

THEME 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)

Theme Quilt—A quilt design is chosen that will give participants a completed block with each assignment. Participants will need to purchase the pattern and complete the blocks as assigned. After each assignment, those participating show their completed blocks to the membership. At the end of the year, participants have a completed quilt top which is shown to the membership, usually in December. Participation is optional.

Duties:

Task	Description
December/ January	Select pattern for next year's quilt. Write an article for the newsletter giving the particulars and submit to the newsletter editor for publication.
January	Announce to membership pattern and give assignment.
Feb – Sept	Encourage members to show completed assignment from the previous month. Remind members of the next assignment.
Oct – Nov	Time for members to finish their quilt for the December show. (assemble, quilt, binding, sleeve, label)
December	Theme Quilt Show to the members of the Guild
2 more times	Write a newsletter article to keep members excited about what they're doing.

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.