

COMMUNITY OUTREACH QUILT (COQ)

This is a sub-committee of Community Outreach Committee. This committee complies with all WPQG guidelines for Committee Chairs.

The Guild President and Community Outreach Chair select and appoint COQ Chair who reports directly to the Community Outreach Chair.

The COQ Chair is responsible for all aspects of selection and distribution of Community Outreach Quilts.

Duties of the Chair

The COQ Chair may select a committee of Guild members for the purpose of procuring quilts, reviewing charity nominations, making recommendations to the WPQG Board, and offering guidance to selected charities. The Charity Sew Chairman or designee should be a member of this committee.

A budget must be presented and approved each year. The COQ Chair is responsible for keeping all receipts and following proper procedures for reimbursements and recordkeeping. A record will be kept of all correspondence, applications, and quilt provenance.

The chair will maintain a file on each awarded quilt including charity name, contact information, award date, and result of fundraising.

Administrative Procedures

Community Outreach Quilts are donated directly to qualified Charitable Organizations (Charity), rather than funds, along with guidance as to how the charity can use the quilt for their own fundraiser.

Community Outreach Quilts may be awarded at any time during any year. More than one organization may be selected to receive a quilt during any given year based on quilt availability.

Selection Process

Potential charitable organizations may be identified in several ways:

- Guild Member may complete a request form. The liaison between the Guild and Charity during the entire fundraising process will be the WPQG nominating member.

-OR-

- Charitable Organization may directly request a quilt to be used in their fundraising activities. The Charity must complete the request form. The liaison between the Guild and Charity will be the Charity Sew Chairman or designee.

COQ request forms require the following information from the charitable organization: contact information, Florida Charity Solicitation number, IRS 501.c.3 number, charity's mission, funding, and services provided.

Request forms will be reviewed for completeness by COQ Chair and committee. Recommendations will be made to the WPQG Board.

Liaison with Charity

The Liaison will be responsible for the following:

- Communication between the WPQG and the charity
- Reviewing fundraising guidelines and suggestions with the charity
- Ensuring that the charity reports back to the WPQG with the amount of money raised by the organization when the fundraising is complete, or a status update at least every 6 months
- Completing the WPQG voucher with the amount of funds earned by the charity