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

Philanthropy Committee

The Notebook provides documentation of the Philanthropy Committee’s responsibilities, helps ensure consistency from year to year, and promotes a smooth flow of events.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.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

Philanthropy

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Wendy Stone |  |
| 2006-2007 | Vacant |  |
| 2007-2008 | Carol Harrison |  |
| 2008-2009 | Maura McLaughin | Kelly Wood |
| 2009-2010 | Morrisce Docket |  |
| 2010-2011 | Roberta Granville |  |
| 2011-2012 | Roberta Granville |  |
| 2012-2013 | Geni Raines |  |
| 2014 | Karen Kunz |  |
| 2015 | Michele Hackmeyer |  |
| 2016 | Michele Hackmeyer | Judy Rainbrook |
| 2017 | Judy Rainbrook | Stephanie Rubanowice |
| 2018 | Dawn Griffin |  |
| 2019 | Jeanne Brenner |  |
| 2020 |  |  |
| 2021 |  |  |
| 2022 |  |  |

**Committee Guidelines**

As stated in paragraph V.A.12. of the guild’s Policies and Procedures, “The Philanthropic Committee shall coordinate major guild-sponsored activities for the year. It shall also have the responsibility to gather and disseminate information about philanthropic activities of groups and individuals within the guild.” Some chairpersons have elected to coordinate and promote the numerous ongoing philanthropic activities of the guild rathe than create a new project. Either approach can be successful.

Fulfilling the role of Philanthropic chairperson is not difficult or time consuming. Attendance at each guild meeting is not necessary but helpful when promoting a new project. The success of your project(s) will correlate directly to your communication to the guild members. It is recommended that you make short announcements at guild meetings as needed and that you use the newsletter to communicate information and reminders.

**Newsletter**

Note that all submissions to the newsletter must be written exactly as they will be printed. The email address for the Newsletter editor is newsletter@quilttallahassee.com

Newsletter deadlines are posted in every newsletter and can be viewed at

quilttallahassee.com.

**Ongoing Philanthropic Activities**

This notebook contains a current list of QU’s ongoing philanthropic activities. It is recommended that the information for each listing be verified by contacting each activity’s guild contact at the beginning of each year. Confirm that the contact information, activity objective, and needs for each project are still accurate. If not, modify the information as needed and provide it to our Web coordinator so that the information can be updated on-line. If updates are necessary, you should also work with the Membership VP to update the hard copy “Philanthropic Projects” document provided to new members.

**Budget**

A budget is established each year for this committee. This is used primarily to purchase materials (e.g. batting, backing) or for miscellaneous expenses such as shipping that may be associated with charity projects. However, you may (and should) solicit contributions of fabric or finished goods from guild members as appropriate.

**Guild Property**

This notebook will be in your possession throughout your service as Philanthropy Chair. You may also be asked to store materials such as batting and backing paid for through your budget and awaiting use in one of the projects. For example, whole rolls of batting are sometimes purchased to realize cost savings; the amount of batting needed for a specific item/project is later supplied to a work group upon request.

**Frequently Asked Questions**

1. **Do I have to attend every guild meeting to be Philanthropy Chairperson?**

No, you do not. However, it is your responsibility to notify the President or make arrangements for someone in your absence to make any announcements as needed.

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

You are not required to attend the steering committee meetings, but all chairpersons and officers comprise the steering committee and you should therefore plan to attend as many as possible. 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.

1. **Do I have to get approval for a new philanthropic activity?**

No, but discussing your idea with the steering committee prior to implementing would be helpful. Also, the steering committee can offer suggestions and guidance on how to proceed.

1. **Do I have to collect and turn in the quilts that members make for the hospital, quilts of valor, etc.?**

You could help collect the quilts, but you are not expected to deliver them to the designated recipients. Most of the ongoing philanthropic activities of the guild have a member who originally coordinated the effort and/or serves as a contact person. When a member wants to turn in a quilt to a specific area, you can either pass it along to the contact person or tell the member to whom they should turn it in. Always thank the member for contributing and encourage them to show the item at show and tell. This serves as a reminder of our philanthropic activities and promotes continued contributions.

*Best of luck to you in your new role!*

End of Year Report Philanthropy Chair

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Were 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_