

<b>Cuddle Quilts Committee</b>				
<b># Members</b>	<b>Term</b>	<b>Meetings/year</b>	<b>Required by LQG By-Laws</b>	<b>Last updated</b>
<b>Varies</b>	<b>None</b>	<b>Varies</b>	<b>NO</b>	<b>11/2017</b>

### **Purpose**

The Cuddle Quilts Committee is responsible for one of the major community service projects of Lincoln Quilters Guild. Members of the Committee make donation quilts and kits for donation quilts. The Chair of the Committee distributes donation quilts to those in need throughout the community.

### **Process for Adding New Members**

Membership in the Cuddle Quilts Committee is completely voluntary. Members may join and leave as they choose. 1 committee member serves as the Committee Chair.

### **Duties of Committee Members**

1. Assist with construction and completion of donation quilts. Assist with creation of kits to be used by LQG members for creation of donation quilts.

### **Duties of Committee Chair**

1. Organize quilting sessions throughout the year.
2. Keep an accurate record of donation quilts distributed to organizations. Provide a written report to the LQG Secretary at the end of the year. This report should include the following information:
  - a. Number of quilts completed and donated.
  - b. Names of organizations receiving Cuddle Quilts, number of quilts received, and contact person at each distribution site.
  - c. Number of LQG members participating, including names of dedicated individuals and small groups.
3. Provide information to LQG members about meeting times for quilting sessions, news of quilt distributions, special donations, etc.
4. Let small groups/membership know of the needs of the Cuddle Quilt committee, such as a need for more helpers at certain times, need for donation of material, notions, or batting, etc.
5. Be available to small groups to coordinate and distribute materials, quilts in process, etc.
6. When using Guild monies, purchase consumable supplies only (no furnishings, for instance) for construction/completion of Cuddle Quilts. This would include: fabric, batting, thread, etc. The exception to this provision would be re-usable signs (vinyl, fabric, or otherwise). All purchases should be properly documented for the LQG Treasurer.
7. Submit annual budget request to Board and Treasurer in accordance with Guild timing guidelines. Operate within the budgeted amount.
8. Two shelves are designated for storage of Cuddle Quilt supplies in the Resource Room. When the shelves are full, another location will need to be used for overflow.
9. Only one roll of batting should be purchased at a time so that supplies will fit on the two shelves. Order a roll of low-loft batting for those who wish to quilt by hand or machine.
10. Committee members should not cut donated quilt tops to fit pre-cut backings and battings. Cut the backings and battings larger. Batting and backing fabric needs to be 4" larger than quilt top. Please label quilts for "quilting" or "tying."

*Enjoy your work on this committee. Your enthusiasm carries over to others!  
Thank you for serving Lincoln Quilters Guild!*

11. No awards are given to individuals who donate supplies; donate completed blocks, tops, or quilts; and/or provide quilting services. A general “thank you” to all who help is sufficient. An individual may request a donation receipt that can be used for tax purposes.
12. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
13. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

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