

OPPORTUNITY QUILT

This is a Sub-Committee position of Community Outreach and the Chair is to report directly to the Community Outreach Chair. The President and Community Outreach Chair select and appoint this position. The Opportunity Quilt Chairperson is responsible for all aspects of designing the Opportunity Quilt for the next year.

Procedures

- Create a committee of 3-5 Guild members for the purpose of selecting a design that should appeal to both quilters and non-quilters.
- A budget needs to be approved for this project and the Chair is responsible for keeping all receipts and follow the standard procedure for reimbursements and record keeping.
- A copy of the records is kept in the **Opportunity Quilt Album** that should include fabric swatches along with names of everyone who worked on the opportunity quilt.

In order to maintain the Guild's reputation for excellence in quilting and ensure optimal success in the sewing, quilting process, and final product that reflects the high standards promoted by the Guild, the Board of Directors requests the following:

Materials:

- Use only 100% quilters quality cotton fabrics and threads.
- Pre-wash all fabric to prevent color running using a "Retayne" type product.
- Use batting appropriate to the method of quilting to be used.
- Purchase supplies at a well-established Quilt Shop.

Construction:

- Hand or Machine construction is acceptable.
- Enlist the assistance of as many WPQG members as possible.
- Consider how you plan to quilt the quilt while designing the pattern and select the marking technique.
- If the quilt is machine quilted, selection of a well-qualified quilter is necessary. Look for someone with a high standard of quality and request the quilting be donated if possible. Tax receipts are available for In-kind donation of quilting.
- The label should reflect some element of the quilt design. Proper listing on the label should be as follows: name of quilt, West Pasco Quilters' Guild, Inc., New Port Richey, Florida, date of completion, names of the designer, Guild members who worked on the quilt, and the charity receiving the funds.

A written appraisal of the quilt should be completed. A certified quilt appraiser must be used. The original appraisal should be included with the written document about the quilt in the **Opportunity Quilt Album**.

Timelines:

- The Designer and committee are selected in February of the even year (two years before the actual Quilt Show).
- In the even years, the nominations for the recipient of the funds are accepted from September-November. The member nominating the charity must submit the completed form that is at the end of this procedure and is also on the Guild website.
- In the even years, the Board of Directors narrows the choices to two at the December Board meeting and announces the finalists at the December membership meeting.
- The completed quilt top is unveiled at the December Party or Membership meeting.
- In the odd years at the January Guild meeting, the finalists give a presentation about their charity.
- In the odd years, Membership votes at the January Guild meeting for the recipient of the funds.
- In the odd years, the Opportunity tickets are printed in January and available for distribution and sale at the February meeting and continue to be sold until the quilt show in the even year. (currently 5,000 are printed)
- Quilting on the completed quilt top is to begin immediately after the unveiling.
- In the odd years, the quilt should be completed in April for the membership meeting.
- Scheduled public showing of the quilt for ticket sales opportunities should be scheduled as often as possible.

SAMPLE TICKET WITH REQUIRED WORDING

Ticket must include:

- Name, address and website address of the Guild.
- Name of the quilt and size of quilt.
- Beneficiary of funds.
- Date and location of drawing.
- Donation \$1.00.
- Winner need not be present.
- A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling the solicitation of contributions section at (800)HELPFLA(435-7352) within Florida. Registration does not imply endorsement, approval or recommendation by the state.
- West Pasco Quilters' Guild, Inc./SC10822

No. 2721

Name _____

Address _____

Phone _____



West Pasco Quilters' Guild, Inc.

P.O. Box 574 Port Richey, FL 34673
www.westpascoquilters.org

"Baltimore Gathering"

Queen Size 88"x 88"

Beneficiary: A.F.I.R.E. of Pasco County, Inc.

Drawing: February 16, 2017 @ 11:00 am • Winner need not be present to win
Location: NPR Recreation & Aquatic Center, 6630 Van Buren Street,
New Port Richey, FL 34653 • Donation: \$1.00

A copy of the official registration and financial information may be obtained from the division of consumer services by calling the solicitation of contributions section at (800)helpfla(435-7352) within Florida. Registration does not imply endorsement, approval or recommendation by the state.

West Pasco Quilter's Guild, Inc./SC-10822

No. 2721

West Pasco Quilters' Guild	Opportunity Quilt	Nomination Form
Mission:	Provide local charitable organizations with funds raised from ticket sales from the WPQG Opportunity Quilt	
Nominated Charitable Organization		
Mailing Address		
1st Contact: Name & Phone		
Email		
2 nd Contact: Name & Phone		
Email		
Florida Charity Solicitation #	(Required)	
Internal Revenue Service 501.c.3 #	(Required)	
Description of local services that organization provides (Attach any relevant flyers or documentation)		
Organization's sources of funding		
Responsibility of Nominated Organization:	Assist WPQG with the selling of tickets at fundraising events throughout the year and during the three days of the WPQG Biennial Quilt Show (February / even years)	
Organization's fund-raising events planned for the upcoming year		
<i>The <u>RESTRICTED</u> funds generated from Opportunity Quilt ticket sales can vary based on the success of ticket sales and the level of involvement of the nominated organization in the fundraising process [Refer to the back of this page for historical awards]</i>		
Description of a program or service that is underfunded or needs initial funding, where these <u>restricted</u> funds will be used		
<i>WPQG Nominator (Liaison) Agrees to serve on the Opportunity Quilt Fundraising Committee</i>		
WPQG Nominator (Liaison)		
WPQG Contact Information	West Pasco Quilters' Guild, Inc. P. O. Box 574, Port Richey, FL 34673 Contact us by email postmaster@westpascoquilters.org	

OPPORTUNITY QUILT FUNDRAISING SUB-COMMITTEE

This is a Sub-Committee of Community Outreach and the Chair reports directly to the Community Outreach Chair. The President and Community Outreach Chair select and appoint this position. The Opportunity Quilt Fundraising Chair is responsible for all aspects of the Opportunity Quilt Fundraising for the current Opportunity Quilt over the 12+ months preceding the Quilt Show.

Chair

- Oversee all aspects of the opportunity quilt fundraising process
- Recruit individuals to lead the fundraising sub-committees
- Work with the WPQG liaison who nominated the recipient of the fundraising efforts
- Submit WPQG newsletter articles as appropriate

Fundraising Sub-Committee Coordinators

The WPQG member who nominated the charity is expected to participate in the fund-raising activities. All Coordinators may recruit additional WPQG members to assist.

Ticket Coordinator

- Arrange for printing of tickets
- Track of all ticket sales and money collected
- Create and track prepackaged ticket bags
- Supply tickets for fundraising events, general meetings, etc.

General Meeting Table Coordinator

- Manage the Opportunity Quilt table at each WPQG general monthly meeting
- Display the Opportunity Quilt
- Sell tickets prior to the start of the meeting
- Distribute prepackaged ticket bags

Event Ticket Sales Coordinator

Identify events where additional ticket sales can take place such as:

- Events of the nominated charity
- Community events
- Other quilt shows

Coordinate event activities:

- Arrange for staffing of event
- Display the Opportunity Quilt
- Ticket sales

Quilt Show Coordinator

- Manage the Opportunity Quilt ticket sales table for the three days of the Quilt Show
- Display the Opportunity Quilt
- Staff Opportunity Quilt table with members of the Nominated Charity and members of WPQG

West Pasco Quilters' Guild	Bi-Annual Opportunity Quilt	Fundraising Requirements, Guidelines & Suggestions
<u>WPQG Mission</u>	Provide local charitable organizations with valuable quilts that reflect the high standards promoted by the Guild. 100% of proceeds generated by quilt ticket sales are retained by the charitable organization.	
<u>Responsibilities of Charitable Organization</u> <u>Fundraising Suggestions</u>	<u>Ticket sales during the year prior to the WPQG Bi-Annual Quilt Show</u> ❖ At charitable organization's regular meetings and seasonal events ❖ By organization's individual membership ❖ In person and online	
	<u>Printing tickets</u> Tickets will be provided by the WPQG. Tickets will include information about the drawing taking place at the Bi-Annual WPQG Quilt Show, and the charitable organization to which the proceeds will be awarded.	
	<u>Display the quilt</u> An image is worth 1000 words, and greater funds are raised when people see the quilt and know where the proceeds are going. The quilt itself can draw tremendous attention if the quilt can be safely displayed, taking care to protect it from weather and soiling, and not letting it touch the ground. The quilt can be hung from a special rack or carefully displayed folded on a table. The quilt's image may be used on flyers, posters, postcards, and photos.	
	<u>Selling tickets</u> Anywhere people gather is a potential fund-raising site: ❖ Organizational meetings and seasonal events ❖ Churches ❖ Schools ❖ Community celebrations and Community centers ❖ Malls ❖ Local businesses Tickets will be priced for single or multiple purchase, i.e. 1 for \$1 or 6 for \$5.	
	<u>Get the word out</u> Promote ticket sales through social media & websites, and newspaper/newsletter articles. Print flyers, postcards, posters, etc. and distribute or post them everywhere: churches, offices, stores, malls, businesses, schools, recreation centers, etc.	
	<u>Timing</u> Allow time to organize, prepare for, and follow through with fund-raising activities. It takes time to get the word out to your target audiences, organize how you will generate ticket sales, and make it happen.	
	<u>Fundraisers</u> Take pictures to be shared on social media, newspaper, newsletters, and organizational publications.	
	<u>WPQG Quilt Show Activities</u> Tickets will be sold throughout the 3-day weekend of the WPQG Quilt Show. The charitable organization should plan to have their members present at the ticket table on all three days to promote their organization and to assist with ticket sales. The drawing will be held on the final day in the afternoon.	
	<u>Follow-up</u> Place an article in the organization's publications thanking donors and all who helped raise funds, including a photo of the quilt & winner and amount of money raised.	
<u>WPQG Contact Information</u>	West Pasco Quilters' Guild, Inc. P. O. Box 574, Port Richey, FL 34673 Contact us by email postmaster@westpascoquilters.org	