The purpose of this notebook is to serve as a guide for the Chairperson of

Challenge Quilt

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Previous Chairpersons

For

Challenge Quilt Committee

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Dorothy Barr |  |
| 2006-2007 | Esther Weiner |  |
| 2007-2008 | Ardell McGavin |  |
| 2008-2009 | Ardell McGavin |  |
| 2009-2010 | Wendy Stone |  |
| 2010-2011 | Esther Weiner |  |
| 2011-2012 | Dawn Griffin |  |
| 2012-2013 | Martha Tilden |  |
| 2013-2014 | Deon Lewis |  |
| 2015 | Lucy Patrick |  |
| 2016 | Stephanie Guttman | Laura Keller |
| 2017 | Linda Stright | Hazel Walker |
| 2018 | Hattie Pennie |  |
|  |  |  |
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Guidelines

Per the Bylaws: " The Challenge Committee shall establish the rules, coordinate group purchases of materials (if any), set the criteria for voting, and award prizes for the guild’s annual challenge."

**Timing of your tasks**

Consider beginning to write the rules as soon as you have been elected to be the upcoming year's Challenge Chair/Team (October). You may want to begin to sell the rules as early as November of the year preceding your term of office.

Typically, the Challenge quilts are revealed during the August Guild meeting. Contest entrants remain anonymous and do not share their project with anyone prior to the voting. At that meeting, the members vote, votes are tallied and winners are announced based on established categories and rules. All Challenge Quilts complete with winning ribbons are displayed at the Annual Capital City Quilt Show.

**Writing the Rules:**

The rules of the quilt should be based on the Annual Capital City Quilt Show theme. Future quilt show themes are as follows:

2014 Starry, Starry Night

2015 For Every Quilt There Is a Season

2016 By the Water’s Edge

2017 Sentimental Journey 35th

2018 Out of the Blue 36th

2019 Autumn Reverie 37th

2020 Jazz It Up 38th

2021 Come Fly with Me 39th

2022 A Ruby Celebration  (40th anniversary of quilt show)

2023 Metamorphosis (Transformations)

2024 Floral Fantasy

2025 A Walk in the Woods

2026 Kaleidoscope of Color

**Quilters Unlimited – Policies and Procedures**

IX. INDIVIDUAL STANDING COMMITTEE POLICIES

**B. Challenge Committee** (1-5)

1. The Challenge Quilt is related to the theme of the Annual Capital City Quilt Show.

2. Entrant Guidelines

a) The challenge is open to all current members of the guild. Entrant may also be a Challenge Committee chairperson or committee member.

b) Entrant must pay $5.00 entry fee to purchase Challenge Rules. If rules allow two-person teams, each team member must pay $5.00.

c) There is only one entry per member. If Challenge Rules allow two-person teams, there is a limit of one entry per team.

d) Entrants remain anonymous and do not share their project with anyone prior to voting.

3. Quilt Construction

a) Design: Quilt must be an original design by the entrant and not be a copy of an existing work or the direct result of a class, workshop, or published pattern.

b) Construction and quilting: Each entry is to be newly constructed and quilted by the entrant for that year’s quilt challenge.

c) Size: The sum of all sides is to be a minimum of 48 inches up to a maximum of 160 inches. If quilt is circular, it should not exceed 50 inches in diameter. Should the quilt have irregular edges or items that extend from the edge, the perimeter should not exceed 160 inches, including irregularities.

d) Style: Quilt may be traditional, modern, and/or art style. All quilts must be new and have a quilt top, batting, and backing. Entries may be either machine or hand quilted, but not tied.

e) Techniques: Entrants are encouraged to try new techniques, which may include hand dyeing, embellishments, fabric manipulations, new ways of incorporating traditional blocks into a more modern style, photo transfer, fabric painting, etc.

f) Hanging Sleeve: A four-inch, hanging sleeve is required on the back to meet the requirements of hanging at the Annual Capital City Quilt Show. See directions on guild web site under the “Activities/Projects” tab in “Workshops & Lessons”.

g) Label: A label must be sewn onto the back:

“Quilt Title”
Quilters Unlimited Challenge
“theme of challenge”
Name of Quilter
Tallahassee, Florida
20\_\_

h) Completion: Quilt must be complete at time of voting by guild members at a regularly scheduled guild meeting.

i) Entry Form: An entry form for the Annual Capital City Quilt Show must be completed by the deadline. The entry form will be posted on the guild web site under the “Quilt Shows” tab. The form requires accurate quilt dimensions, a photograph of the quilt, and a short statement (50 words) describing how the entry expresses the theme. The quilt must comply with the Museum of Florida History guidelines cited below.

“The Museum of Florida History has final authority in determining what materials are acceptable for display in the Museum Gallery. Entries that contain frontal nudity and subjects that may cause offense to certain segments of the public because they may be controversial, racist, or defamatory in character may be excluded from the Museum show. In addition, the Museum may exclude certain entries due to physical condition or inability to appropriately exhibit the piece.”

4. Specific Challenge Rules

a) The Challenge Committee creates yearly rules, which are sold for $5, and are based on the theme of the quilt show.

b) There may be specific challenges or elements of surprise related to the theme in the rules.

c) The Challenge Rules contain categories and criteria for voting.

5. Voting at Quilters Unlimited Meeting

a) Voting will be held at the guild meeting preceding the Annual Capital City Quilt Show.

b) Using printed ballots, guild members will vote on the quilts based on the categories and criteria in the rules.

c) After voting is complete, entrants will stand by their quilts and announce their names and the titles of their quilts. If there is time, they may be asked to describe how their quilts express the theme.

d) Money collected from the sale of rules will be utilized to fund prizes. Committee expenses are covered by the guild budget.

**Challenge Committee Guidelines**

**The Challenge Rules:**

The challenge rules can consist of the following as appropriate:

* Challenge Quilt Policies and Procedures 1-5
* The theme of the show
* Specific way in which quilt should relate to theme of show.
* Challenge or element of surprise, which could be a technique, unusual shape, utilizing a piece of fabric that is included with the rules, etc.
* A specific color or block may be required.
* The rules will also include categories and criteria for voting. The committee can decide to have both traditional and art quilt categories for voting, if that corresponds to the theme.
* Include a notice that failure to follow the rules, especially size, may result in disqualification of the quilt.

Include a reminder that the rules, ideas and any part of the construction should not be shared with other guild members.

Include your name and contact information as well as deadlines.

Type the rules on standard 8.5” x 11” paper and photocopy. Place in sealed envelopes and label the outside: “Challenge Quilt Rules” and the year.

This notebook contains sample rules from previous contests that you can view to assist you with writing your own. (Prior to turning in this notebook in October, be sure to add your set of rules).

**Advertising and Selling the Rules:**

Plan to begin selling the rules no later than the January guild meeting. Selling them as early as November or December is even better to allow members as much time as possible to plan and create their quilt.

Utilize the newsletter for announcements when you are ready to begin selling the rules at the guild meeting. You may also make an announcement at the meeting or set up a table with a sign at the meeting. Walking around with a basket and advertising to others during the social half-hour is another technique to sell them. Make yourself visible.

Collect the $5.00 payments from members and keep a list with the name and phone number of each member who purchases the rules from you. You will need this information later to contact them.

At the end of each meeting or on a monthly basis, tally the total monies received and submit these to the Treasurer or deposit them in the Guild's Bank account, with notification of the amounts to the Treasurer.

**Making the Ribbons:**

There is an Expense Budget amount assigned to the Challenge, to be used for ribbons, printing, and similar items. You can be creative with the ribbons but may not want to start the actual construction until you have a better idea of the number that you will need. If no more than a dozen or so quilts are entered, you may wish to limit the ribbons to only first and second place or modify in some other way.

**Arranging for Prizes:**

The money collected for the sale of rules will be utilized to fund the prizes. About one month prior to the Challenge Reveal, contact the treasurer to verify that you and she have the same total for the amount collected from sales. Request a check for the total sum, using the Reimbursement Form in this notebook. Divide the prize cash into envelopes and label.

Forms for reimbursement are in this notebook or available from the Treasurer. They are also on the Guild website at: http://quilttallahassee.com/membership/check-reimbursement-form/

**Collecting and Displaying the Quilts:**

The guild meeting preceding the Annual Capital City Quilt Show is traditionally the program for the Challenge Quilts. This is usually the August meeting with the Annual Capital City Quilt Show opening in late August or early September.

Begin contacting the members who purchased the rules in late June or early July to determine if they will be completing a quilt for the voting. Do not be surprised that many members may purchase the rules but not actually complete a quilt. For those who will be submitting a quilt, make arrangements to retrieve it from them prior to the August guild meeting to preserve the anonymity of the entrants.

Arrangements will need to be made at the Guild's meeting location to arrive well before the start of the guild meeting to hang the quilts. Get in touch with the Guild President for the contact information.

You may need to work out in advance how to hang the quilts, e.g., use the Guild's quilt stand for some, borrow others, use clothesline and clothespins, etc. Bring your own clothespins as they often disappear from the guild storage closet. Attach a clearly visible number to each quilt for voting purposes.

Display the rules. Some examples of how to do this include:

* Hang enlarged copies of the rules at several places around the meeting room. The idea is to reduce traffic jams near the display area.
* Decide whether or not to have the rules listed in an article in the Guild Newsletter for the month of the voting.

**Voting:**

You will need to bring to the August guild meeting, a small box of golf pencils, the ballots, and a couple of baskets to collect the votes. Golf pencils may be available from the previous year so check prior to purchasing any. Print the ballots and cut into sections based on the samples provided.

Make arrangements ahead of time to have two or three members assist you with the vote tallying. Two individuals can hand out the ballots and then one person collect while two people tally the results in a back area of the meeting room. One person with the basket can serve as a runner to and from the tallying table.

Come up with a system to tally the votes a month before the meeting date. Practice to make sure the system works.

Traditionally, one quilt does not receive more than one award. The chairperson of the committee will make a decision regarding which award is given to a quilt, if it receives the places in two or more separate categories. This may involve looking at the number of votes received by second-place quilts in the categories.

If there is a tie between two quilts, the committee chairperson will vote to break the tie.

**Presenting the Program:**

After members have finished voting and returned to their seats and while vote tallying is continued, read the rules to the members. If time permits, ask the contest entrants to approach the podium, and, in the numbered order of the quilts, announce their name, and briefly describe their quilt including their thought process in creating it. [There may not be time for everyone to do this, depending on the number of entrants, and the length of the "regular" part of the Guild Meeting.]

While this is taking place, go over the final vote tallies and prepare to announce the winners. Present the ribbons and prizes to the winners. As you present the prizes, tell the audience what the prizes are.

**Newsletter Submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Deadlines are posted in every newsletter at: [www.quilttallahassee.com](http://www.quilttallahassee.com)

The e-mail address for the Newsletter editor is: newsletter@quilttallahassee.com

**Website Submissions**

Website articles or dates are submitted to the website coordinator at: webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time, but expect a delay in the submittal of your item until its actual appearance on the website. You can request that urgent messages be sent via “e-mail blast”, remembering that these will only reach Guild Members who have e-mail.

Make sure that your articles provide information on how to obtain more information.

**Review of Website for Challenge Matters:**

Review all pages and posts on the Website that have references to the Challenge on a regular basis (at least monthly). This is to assure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If information has changed or is out-of-date, advise the website coordinator. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL. If information has changed or is out-of-date, advise the website coordinator.

**Budget:**

There is an Expense Budget amount assigned to the Challenge. In 2014, it was $100. This amount is used for ribbons, printing, and similar items. Costs are reasonably standard from year-to-year.

There is also a sale-of-rules Income Budget assigned, but this is a guesstimate that can be quite unreliable, as the number of persons who will initially buy the rules varies widely from year to year.

**Guild Property:**

You will have in your possession: The guild notebook for Challenge Quilt chairperson

**General Information:**

The Guild is a Tax Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects many of the filings that must be made with the IRS and State agencies, handling of funds, and other matters.

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Challenge Quilt Chairperson?**

You will need to be present at the meetings to sell the rules. If you find that a meeting conflicts with your personal schedule, simply make arrangements for someone to fill in for you. Provide ample notice and detailed instructions to that individual.

1. **Do I have to attend the steering committee meetings?**

You should plan on attending the steering committee meetings to support the governing body of the guild. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

End of Year Report Committee Challenge

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Where there unusual expenditures?\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_