or hand to the newsletter editor for publication.

Reimbursement for Expenses:

Budget Amt. \$100

- 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.