

Service Project Committee Job Description

As a member of the Board of Directors, the Service Project Chairperson has a vote on that board and should plan to attend meetings of the Board of Directors.

A. Quilt Guild Fabrics:

1. Store all tubs of fabrics by category for easy access.
2. Receive any fabric donations.
 - a. Sort through donated fabric to make sure it is clean, of piecing quality, and in usable condition.
 - b. Separate into groups, i.e., yardage, fat quarters, strips, scrap pieces, etc. If not, then cut fabric into above categories.
 - c. Wash and iron any fabric that needs it. It is appropriate to ask guild members to help the committee by doing this for you.
3. Create kits of your choice from fabrics, keeping patterns in the beginner to intermediate skill range. Try to supply all fabrics needed for a pieced top in each kit. If all fabrics needed are not available, make notations in kit description so guild members are aware of that fact. When quilt top is returned, then add the batting, backing, and binding material. Also put in a quilt label if possible.
4. NOTE: We found the hardest job is getting someone to quilt the finished top!
5. Use your \$200 budget to purchase batting, as this is hardly ever donated. At the meetings, ask for donations of the things you may need. i.e., batting, backing, ideas for quick or easy quilt patterns, bags for quilt kits, etc.
6. Make a notebook to keep a written record of what goes out and comes in, so you can thank people for their help in piecing a top, quilting it, and/or binding it. Have them "Show and Tell" the finished project before they turn it in to you! Check for a quilt label on each quilt after the binding step. There are people willing to sew on the labels during chapter meeting time.
7. ANYONE can always add materials or quilt a finished top as part of their donation.

B. Prepare for Service Project Work Sessions:

1. Plan with Chapter Program Chairpersons and with Chapter Presidents to decide when Service Project work sessions will be held during the year at chapter meetings. I strongly suggest no January or February dates, for obvious reasons.
2. Pick pattern or patterns that you want to use. Something new and easy for beginner and intermediate skill levels.
3. Pull fabrics and co-ordinate materials for the quilt kits. Try to have 20 to 30 kits ready for each chapter meeting work session.
4. Preside over and orchestrate the work sessions. It would be helpful to ask 1 or 2 people to help with this, because it gets very hectic at the beginning. Be sure that these helpers are familiar with the kits' patterns and directions.

C. Quilt Donations to Organizations:

1. Get list of names of 501 (c)(3) Non-profit Organizations, their contact persons, and phone numbers from the previous Service Project Chairperson.

2. Contact those contact people and find out what their client needs are, as far as sizes of quilts that will fit their needs and numbers of quilts. Let the contact person know who you are, that you represent BTQG and explain what our members would like to do. Explain that quilts are to be donated to individual clients.
3. Set up an appointment to take quilts to the non-profit agency. Be sure that all quilts have a “donated by BTQG” sewn-in label. Be prompt, courteous and sincere during the delivery meeting. Make note of what was delivered so you can report it at the next Board meeting and post it in the next newsletter.

Submitted by Connie Richards,
Service Project Chairperson, 2022-23