

# Procedure for Community Service Quilt Donations

## Guidelines for Contributing Quilts

Community Service is currently accepting quilt donations for Southwest Family Advocacy, Hospice of the Valley, and Luke Air Force Base. Below is an outline of the procedure for contributing your quilts:

## Where to Find Quilt Patterns

Patterns for making quilts are conveniently located in the white binder within cabinet 104S. You will also find:

- Information sheets enclosed in baggies, which include a label for the quilt and a safety pin for attaching it. These sheets are attached to the inside of this cabinet door. This form is also available on our website (under charity forms) for downloading.
- Fabric ties to bundle up your quilt during processing.

You are welcome to use these materials or opt for a preferred pattern or design of your own.

## Themed Fabrics for Men and Adolescent Boys

Recognizing the challenge in sourcing fabric for men and adolescent boys, themed fabrics have been thoughtfully placed in bags at the bottom of cabinet 104S. These can be used to create personalized quilts for these groups.

## Donation Intake Process

Once your quilt is completed, place it in cabinet 104S. This ensures all donations are properly processed and stored. If the cabinet looks full, please contact Teri Stiepel. Please don't find an alternative place to store your donated quilt.

## Fabric Resources

You are free to use your own fabric; however, Community Service offers a generous supply of materials organized as follows:

- Bins sorted by color are located in the Community Service fabric cabinets.
- Pieced Backing, Bindings, and Borders: Larger fabric lengths of one yard or more are stored in a cabinet labeled "backings."
- Special Fabrics: Flannels and homespun fabrics are recommended for their versatility and comfort.

## Maintaining Organization

To ensure an efficient process for everyone:

- Keep bins and cabinets tidy after use.

- Return materials to their designated spots for the next contributor.

These steps aim to streamline the quilt donation process while providing resources and guidance for participants. Thank you for joining this effort to support the community. Your contributions make a meaningful difference!

# Steps to Finish Your Quilt

## Guidelines for Completing and Donating Your Quilt

### What to Do When Your Quilt Top Is Ready

If you have completed the quilt top and are ready to finish it, follow these simple steps to ensure your quilt is processed and donated successfully:

#### Step 1: Prepare the Backing

- Create a backing that is 8 inches longer and wider than your quilt top.

#### Step 2: Complete the Information Sheet

- Fill out the provided information sheet, available in cabinet 104S.

#### Step 3: Make the Binding

- Cut a binding that is 8 inches longer than the total circumference of the quilt.
- Fold it lengthwise, press it with an iron, and place it into the information bag along with the completed information sheet.

#### Step 4: Obtain Batting

- Contact Carla Peccianti to request batting. Make sure you provide the exact dimensions of your quilt top for the batting.

#### Step 5: Finish the Quilt

- Quilt your piece, attach the binding, and add a label to the back of the finished quilt.
- Securely tie the quilt and attach the information sheet to it.

#### Step 6: Submit Your Quilt

Place the completed quilt cabinet 104S. If the cabinet is full and there is no room, contact Teri Stiepel for further assistance. Please don't find an alternative place to store your donated quilt.

These steps will ensure your quilt is ready for donation and properly processed. Thank you for your contribution to the Community Service effort!

# Instructions for Submitting a Quilt Top Without Quilting It

## Steps to Follow

- Step 1: Make a backing that is 8 inches longer and wider than the quilt top.
- Step 2: Fill out the information sheet completely.
- Step 3: Contact Carla Peccianti and provide her with the exact dimensions of your quilt top.
- Step 4: Create a binding that is 8 inches longer than the complete circumference of the quilt top. Fold the binding lengthwise, press it with an iron, and place it into the designated information bag. Include your phone number at the bottom of the sheet. Once the quilt has been quilted by a longarmer, you will be contacted to pick up the quilt for binding. Note: If you are unable to bind the quilt yourself, only a few volunteers may be available to assist.

This ensures all donated quilts remain accounted for and are processed within the established system, maintaining organization and efficiency for the Community Service team.

- Step 5: Secure the quilt with a fabric tie, attach the completed information sheet, and place the bundle in cabinet 104S. If the cabinet looks full, please contact Teri Stiepel. Please don't find an alternative place to store your donated quilt.

This process will ensure that your quilt top is ready for quilting and properly managed. Thank you for contributing to this effort!