

The Hearts & Hands/ECA Quilters' Guild Standard Operating Procedures



HEARTS & HANDS /ECA
QUILTERS' GUILD
PO BOX 162

February 2026

Hearts & Hands/ECA Quilters' Guild Standard Operating Procedures

These Standard Operating Procedures are meant to be informative and used as a guide in conjunction with the Guild's By-laws. These procedures do not take precedence over the By-laws and will not be used in lieu of the Bylaws. These procedures are to be treated as a dynamic document that is updated regularly by the Guild's Executive Board.

Procedures for Membership

The Hearts & Hands/ECA Quilters' Guild was started in 1999 and has grown steadily. The Guild is a non-profit organization (Tax Code 501(c)) whose primary objective is to promote and perpetuate the art of quilting. The Guild's work is designed to benefit and educate all persons interested in preserving and advancing this art.

Membership is open to anyone 18 years of age or older and is not restricted to quilters only. Junior membership is open to anyone 15 - 17 with a guild sponsor. Anyone interested in the art of quilting or who appreciates quilts and quilting may join. Visitors and guests are always welcome at the guild meetings. They are asked to sign in in the membership log before the meeting.

1. Annual dues are \$25 and payable in October for the next calendar year. Anyone joining after May 31st will pay \$12.50 for the remainder of the membership year.
2. A person may attend two (2) consecutive meetings as a guest before joining the Guild.
3. Nametags are recommended to be worn by each Guild member. During the business meeting, the names of all members wearing their nametags will be entered into a drawing for a small gift.
4. Guild members may choose to participate in any, all, or none of the guilds' special activities: Block of the Month, Exchanges, Challenges, Sew Days, UFOs, and charity donations.
5. Guild members are required to sell 20 tickets for the guild's bi-annual raffle quilt or make an equivalent monetary contribution.

Procedures for Meetings

The Hearts & Hands/ECA Quilters' Guild meets on the first Saturday of the month unless otherwise announced. The meetings are typically held at the McSwain Extension Center on Tramway Road in Sanford, NC. The meeting/sew day is from 9 a.m. to 4 p.m. with the official business meeting starting at Noon. Meetings may be rescheduled due to holidays or other scheduling conflicts. A sample agenda for the meeting is in Appendix A. Sew Days are held on the third Saturday of the month and do not include a formal meeting. Guild members are responsible for opening and closing the Extension Center for Meetings and Sew Days. Instructions for opening and closing the Extension Center are in Appendix B of this SOP.

Inclement Weather Policy

The McSwain Extension Center is closed when the Lee County Government is closed due to inclement weather. If the center is going to be closed on a Friday, the guild can request to pick up the keys on Thursday if the weather may improve before Saturday.

Show and Share Procedures

Members are encouraged to show their finished quilting projects and share both personal and quilting news. This is an inspiring and fun part of the gathering. Members see new techniques and patterns and gain new ideas to try.

Workshop Procedures

The Guild offers workshops each year. the goal is to have at least one professional instructor for classes and/or lectures per year. The Guild also offers Workshops taught by our own guild members. Workshop policies are as follows:

1. Costs for professional teacher workshops are divided between the guild and members participating in the workshop. Cost per member will be announced prior to registration for the class. Costs for member taught classes are limited to cost of materials or tools required.
2. The workshop fee is NOT refundable without prior notification, nor may the fees be transferred from one workshop to another, except for illness or family/employment emergency (with Executive Board Approval).
3. Pre-registration for professional workshops is required to ensure there is enough interest to hold the class.
4. Workshops normally run from 9:00 AM to 4:00 PM unless otherwise stated. Early arrival is advised to allow time for setup before class begins. Doors will be open by 8:30 a.m. Please be responsible for cleaning the work area of scraps and thread.
5. Additional fees such as the cost for kits, books, rulers, etc. will be announced before signing up for the workshop.
6. Workshops with professional teachers require a contract usually negotiated and signed by the Vice President. The cost of the workshop is normally a set fee, plus mileage and lunch. Some teachers have their own contract forms. If the instructor does not have a form, the guild form is contained in Appendix C.

Quilt Show Procedures

After completing their "labors of love", the guild members like to show them off, and they do this by sponsoring a quilt show every two years in the fall of odd numbered years. The Quilt Show is a big event for the guild. It is a professionally judged show

Quilt Shows in previous years have featured vendors, an heirloom quality raffle quilt, a guild boutique, book sales and a bed turning or trunk show.

The Quilt Show is run by a Special Committee Chairman appointed by the Guild President. The Quilt Show Chairman appoints members to assist her in the demanding activity.

1. The Guild Boutique has been very successful and offers every guild member an opportunity to contribute to the guild. The guild boutique is stocked with all handmade items such as quilts, potholders, scarves, pincushions, sewing bags, purses etc. Proceeds from donated items are retained by the Guild.
2. There is a separate Quilt Show SOP

Procedures for the Guild Community Service Projects

Each year the Guild membership decides what charity projects to support. In the past this has included Quilts for Veterans, pillowcases for Lee County foster children, the Lee County Partnership for Children, the Armed Forces YMCA quilt program, the Ronald McDonald House, CUOC, and Victory Junction. Your time and effort providing charity quilts are very much appreciated by the recipients. The Guild provides batting to guild members for making charity items. When members donate quilted items for community service/charity giving, their names are written down for a prize drawing at the December social.

Community Service Quilts – Quilts for Veterans (Q4V)

Quilts for Veterans Program Guidelines

As a community service project, Guild members have chosen to donate four (4) patriotic quilts a year to area Veterans. These four quilts will be presented to/for local area Veterans through the Guild Q4V Chair and the Lee County VFW.

In addition to donations to Veterans through the VFW, Guild members are encouraged to make additional quilts and nominate Veterans to receive a patriotic quilt.

Requirements

- Each Quilt for Veterans (Q4V) should be 60” x 76” finished size.
- Each Q4V must be made in red, white and blue washable fabrics.
- Each Q4V may be machine or hand pieced and quilted.
- Each Q4V should have a label on the back with the Guild’s name and date.

Eligibility:

The Q4V is intended for any Veteran who has honorably served in the U.S. military for any length of time, including those currently serving on active duty.

The Lee County VFW will determine which Veterans receive quilts donated to the VFW. Nominations from Guild members for any additional patriotic quilts should include the following information:

- Full name of Veteran
- Branch of Armed Forces
- Dates served (years)

A list will be maintained with Guild minutes for nominations from Guild members, and quilts will be donated on a first come, first served basis as quilts are available unless there is an urgent need.

The submission form is Appendix D.

Community Service Quilts—Victory Junction

Victory Junction is a medically safe, yet exhilarating camp, that challenges children who have a serious medical condition to try things they never imagined possible. The camp is located in Randleman, North Carolina and was started by The Petty Family (NASCAR racing fame) in honor of Adam Petty. It was Adam's dream to create such a camp after he visited a similar place in Florida. Sadly, Adam died at the age of 19 in a crash during a racing practice lap.

Today the camp hosts "family weekends" for guest ages 3-16, boys and girls who stay at the camp with parents or guardians. In the summer, the camp hosts sessions for campers ages 9-16 for one week; no parents allowed...just like real campers.

Victory Junction's Bears and Blankets program ensures that each guest/camper is sent home with a stuffed bear (also donated by sewers and crafters throughout the year) and a blanket; in our case a quilt. They routinely disburse approximately 1200 items annually.

Wheelchair quilts should be approximately 36x42. Quilts as throws should be approximately 48x60. If you make larger ones, please keep it around 60x72 and if possible, the larger ones should fit a more mature/teenager theme. The biggest need is for the medium to smaller sizes; 36x42 and 48x60. Novelty fabrics, bright colors, team/sports, and animals are good selections for quilts.

Quilts are typically delivered in person by guild representatives in April and/or May. Collection times will be mentioned in guild meetings.

Community Service – Items for Haven House

The guild collects toiletries for Haven House (the local domestic abuse shelter) usually in the summer as they are overwhelmed during the Christmas season. Typical products that are requested is at Appendix E.

Membership Procedures

The membership chairperson is responsible welcoming new members to the guild and collecting their dues, their membership questionnaire (Appendix F) and ordering their guild nametag. The chair is also responsible for collecting renewal membership dues and questionnaires in October every year. The membership chair is also responsible for guild attendance log. The chair maintains the guild contact roster which is provided to the membership and updated as new members join or contact information changes. The chair also maintains an Emergency Contact roster which is stored in the Guild resource cart and rosters listing teaching and service availability which is provided to the President, the Program Chairperson and the Nominating Chairperson as needed. The chair provides an information sheet about the guild to new members (contained in Appendix F) and also provides membership cards to the guild members each year.

Web Page/Official E-Mail Procedures

The Guild maintains a web page at www.heartsandhandsnc.org/ which is used to share information about workshops, quilt shows and other quilt news. Community events are updated on a quarterly basis.

The webmaster is responsible for paying the GoDaddy and email fees on an annual basis; this payment is reimbursed from the guild treasury. The webmaster also updates the list of officers, post Q4V photographs and updates the community service activities of the guild annually. Block of the Month (BOM) and meeting dates are posted within a week of being received by the webmaster.

During quilt show years, the webmaster creates a Quilt Show page, creates a button on the Home Page which links to the quilt show flyer, entry rules and forms and a vendors list. After the show, the webmaster posts pictures of the show quilts and a winners list.

The guild maintains an official email account at info@heartsandhandsnc.org. This account is monitored by the Guild President

Publicity Procedures

The Publicity Chairperson is responsible for maintaining the Guild Facebook page at www.facebook.com/Hearts.and.Hands.Quilters/ . The chair posts quilt pictures from guild meetings and other guild news on a regular basis.

The guild has an Instagram account which is also managed by the publicity chairperson at

hearts_and_hands_quilt_guild

The guild also generates publicity for the Quilt Show and the Beginner's Workshop by through displaying our raffle quilt or the sample beginner's quilt at marketplaces and quilt shows. The guidelines for doing this and a checklist are at Appendix G.

Finance Procedures

The guild Treasurer is responsible for the following duties

Filing the annual Federal Form 990. This is done in January and is required for the guild to maintain its tax-exempt status.

The treasurer submits a request for sales tax refund using NC DOR forms 585 and 536a twice a year. The form is filed in July for the first six months of the year and in January of the following year for the last six months.

The treasurer provides reimbursement to members for items that they have purchased for the guild. Members are required to submit the Guild Reimbursement Form (Appendix H) along with receipts in order to be paid. Reimbursement should be made in a timely manner usually within a week.

The treasurer makes direct payments to contractors for services /supplies for items provided to the guild.

The treasurer presents a monthly treasurer's report to the Guild at each general membership meeting. The report is placed on file for audit. At the end of the year, copies of the reports are provided to the Guild Historian for the archives. A sample is attached as Appendix I.

The treasurer also maintains an annual financial summary. A sample is attached as Appendix J. The treasurer is audited on an annual basis in January by 2 members of the guild. Items required at this audit are the checkbook, the treasurer's reports, bank statements and the financial summary.

Payment Procedures

Funds are often exchanged during guild meetings. Raffle Treasure tickets are normally purchased just prior to the guild business meeting and members are given a ticket in exchange for their money. Funds are also collected for dues and for participation in some classes, either for supplies or to pay a professional teacher. In order to safeguard the money, it is preferable that these transactions take place directly after the business meeting. This allows the personnel accepting the funds to have time to properly record the transaction and to provide receipts as needed while still being able to take part in guild classes. This is also when reimbursements forms should be given to the treasurer.

Sunshine Procedures

The Sunshine Committee ensures cards are sent to Guild members who may be ill, have had a death in the family, or just need encouragement. Members are asked to inform the Sunshine Chair if they know of a fellow Guild member who may fit these categories.

Memorial Procedures

The Guild provides a memorial contribution for members who have lost a spouse or who have passed away. This is normally provided in a contribution to a charity of the member's choice as requested by the family or as noted in an obituary. Usually this consists of a \$100 contribution. Members are asked to inform the President if they know of a fellow Guild member who may fit these categories.

Birthday Recognition

Member's birthdays are announced during the Business Meeting or through an email announcement when meetings are cancelled. Members who choose not to list their birthday (month/day) on the Guild roster will not be recognized.

Archive Procedures

The Historian holds the master digital copy of all guild documents including but not limited to the By-Laws, the Guild SOP, the membership questionnaire, the reimbursement form, the teaching contract, the treasurer's report, the financial summary and the tri-fold guild brochure. At the end of each calendar year, a copy of the minutes for that year, the monthly treasurer's report and the financial summary. The Historian also maintains the guild resource cart.

Annual Community Service Report (Community Volunteer Units (CVU))

Guild members are responsible for reporting their volunteer hours to the ECA through use of the Revised Yearly Report Form, which appears online at fcs.ces.ncsu.edu/eca-3. The report to the state at NCSU is done digitally through a form provided on the Community Section of the NC Extension Family and Consumer Sciences webpage and is due annually the 1st of December.

In order to do this, members must estimate their hours for the month of December.

Year runs January -December
County: Lee
Liaison Agent: Ashley Szilavy
Scholarship: No

The list of questions on the report can be found at Appendix K of this SOP.

Hospitality and Raffle Treasures

The Hospitality Chairperson is responsible for running the Raffle Treasures program and enlisting members to serve as hostesses for each guild meeting other than the holiday social. Two members are asked to do this each month. The Guild provides paper products and utensils. The hostesses typically provide a savory appetizer and a dessert. Raffle Treasures are also provided by the hostesses. It is recommended that each Raffle Treasure contain approximately \$12 - \$15 worth of items. The food for the holiday social is provided by the guild and arrangements for the social and for any Veteran's Recognition Ceremony are also the responsibility of the chair.

Quilt Challenges

The Quilt Show committee selects a challenge for quilt show. The intent is to challenge members to make something to share with others whether or not they enter anything else in the show. There is no entry fee for the Challenge quilt. The challenge quilts may be judged by the Show judge or by the another outside party.

Appendix A – Sample Agenda

**Hearts and Hands /ECA Quilters’ Guild Agenda
Month Day, Year**

Welcome/Birthdays/Announcements - Happy Birthday to (from roster)
Raffle Treasures – Provided by (from calendar)

Minutes – the minutes from the Month meeting were published ...(additions, corrections, deletions)

Treasurer’s Report –

Old Business:

BOM for Next Month –

New Business:

Other:

BOM Drawing –
Fat Quarter Drawing
Nametag Drawing
Raffle Treasures Drawing
Show and Share

Sew Day – Date

Opening:

Closing:

Next Month (Month Day, Year) –

Opening:

Closing:

Raffle Treasures:

Program (if not discussed in old or new business)

Remember to Sign the Attendance Book

Appendix B – Opening and Closing the McSwain Extension Center

Opening:

- Call the Extension Center and arrange to pick up the key on Friday
- Pick up the key on Friday from the Administrative Assistant
- Notify the guild president that you have picked up the keys by 3 pm
- Unlock an entry door to the building at 9 am
- Unlock the auditorium/classroom area
- Turn on the lights
- Prop the side door open (not the automatic side)
- Open the curtains and the blinds
- Start getting out ironing boards and irons
- Get a large cutting mat from the kitchen

Closing:

- Unplug the irons to let them cool
- Empty the irons and the water bottles into the sink in the catering kitchen (if water was used)
- Put away the ironing boards, irons and any cord reels. If an iron is hot, set it on one of the tables in the closet.
- Put the cutting boards back in the kitchen
- Check the floor for thread, fabric scraps, pins. Run the carpet sweeper if there is too much on the floor to pick up by hand
- Close the blinds and the curtains
- Turn off the kitchen lights
- Close up the kitchen
- Turn out all the lights; some need to be turned off from the stage areas.
- Lock the classroom area
- Put the keys in the bottom drawer of the cabinet next to the soda machine
- Take the garbage out to the dumpster
- Leave the building checking to make sure the door closed behind you. If you forget to put away the keys, you will need to return them on Monday. You cannot re-enter the building after 5pm due to the alarm system.

Appendix C – Instructor Contract

HEARTS AND HANDS ECA QUILTERS’ GUILD GUEST SPEAKER CONTRACT

This contract constitutes an agreement between the guest speaker/instructor and the Hearts and Hands ECA Quilters’ Guild for the provision of the following services as set forth below:

Workshop Title:
Workshop Fee:
Date of Workshop:

Time: Set-up will begin at 9:00 am; workshop will begin at 9:30am and end at 4:00pm (approximately)

Length of Workshop: 6 hours (approximately) with lunch break;

Maximum Class Size: _____

Location: McSwain Agricultural Center
2420 Tramway Road
Sanford, NC 27330

Please note the items you need provided by the guild for the workshop:

Screen _____ (Speaker to provide own projector)
Extension Cord(s) _____
Quilt Rack(s) _____
Display Table(s) _____
Other _____

Travel/ Auto travel: Mileage will be paid at the IRS Reimbursement Rate in effect at the time of the contract signing (Approximate miles round trip____)

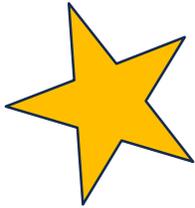
Lunch during the workshop will be provided by the Guild.

Cancellation: This contract may be cancelled without penalty by either party with a four-week notice prior to engagement date. Please sign, date and return one copy of this contract to the Hearts and Hands ECA Program Chair as noted below. If the contract needs to be cancelled by either party due to inclement weather or venue unavailability, the parties will endeavor to reschedule at a time amenable to both.

Speaker Name: _____
Address: _____
Telephone Number: _____
Email Address: _____

Signature: _____ Date: _____

Hearts and Hands ECA Program Chair:
Signature: _____ Date: _____



“Quilts for Veterans” Request Form



Hearts and Hands/ECA Quilters’ Guild Sanford,
NC

Nominations may be given by any guild member of the Hearts and Hands/ECA Quilters’ Guild.

Any veteran who has honorably served in the U.S. military for any length of time, as well as anyone currently serving on active duty, is eligible.

Quilts will be awarded throughout the year as they become available, either in group ceremonies or individual presentations.

Date of Nomination: _____ **Guild Member:** _____

Nomination:

Full name of Veteran: _____

Address: _____

Phone Number: _____ Email Address: _____

Branch of Armed Forces: _____

Dates Served: From: _____ To: _____

Awards and recognitions earned while serving _____

Would this person prefer a private presentation or a group presentation? _____

Are there any special considerations about this nominee? _____

Date Quilt Presented: _____ Location of Presentation: _____



Appendix E - Haven House Items

The Haven House website has a link to an Amazon wish list.

It includes things like:

- Shampoo
- Conditioner
- Hair brushes
- Combs
- Feminine sanitary items
- Deodorant
- Toothbrushes
- Pillows
- Snacks for children
- Paper towels.
- Toilet paper
- Cleaning supplies
- Hair ties.
- Laundry detergent packs

Appendix F – Membership Questionnaire and Information Sheet

Hearts and Hands/ECA Quilters’ Guild Membership Questionnaire

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Birthday (M/D): _____

Home Phone Number: _____ Cell Phone: _____

Emergency Contact: _____ Phone Number: _____

Food Allergy: _____ Veteran (Y/N): _____ Favorite Color: _____

Quilting Experience: _____ New Quilter _____ Experienced Quilter _____ Advanced Quilter

I would like to learn (L) or teach (T):

I am willing to serve the Guild by:

Skill/Technique	L	T
Applique’, hand		
Applique’, machine		
Color selection		
Crazy quilt		
Hand quilt		
Machine quilting		
Trapunto		
Landscape		
Miniature quilts		
Foundation piecing		
English paper piecing		
Dyeing fabric		
Wearable art		
Quilt design		
Other:		
Other:		

Organizing trips	
Mentoring a new quilter	
Serving as an officer	
Serving as a chairperson	
Serving on a committee	
Nominating	
Quilt show	
By-law revision	
Hospitality	
Library	
Publicity	
Community projects	
Webmaster	
Membership	
Sunshine	

_____ As a member of the Hearts and Hands/ECA Quilters’ Guild and in accordance with the By-Laws of the Guild, I agree to be responsible for the sale of a minimum of 20 tickets for any Hearts and Hands raffle quilt.

Signature: _____ Date: _____

HEARTS AND HANDS/ECA QUILTERS GUILD MEMBERSHIP INFORMATION

1. A person may attend 2 meetings as a guest before joining the Guild. Meetings are held on the 1st Saturday of the month, unless rescheduled due to a holiday or building availability. The formal business meeting is held at noon on each meeting day. The building is opened by a guild volunteer at 9 a.m. who has picked up the key to the building on Friday and is closed by another member. All attendees are responsible for tidying their areas and helping to put away equipment such as ironing boards, cord reels, etc.
2. We would like nametags to be worn by each Guild member. The Guild provides an engraved plastic nametag and we also make a quilted nametag holder that is attached to the nametag and redesigned every two years to coordinate with the Guild raffle quilt. Members are rewarded for wearing their nametags by being included in a monthly drawing for a small sewing notion.
3. Before the business meeting we eat lunch and during the meeting we hold a raffle for gift bags (raffle treasures) which are donated by members; raffle treasure tickets are sold by the Hospitality Chairperson. Members also volunteer to bring desserts and appetizers to share. At the end of the meeting, we have a Show and Share.
4. Sew Days are usually held on the 3rd Saturday of each month. These are casual days and there is no formal meeting on these days. The building is opened by a volunteer at 9 a.m.
5. The Guild holds classes on many meeting days. These classes are usually free and are taught by Guild members. Participation is voluntary but we ask that those not participating in the class are quiet while instruction is occurring. During other meetings the guild may work together on a charity project.
6. The Guild also sponsors one or two professionally taught classes/lectures most years. The cost for these varies and is subsidized by the Guild so that members usually pay around half the cost and also purchase any patterns that are required for the class.
7. Guild members may choose to participate in any, all or none of the Guild's special activities such as Block of the Month, challenges, charity quilts, pillowcases or block exchanges.

8. The Guild holds a biennial quilt show on the third weekend of October of odd numbered years. Members are encouraged to enter quilts in the show and to volunteer to work at the show. Guild members are also encouraged to donate items for the Guild's boutique which is held in conjunction with the show. The quilt show, boutique and raffle quilt are the Guild's major money-making activities.
 9. The Guild also makes a raffle quilt during the quilt show year. Members are encouraged to participate in making the quilt. Each member is required to sell 20 tickets for the quilt. This requirement is stated on the membership form.
 10. As a part of the Extension Community Association (ECA), guild members are strongly encouraged to keep track of all their volunteer hours in the community. These hours and related data are required to be submitted to the Extension Center semiannually and to the state ECA annually. This is part of the Guild's agreement to use the Extension Center for meetings and sew days. Members are also asked to support ECA by participating in ECA programs and events such as Ag Week (April), the Lee County Regional Fair (September) and to assist with Crazy Quilters 4H.
 11. Annual membership runs from Jan – Dec of the calendar year. Membership dues are due in October for the next year. A portion of the yearly dues is for ECA membership.
 12. The guild holds a holiday social in December each year. We have a gift exchange, lunch and games in addition to the normal business meeting.
-

Appendix G – Procedures for Fiber Arts Market and Quilt Show Displays

(Note: these procedures apply specifically to the Fiber Arts Market; they can be adapted for other venues.)

Request a space from Quilter's Gallery approximately 1 month before the event.

Fill out the required paperwork and ask for a table and 2 chairs.

Get cash from the bank for the money box (\$200 - \$100 in 5's; \$50 in 10's and \$50 in 1's) a couple of days prior to the event.

On the Thursday afternoon prior to the event, a volunteer needs to go to the Wicker Center and determine the location of the guild space. Ideally this should be one of the people working the first shift on Friday.

Before the event, obtain all the necessary printed documents for the show. These may include Save the Date cards for the quilt show, the guild Tri-Fold information brochure, raffle tickets, a sign showing the raffle quilt ticket price, a framed poster for the Beginners' Workshop and workshop flyers. These items need to be taken to the Wicker Center on Friday morning.

The following other items need to be available: the guild table banner with hanging clips or the guild wall banner if there is no raffle quilt, the quilt stand, the raffle quilt and the workshop sample quilt.

Request an easel for the poster from the Wicker Center.

Have the following supplies available: Pens, rubber bands, a clip to show the back side of the raffle quilt, a box for ticket stubs, note paper and receipts for any cash payments for the workshop.

Prior to the event, arrange some raffle quilt tickets in groups of 6 (when selling the tickets at 6 for \$5). Tickets should be sold in numbered order to simplify reconciling money and tickets sold.

Sign up members to man the guild booth; 2 volunteers per shift with 4 to 5 shifts per day. All volunteers must pay admission fee unless free passes are received.

Set-up for the event begins at 8:30 a.m. on Friday.

A volunteer from the final shift on Friday must take the money box home and pass it to one of the volunteers who is working the first shift on Saturday or bring it to the Wicker Center on Saturday morning prior to 9:00 a.m.

The volunteers for the final shift on Saturday are responsible for transporting all the guild items and returning them to the Extension at the next guild meeting. Money collected needs to be given to the guild treasurer or president. Ticket stubs should go to the member in charge of tickets or the quilt show chairman. Information on workshop attendees should be given to the person in charge of the workshop.

Note: These procedures may vary depending on whether or not it is a quilt show year and if there is a Beginners' Workshop. Procedures will be similar for events where the raffle quilt is displayed at another site or quilt show.

Display Checklist

- Volunteer Schedule
 - Raffle Quilt, Quilt Rack and Tickets)
 - Workshop Quilt sample ()
 - Workshop flyers (
 - Workshop Poster
 - Quilt show “Save the Date” cards
 - Trifold Guild Brochure
 - Membership questionnaire
 - Table Banner and hardware
 - Receipt booklet (if someone registers for the workshop and pays in cash or wants a receipt for a check)
 - Money Box with change
 - Fiber Arts starts at 0900; set up team needs to be there at 0830
 - Someone to keep money overnight and bring back the next morning
 - Someone to hold the money at the end and take charge of all materials
-

Appendix J – Annual Financial Summary

(Note: the actual form is an Excel or Numbers spreadsheet)

Income & Expenses YYYY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Christmas Party													\$0.00
Classes for Community													\$0.00
Classes& Pgms for Hrt&Hnds													\$0.00
Comm service /donations/QOV													\$0.00
Member nametag fees													\$0.00
ECA Dues													\$0.00
Flowers etc.													\$0.00
Donations Income													\$0.00
PO Box rental fees													\$0.00
Hostess Supplies													\$0.00
Interest on Checking Acct.													\$0.00
Guild expenses, IRS fee, etc													\$0.00
Member Dues Received													\$0.00
Misc ECA Exp./ Receipts													\$0.00
Misc Expenses													\$0.00
NC Sales Tax Refund													\$0.00
Office Supplies, postage													\$0.00
Quilt Show from Breakdown													\$0.00
Raffle Treasure													\$0.00
UFO, Com Ser, Nametag Prizes													\$0.00
Website Expense													\$0.00
Total Monthly Totals	\$0.00												
Quilt Show Breakdown	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Admissions Income													\$0.00
Advertising													\$0.00
Boutique Exp. & Income													\$0.00
Civic Center Rent & Security													\$0.00
Donations Income for QS													\$0.00
Raffle Basket													\$0.00
Hospitality/Vendor Food													\$0.00
Judges Fee & Expense													\$0.00
4H Helpers Hanging etc.													\$0.00
Miscellaneous Expense													\$0.00
Office Supplies Expense													\$0.00
Pipe and Drape													\$0.00
Postage Expense													\$0.00
Printing Expense													\$0.00
Prize Expense													\$0.00
Quilt Show Entry Fee Income													\$0.00
Quilt Show Insurance													\$0.00
Raffle Quilt Exp. & Income													\$0.00
Ribbons Expense													\$0.00
Vendor booths inc. & exp.													\$0.00
Quilt Show Total	\$0.00												

Appendix K – ECA Annual Report Questions

Full Name, First & Last

Email Address

Phone Number

County – Lee

What year did you join the ECA

Liaison Agent – Ashley Szilavy

Hours spent on ECA& Other Extension Activities

Hours spent on Community Partners Programs/Activities

TOTAL Hours volunteered

TOTAL Number of people reached

TOTAL Dollars contributed

TOTAL Items donated

Does your county give scholarships – No

If yes to the question above; how many do they give; how much are they worth

