

## **Raffle Quilt Coordination Committee**

Each year, QC creates a Raffle Quilt which serves as a focus of publicity and fund-raising activities for one year. It is ultimately given to the winner of a drawing, on the last day of the QC Quilt Show. In conjunction with each Raffle Quilt, a Members' Quilt in the same design is created and given, the following September, to the winner of a drawing among member volunteers who contributed their time and skills to the project.

**The Raffle Quilt Coordination Committee** was formed in 2006 with the purpose of overseeing the complex schedule and diverse tasks involved in the Raffle Quilt process. The Committee can be chaired by one individual or two co-coordinators. Other essential tasks in the process are performed by the following members:

**Raffle Quilt Designer** develops the quilt design, provides instructions for member volunteers to piece the blocks for two quilts; and pieces the quilt blocks into two quilt tops, sometimes with the help of additional volunteers

**QC member volunteers** piece the blocks for both quilts, sell raffle quilt tickets on their own and at outside venues arranged by the committee, and otherwise contribute their time and skills to realization of the project.

**Quilter** quilts the Raffle Quilt and the Members' Quilt.

**Raffle Ticket Coordinator** has the Raffle Quilt photographed, gets the raffle tickets printed, prepares raffle ticket packets for guild members, receives and logs in sold tickets and money from guild members, maintains records of member volunteer contributions for credit towards Member Quilt drawing, and conveys all Raffle Quilt money to the QC Treasurer on an ongoing basis.

Completion of one full Raffle Quilt cycle requires more than two years. The first year is spent creating the two quilts, and the second year in publicizing and fund raising. Thus, at any given time, there are at least two Raffle Quilts in process, each with its own Committee.

### **TIMELINE FOR ONE RAFFLE QUILT CYCLE**

#### **Year 1. June – October**

- Review budget, including costs for Raffle Ticket Permit, State Lottery Tax, Printing Raffle Tickets, Photography of completed quilt, Printing of postcards with quilt photo, any fabric provided for quilt blocks. Present budget to QC Executive Board.
- Solicit Raffle Quilt designs through Newsletter notices, announcements at guild meetings, and personal contacts. Present selected design to QC Executive Board.

**Year 1. November – December.**

- Prepare member Raffle Quilt kits, including instructions and any fabric pieces provided by QC. Prepare master list for kits, to record volunteer credits.

**Year 1. January – April.**

- Distribute Raffle Quilt kits to member volunteers at January meeting. Maintain a list of member volunteers and their work. (For each quilt component made, one chance is added for the Members' Quilt drawing.)
- Piece the two quilt tops.

**Year 1. May.**

- Quilt and finish the Raffle Quilt and the Members' Quilt

**Year 2. June – July.**

- Photograph Raffle Quilt. Print postcards with photograph.
- Print Raffle Quilt tickets.

**Year 2. August – December.**

- Show Raffle Quilt at Images, Quilters Gathering and other venues. (For each hour members spend selling tickets at these events, a chance is added for the Members' Quilt.)
- Convey cash to QC Treasurer within two weeks of selling event.

**Year 2. January.**

- At the guild meeting, distribute members' Raffle Quilt packets containing explanatory letter, postcard photo of quilt, and ten raffle tickets. Mail the remaining packets. QC Newsletter editor can supply labels for the packets.

**Year 2. February – May.**

- At each guild meeting, receive sold ticket stubs and cash from members. Record member ticket sales on a spread sheet of current member listing. (For each ten tickets sold, a member receives one chance for the Members' Quilt.)
- Show Raffle Quilt at outside venues.
- Convey cash from all ticket sales to QC Treasurer.
- Announce at each meeting and in each Newsletter the importance of selling tickets.

**Year 3. June.**

- Show Raffle Quilt throughout the Show. On the first Show day, bring box for ticket stubs, pens, and 600 extra tickets.
- On Sunday, ensure that all ticket stubs are in the box, ready for the drawing, and that all money from ticket sales has been conveyed to the QC treasurer.
- At 2:30 pm, on Sunday of the Show, draw the name of the Raffle Quilt winner.

**Year 3. September.**

- Ensure that all member volunteer work on the Raffle Quilt is represented in the chances for the Member Quilt.
- At the September guild meeting, draw the name of the Members' Quilt winner.