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Please read the guidelines thoroughly and make note of any outdated statements for future edits.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 | Jeanne Brenner |  |
| 2021 | Ann Gaber | Jeanne Brenner |
| 2022 | Ann Gaber |  |
| 2023 | Ann Gaber |  |
| 2024 | Evelyn Gonzalez & Marion Millet | Ann Gaber |

**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 rather than create a new project. Either approach can be successful.

Fulfilling the role of Philanthropic chairperson is not difficult but can be 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 \_\_\_\_\_\_\_\_ Committee: Philanthropy***

 (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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End of Year Report **2024** Philanthropy Chair

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:

2024 has been quite busy with long and short-term projects. This year we continued to work for the Sleep in Heavenly Peace project providing hundreds of quilts for this bunkbed project. We also continued to make quilts for Big Bend Hospice and for the TMH NICU. We shared with the entire guild and our respective neighbors a quick call for quilts, blankets and clothing for the hard-hit Ashville region from Hurricane Helene. We were approached by an honor sorority at Tallahassee State College to teach sewing with NICU quilts as the outcome for donation to TMH. We facilitated the utilization of some of our overflowing donations for use as boutique items to sell at our annual quilt show to earn funds for purchase of batting to use in our “quilts for comfort” as Jeanne Brenner refers to them. We were also asked to help create quilts to refugees in Israel. This chair did not help directly other than to ask the president if it could be announced at the guild meeting by the requestor who returned to the following meetings to collect the donations in person.

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

Co-chairs Evelyn Gonzalez and Marion Millet (and Julie Martin) all helped sort our large donation stash. Evelyn also created dozens of kits for quilt-as-you-go kits. The boutique committee chairman Dawn Griffin made it a mandate to use as much of our donations as possible to bring down the overwhelming amount of fabrics in our stash. Jeanne Brenner helped divide and conquer the large backlog of quilt tops by working with me to select and piece backings plus battings. She then took the largest ones (est. 15) to be quilted by several others including Wendy Adams who quilted most of them.

How many other people helped you?

There were many volunteers creating quilts for the various projects this chair focused on. Lots of the quilts were completed jointly with one person piecing, another compiling the sandwich and binding elements from our donation stash and another sewing the binding. Truly a group effort! I learned from previous years I needed to take help when offered and to not be shy about asking for help. Thus, I received help from the co-chairs and many others who helped to sort fabrics and to cut and create kits.

Budget allotted: to$1,000.00 Did you exceed your budget? No

Were there unusual expenditures? No Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? No How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Same as last year; I found it difficult to make kits up at fast enough rate to keep up with the inflow of donations. However, we have more members who have long-arm machines offering to quilt for the philanthropy projects which is wonderful and helped work through the backlog of tops referred to above.

Helpful Hints for future chairpersons:

Donations and Places to pass on to

Donations usually come from individuals. However, we have an arrangement with the sewing group named Bags for Hope who make items to sell in their boutique to earn money for Hospice. We can pick fabric from their discards which often has provided us with top quality fat quarters. And, occasionally, large pieces for backings. They sort at Fellowship Presbyterian Church on alternating Tuesdays and Thursdays. Schedule should be verified and visitation confirmed as a curtesy.

Fabric too thin, rough or ugly for quilts that is selvage-to-selvage can be given to Rags to Bags to be torn into 5” strips and braided for handles on their Sustainable Bags that they give away. Also, sturdy or non-cotton fabrics too heavy for quilts can be given to them for the bags.

Sturdy fabrics without loops or fuzz might be appropriate for pet beds. These can be submitted to Roberta Granville.

Fabrics too thin or decorative to be used for quilts can be donated to Goodwill or to Second Harvest Thrift Stores.

Management of Donations

Advise that donations be sorted as soon as possible to clear out unwanted items and to determine if any of the remaining fabric needs to be washed.

Creation of Kits

A system could be created for dividing the donations into suitable types of kits. Such as quilt-as-you-go kits made up of selvage-to-selvage strips to sew onto flannels or fleeces (no batting required!). And traditionally pieced quilt patterns with instructions and enough yardage provided. A set of patterns could be collected and used for many quilts. Strongly suggest letting the person who takes the kit do the cutting. Bundles of analogous fabrics could be made for someone to make up in their own design.

Assembly of Quilt Sandwiches

Whoever houses the batting logically should also house the largest pieces of fabric to use for backing typically measuring on the shorter dimension 48” x 2 = 96” or 2 yards and 2 feet. Note: piecing on the cross dimension reduces bulk build up when rolled on a long-arm quilting machine. Any quilts set as long-arm style quilting should be squared and 8” should be added to the dimensions of the top for the batting and the backing. For long-arm the batting can be whole or pieced but whole is preferred.

Sandwiches made for regular type machine quilting should have 4” added to the dimensions of the top for the batting and the backing. Whole or pieced batting can be used successfully. Batting can be pieced with a wide zig-zag stitch or with a fusible strip product. The fusible is excellent for maintaining an even tension between the two pieces of batting.

We include in the sandwich materials enough fabric for the binding. ½ yard in usually more than enough but it might be a good idea to calculate. Binding cut on either cross-grain or bias is fine.

I have always said to the person who does the binding (which may or may not be the person who did the quilting) they may choose a different binding of their own if they prefer. I also let our members keep leftovers if they have a project in mind. I did not have a sign-out for kits or quilts, and I did not have deadlines for completion. It all just flowed out and back in.

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Bundles of analogous fabrics could be made for someone to make up in their own design. This still requires a general calculation of the compiled yardages needed to make a quilt. Better to provide too much with viable options.

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Recommendations for change:

I see great possibilities for this position being handled by co-chairs. Even if the projects go forward unchanged they are quite likely going to move or flow at a better pace. I will not speak about change of projects. That is wholly in the new chair’s capable hands.

Your name: Ann Gaber Date: November 7, 2024

**Philanthropy Information 2024**

Projects and Contacts and Dimensions

 Sleep in Heavenly Peace - quilts to go with bunk bed builds.

Diane Fogarty

Quilts roughly 40”-45” x 60”-65”

Big Bend Hospice – quilts for wheelchair or twin bed and pillowcases

Tracy Wood, Monticello Office (the Tallahassee office will transport)

Wheelchair Laptops and Twin Bed Quilts – 40” x 40” to 50” x 70”

Pillowcases – burrito-style selvage-to-selvage x 27”, 10” and 1 ½”

(Pillowcase instructions are on the QU website.)

 Tallahassee Memorial Hospital NICU quilts and isolettes

 Shelley Woodyard

Quiet quilts 24” x 26” and dark-on-one-side isolettes 40” x 60”, no batting

(Construction instructions are on the QU website.)

 Veteran Laptop Quilts for Wheelchair use

 Peggy Clark and Roberta Granville

 Quilts – red, white and blue 40” x 40”, can include floral prints

 Quilts of Valor

 Roberta Granville

 (Quilts according to criteria on QU website or Quilts of Valor website.)

 Pet Beds

 Roberta Granville

These are used in veterinarian offices for cats and dogs and given to new owners.

 (Details of construction can be found on the QU website.)