Discover Nebraska Committee				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
Varies	None	Varies	NO	8/2026

Purpose

The Discover Nebraska Committee is responsible for one of the major community service projects of Lincoln Quilters Guild. Members of the Committee provide educational presentations to 4th grade students in a variety of schools in and around Lincoln. The presentations supplement the Social Studies curriculum to include information about Nebraska history and the role that quilts played in that history.

Process for Adding New Members

Membership in the Discover Nebraska Committee is completely voluntary. Members may join and leave as they choose. One committee member serves as the Committee Chair. The Chair identified individuals to serve as Lead Presenters and Classroom Helpers. Duties of Committee Members is to assist with Discover Nebraska classroom presentations, serving as Lead Presenters or Classroom Helpers.

Duties of Committee Chair

1. Contact public and private schools in Lincoln and the surrounding area (4th grade teachers, Media Specialists/Social Studies Liaisons in each building) to offer Discover Nebraska presentations in August or early September.
2. Maintain up-to-date email list as staff changes annually. Be the contact person to schedule presentations by email or telephone. Send reminders as needed to those who haven't yet scheduled (usually mid Jan. and early April).
3. Update information on the Discover Nebraska website, working with Discover Nebraska Webmaster. Website address is: **http://www.discovernebraska.org/**
4. Recruit and train presenters and classroom helpers.Send emails to volunteers asking for help to fill time slots for scheduled presentations.
5. Update website schedule page as each school is scheduled and volunteers recruited.
6. Send email reminder a week before each presentation to teachers and volunteers.
7. Pack suitcases with classroom materials prepared for each presentation. Inspect contents of suitcases and tote bag to make sure nothing has been left behind and all is in good condition. Make sure that quilts and materials are taken to the "next" presenter.
8. Schedule workshops (2 each year) to prepare the classroom materials and update volunteers. With the school year overlapping 2 LQG fiscal years, go ahead and purchase supplies for entire school year in August or September as in previous years.
9. Maintain and repair donated Quilt collection. Consult with experts as needed.
10. Submit annual budget request and operate within the budgeted amount.
11. 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.

12. 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.