

	<b>Friendship Quilters Of Linthicum Guild</b>	Standard Operating Procedure		Effective Date	Page
		<b>Charity Committee</b>	<b>FQG- 06</b>	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Charity Committee of Guild
Current and Previous Chairpersons	See Website
Job Description	The Charity Committee is responsible for coordinating all aspects of the Guild's donation programs. Responsible for maintaining any assigned budget targets.  The Charity Chair is a member of the General Board of the Guild. It is a volunteer position.  Will attend Board meetings of Guild Committee Chairs
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Charity Committee General	1.	Recruit members to serve on the Charity Committee.
	2.	Conduct meeting within the committees. Invite the President to attend.
	3.	Contact local organizations to arrange for donation(s) from the Guild.
	4.	Procure or solicit donations from members of quilting supplies. Responsible for maintaining established budget target.
	5.	Maintain inventory of quilting supplies
	6.	Provide Charity Quilt specifications to membership and via New Member Packet.
Kits	7.	Coordinate all activities to prepare kits for sew-in events for the Guild. This includes determining the pattern(s), cutting of fabric and batting, preparing instructions, and packaging of kits. Schedule 'cutting' days with committee to cut and assemble kits.
	8.	Reserve facility (church) for sew-in events or request that reservation be made. Communicate date to members via email and newsletter
Love Project	9.	Maintain inventory of kits and list of distribution to members.
	10.	Organize the Love Project for the Guild. Target date is the February General Meeting. Schedule a snow date with the Program Committee for the Spring.
	11.	Meet with committee to determine demonstrations for the Love Project event and following Saturday at the Library.
	12.	Email patterns to the membership for the Love Project event.
	13.	Submit a budget request for the upcoming year to the Vice President by May 1 <sup>st</sup> .