Cuddle Quilts Committee				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
Varies	**None**	**Varies**	**NO**	**5/2026**

Purpose

The Cuddle Quilts Committee is responsible for one of the major community service projects of Lincoln Quilters Guild. Members of the Committee make donation quilts and kits for donation quilts. The Chair of the Committee distributes donation quilts to those in need throughout the community.

Process for Adding New Members

Membership in the Cuddle Quilts Committee is completely voluntary. Members may join and leave as they choose. 1 committee member serves as the Committee Chair.

Duties of Committee Members

1. Assist with construction and completion of donation quilts. Assist with creation of kits to be used by LQG members for creation of donation quilts.

Duties of Committee Chair

1. Organize quilting sessions throughout the year.
2. Keep an accurate record of donation quilts distributed to organizations. Provide a written report to the LQG Secretary at the end of the year. This report should include the number of quilts completed and donated, names of organizations receiving Cuddle Quilts and approximate number of persons participating in the creation of Cuddle Quilts.
3. Provide information to LQG members about meeting times for quilting sessions, news of quilt distributions, special donations, etc.
4. When using Guild monies, purchase consumable supplies only (no furnishings, for instance) for construction/completion of Cuddle Quilts. This would include: fabric, batting, thread, etc. The exception to this provision would be re-usable signs (vinyl, fabric, or otherwise). All purchases should be properly documented for the LQG Treasurer.
5. Submit annual budget request to Board and Treasurer in accordance with Guild timing guidelines. Operate within the budgeted amount.
6. The Cuddle Quilt supplies are stored in the lower level Resource Room. The materials, batting and all irons, chairs, ironing boards, tables, etc. Should be kept in good order. Use courteous considerations for others to house the library, Guild record storage, etc.
7. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.
8. No awards are given to individuals who donate supplies: completed blocks, tops or quilts and/or provide quilting services. A general “Thank You” to all is appreciated.
9. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board is authorized to make changes to this document.