

Cuddle Quilts Committee			
# Members	Term	Meetings per Year	Required by By-Laws
1 or more	1 year	Determined by Committee	NO

Purpose:

Members of the Cuddle Quilts Committee create quilts which are distributed to those in need throughout the community.

Process for Adding New Members:

The Chair is selected/appointed by the LQG President. Anyone is welcome to participate in Cuddle Quilts workshops which are held throughout the year.

Duties:

1. The Chair organizes quilting sessions to be held throughout the year.
2. The Chair maintains an accurate record of all quilts collected and distributed to local organizations.
3. The Chair should provide the *Plain Print* editor with information about Cuddle Quilts workshops, including dates, times, and locations. The Chair should submit information to the *Plain Print* about any special projects, significant quilt distributions, or other noteworthy activities of the Committee. *Plain Print* submission deadlines should be observed.
4. Chair should inform the LQG membership about needs of the Cuddle Quilts Committee, such as needs for fabric donations, machine quilting, additional help creating kits, etc.
5. Chair should be available to small groups to coordinate and/or distribute materials, quilts-in-process, etc.
6. Chair may use budgeted LQG funds for purchase of consumable supplies only, including but not limited to fabric, batting, thread, etc. Only 1 roll of batting should be purchased at a time due to storage space limitations. Batting should be low-loft for the convenience of machine- and hand-quilters.
7. Two shelves in the Resource Room are designated as Cuddle Quilts storage. When this area is full, the Cuddle Quilts Committee will need to identify another space for overflow storage.
8. No awards are to be given for the number of quilts turned in by an individual LQG member. On occasion, the Chair should provide a general "Thank You" to all who donated and helped.
9. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
10. The Chair should write a final report about Committee activities. 1 copy of the report should be turned in to the LQG President at the conclusion of the LQG year. 1 copy should be provided to the LQG Secretary at the conclusion of the LQG year. 1 copy should be added to the Committee folder. It would be helpful for the report to include the following information:
 - number of quilts completed
 - number of Guild members participating
 - names of organizations receiving Cuddle Quilts and contact persons at each distribution site
 - record of expenses submitted to the Treasurer

Suggestions [Cuddle Quilts Committee]:

- Chair should encourage volunteers to cut backing fabric and batting 4" larger than quilt top on all 4 sides.
- Do not cut quilt tops to fit existing, pre-cut backing or batting.
- Label each quilt for "quilting" or "tying."