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

Block of the Month

(previously known as "Raffle Block Chairperson"

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Please read the guidelines thoroughly and make note of any outdated statements for future edits.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

Block of the Month Committee

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Mona Snowden | Marilyn Kelly |
| 2006-2007 | Carol Ellingson |  |
| 2007-2008 | Jessica Duke |  |
| 2008-2009 | Virginia Snyder |  |
| 2009-2010 | Linda Brooks |  |
| 2010-2011 | Mona Snowden |  |
| 2011-2012 | Ellen Farrar | Jennifer Colley |
| 2012-2013 | Sharon Pollock |  |
| 2013-2014 | Martha Tilden | Wendy Stone |
| 2015 | Gail Chase |  |
| 2016 | Wanda Crowe | Lyn Gearity |
| 2017 | Wendy Stone | Dawn Griffin |
| 2018 | Pam Doffek | Lyn Gearity |
| 2019 | Kerry Cohen |  |
| 2020 |  |  |

Guidelines

The role of the Block of The Month chairperson is to design and coordinate a calendar year of blocks with written instructions for assembly. The chairperson should plan the blocks and construct a sample block to show at each meeting. In recent years, the blocks have been used to make quilts or nap mats for philanthropic projects.

**Plan your quilt blocks as soon as you are selected as Chairperson in October. You need to be ready to announce your January block and display your sample at the December meeting and provide instructions for assembly.**

When planning your blocks, there are no rigid rules. In years past, the sizes have ranged from 6 inches to 12 inches. Some years have used themes, such as holidays, star blocks, or basket blocks. In others, the block design and colors determined whether the finished product would be given to a boy or to a girl. The goal is to have good participation every month, so in planning, you should have a wide enough variety to appeal to many different styles, techniques and skill levels. Try to offer a variety of construction techniques such as templates, rotary cutting and paper piecing. Offer a variety of skill levels and consider rating them as easy, medium or a more advanced or “skill builder” block.

If you plan to use blocks that are from a published source, you must get permission from the copyright holder to use the design. Make sure the copyright information is included on any handouts or on items posted to the website.

Specify the colors to be used for each block for the month, or you might decide that a “patchier”, multi-colored approach applies. Your sample block should represent the colors that you would like members to use for that month’s blocks.

Write assembly instructions for each block and if possible, offer more than one method of construction for the same block. Instructions should be posted on the website. This can be accomplished by scanning templates, posting E-quilt instructions or a link to a website that offers directions for the block assembly. You should also prepare a few printed copies of the instructions for members without computer access.

During the social half-hour before each meeting, position yourself in a strategic location in the meeting room, with space to collect the blocks turned in by members and to display your sample block for the next month. Attach the blocks that are turned in to a rope, using clothes pins. Have available several small pieces of paper, a couple of pencils or pens, and a small basket, box or tin to collect the names of members who turn in a block. Only members who make a block are permitted to enter their name in the drawing. A member can enter their name once for each block that they make. A small prize (a couple of fat quarters or a sewing aid, for example) is awarded during the meeting to the person whose name is drawn.

Recruit a friend to help you pin the blocks to the rope and carry the rope to the front of the room for when it’s time during the meeting to display the blocks. You may consider hanging the rope in the front ahead of the start of the meeting but sometimes members arrive late with a block to submit.

When the President announces the Block of the Month segment of the meeting, you and your helper will carry the rope with attached blocks to the front of the room and display them for all members to see. Announce the total number of blocks submitted. Based upon the total number received, you may decide to draw two winning names. Ask a member to draw the name from your basket. Announce the winning name or names. As your helper goes to the back of the room with the blocks and rope, you should hold up the sample block for the next month and briefly describe it.

Consider adding a creative twist to the year. One year, members who made the skill builder blocks put their name into a separate drawing for a tote bag at the end of the year. Use your imagination and have fun with the planning.

**Timeline**

October/November prior to the changeover of Officers in December

Begin planning your quilt blocks for the year. Construct the January block and prepare written instructions. Send at least the January block information to the Web Coordinator [webcoord@quilttallahassee.com] to have posted on the QU Website. Review the website and request updates as needed.

December

At the December guild meeting, during the announcements segment, introduce yourself as the new Block of the Month Block chairperson and describe your plans. Show the January block and let members know that you have written instructions available. Provide the Web Coordinator with the block construction information for future blocks. If you do not as yet have the instructions for every month, provide as many month's worth as you can.

January through December of your term as Chairperson

Continue to provide the Web Coordinator with the block construction information for future blocks. Providing the entire year’s worth of instructions will result in better participation as several members make blocks in advance of vacations and seasonal travels. It also gives members time to locate needed fabrics to construct the blocks

**Budget:** A budget is allotted to this role for the purpose of purchasing fabric to construct the sample blocks and purchase prizes for the monthly drawing. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions. Please make note of the Budget allocated (typically, at the November Steering Committee Meeting). [The 2019 BOM budgeted amount was $200.]

**Guild Property:**

You will have in your possession:

The guild notebook for Block of the Month chairperson

Nylon rope and clothes pins for displaying blocks turned in

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Block of the Month Chairperson?**

No, you do not. However, it is your responsibility to notify the President or arrange for someone in your absence to fill your role.

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

You are not required to attend the steering committee meetings, but 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, \_\_\_\_\_\_\_ Block of The Month Chairperson

(2 Pages) (year)

**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 block patterns that you chose. Circle all that apply:

Theme:

Size: 12 inch 8 inch 6 inch Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skill: Easy Moderate Advanced

Technique Template Rotary cut Appliqué Paper Pieced

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colors: Brights Pastels Variety Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other details about the blocks:

What was the average number of blocks completed each month? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What seemed to be the most popular block?

What seemed to be the least favorite block?

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 help you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help:

Budget Allotted: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_\_

Were there unusual expenditures? \_\_\_\_\_\_\_\_\_\_\_\_

If yes, please explain.

Recommend increase or decrease in budget?

Increase by $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decrease by $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

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