

COMMUNITY OUTREACH

The President appoints a Community Outreach Chairperson to research Pasco County Charities, propose recipients for the Guild to support, and coordinate all charitable activities of the Guild. The Chair advises the Board of Directors of specific guidelines and needs associated with charitable organizations and projects. The committee is responsible to the Guild Board of Directors and complies with general guidelines for committees.

Duties Of Chair

The Community Outreach chair recruits individuals to lead the Community Outreach Sub-committees including, but not limited to, Opportunity Quilt, Opportunity Quilt Ticket Sales, Children's Quilts, and Scholarship. The Chair maintains records of the Guild's charitable donations, informs the Board of worthy charities, and projects for approval prior to the initiation of projects. The Chair informs the Guild membership of charity projects via Email, Newsletter, meeting announcements, and Website. The Chair provides an annual report to the Board of Directors. With assistance of the President, the Chair selects the creator of the designer of the next year's Opportunity Quilt.

Procedure

Guild members are invited to propose, in writing using the form on the next page (form is also available on Guild website), organizations and activities worthy of Guild support. All charities considered must be registered with the State of Florida. The Community Outreach Committee investigates charities considering the charity's goals, mission, funding, quality, and quantity of services provided. The chair creates and updates a file on each proposed charity including Name, Address, Phone Number and Contact Person. Information on individual charities will be available to the membership to assist in selecting charities and/or projects for Guild or individual support.

Sub-Committees Include:

- Annual Fine Arts Scholarship
- Opportunity Quilt
- Opportunity Quilt Ticket Sales
- Children's Quilts
- Coupons for the Military

WEST PASCO QUILTERS' GUILD INC.
NOMINATION FOR ORGANIZATION TO RECEIVE IN KIND DONATION

Name of Organization: _____

Address: _____

1st Contact Person: _____ **Phone:** _____

2nd Contact Person: _____ **Phone:** _____

State of Florida Charitable Solicitations # _____

Requests for an in kind donation (children's quilts, lap quilts, etc.) must be received by the West Pasco Quilters' Guild Charity Outreach Committee Chair no less than three (3) months before the date the donation is needed. Requests are made on a first come, first serve basis and must receive final approval by the Board.

Date Donation Needed: _____

Provide a description of the in kind donation you are requesting. e.g. 10 quilts for boys ages 7-12; 12 quilts for girls ages 7-15.

Give a brief description of the services that this organization provides to Pasco County. Attach informational flyers if desired.

NOMINATED BY: _____ **DATE:** _____