Quilters Unlimited

Guide

For

Sit-n-Stitch

Coordinator

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

Sit-n-Stitch Coordinator

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Please read the guidelines thoroughly and make note of any outdated statements for future edits.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 comments/helpful hints page at the end of your tenure.

Turn your report in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Sit-n-Stitch Coordinators

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Esther Weiner |  |
| 2006-2007 | Susan Voss |  |
| 2007-2008 | Susan Voss |  |
| 2008-2009 | Susan Voss |  |
| 2009-2010 | Susan Voss |  |
| 2010-2011 | Marsha Walper |  |
| 2011-2012 | Marsha Walper |  |
| 2012-2013 | Marsha Walper |  |
| 2013-2014 | Marsha Walper |  |
| 2015 | Marsha Walper |  |
| 2016 | Marsha Walper |  |
| 2017 | Marsha Walper |  |
| 2018 | Marsha Walper |  |
| 2019 | Marsha Walper |  |
| 2020 | Terri Smith |  |
| 2021 | Terri Smith |  |
| 2022 | Terri Smith |  |
| 2023 | Jeanne Brenner |  |
| 2024 | Ellen Fournier |  |

Guidelines

The role of the Sit-n-Stitch Coordinator is to greet new members and explain the functionality of a Sit-n-Stitch group, providing assistance as needed if any member is seeking to join or create a group.

A “Sit-n-Stitch” is a group of members who get together to quilt, help each other, and socialize. They may meet weekly, three times a month, twice a month, or once a month. Some groups meet in members’ homes on a rotating basis and work on their own individual projects while other groups meet at a specified location and work on their own projects or service projects. We have several types of groups in our guild.

The coordinator should be familiar with each Sit-n-Stitch group and how they function. You can become familiar with the groups by either visiting them or calling the group’s contact person with questions. A detailed information sheet is provided in this notebook and should be updated as needed.

Maintain a current list of Sit-n-Stitch groups, day and time of meetings, and a contact person. You can view the current format in the guild newsletter.

When you begin your tenure in January, contact each Sit-n-Stitch group to verify the information.

Provide a current copy of this list to the Newsletter Editor and the Web Coordinator. Keep them informed of any changes so that they can update their lists.

**Budget:** No budget exists for this position and none is needed.

**Guild Property:**

You will have in your possession:

The guild notebook for Sit-n-Stitch Coordinator

Guidelines for Starting a New Sit-n-Stitch Group

**Determine a meeting frequency, day of the week, and time:**Frequency: Some groups meet every week, some twice per month, and others only one time per month.

Day of the week: Tuesdays and Fridays have been popular meeting days but any day that is convenient to your group will work.

Time of day: Mid-morning works well for non-working members. Plan on meeting for 2 – 3 hours as the time goes quickly. Consider whether or not you want to involve snacks when planning your time. For example, 10:00 a.m. – 12:00 noon could end at lunchtime, with members dispersing. Weekday evening groups allow those who work full time to meet and share. Surveying when individuals would like to meet is a good way to start or jumpstart a group by declaring a meeting date and time and advertise to others or recruit new guild members.

**Determine a meeting location:**Most groups meet at individual homes on a rotating basis. Every member may not be able to host the group so this should be considered and not a requirement of every member of the sit-n-stitch.

**To eat or not to eat:**If you will always be the host of the sit-n-stitch group, determine whether or not you want to offer beverages or a snack. This can be accomplished several ways:

* Every member brings a snack to the meeting and the person “hosting” provides the beverages.
* The person hosting the meeting that week or month provides snacks for the group.
* No snacks - just sit and quilt.

**Determine the group size:**You need to consider how many your home can accommodate without spilling over into different rooms. Seating should be comfortable and roomy enough for elbowroom. If the group will rotate homes, can others accommodate the same number of people? Is there adequate parking space? Most homes can accommodate a group of 8-10 and this makes for a nice sit-n-stitch group. Limiting the size to 5 or 6 may be more manageable.

Once the size is determined, it is important to stick with the limit with all members agreeing that the group is at maximum capacity.

Encourage others wanting to join to begin a new group or contact the Sit-n-Stitch Coordinator about groups that can accommodate more people.

**Select a catchy name:**

Sit-n-stitch groups are identified by name so be creative in deciding a name for your group. Here are some ideas:

Pricked Fingers Star Quilters Batty Women Armchair Quilters

Nimble Fingers Scissor Wizards Sewful Sisters Sofa Stitchers

Harried Hoopers Calico Cutters Stitching Sisters Quilty Pleasures

Happy Hoopers Cotton Cutups Bobbin Buddies Fat Quarter Friends

Pins & Needles Grateful Threads Thread Heads Spool Girls

Fiber Friends Tangled Threads Material Girls

**Determine what kind of activities you want to do:**

Some groups just meet to work on individual projects and in doing so, help one another with suggestions for colors, stitching designs, or show one another how they do a certain technique.

Some groups also do a philanthropic project or the group may decide to only do projects for others.

Some groups work on Round Robin quilts.

**The First Step is the hardest:**

Establishing a new group may take time. Sometimes members may want to be a part of a Sit-n-Stitch, but may not feel comfortable organizing one. An easy way to start off is to meet with one or two others who are interested and just get together to work on your own projects. Invite new members to join your group and give your group a name. A new Sit-n-Stitch will have been born.

**Contact the Sit**-n-**Stitch Coordinator in the Guild to log your group’s name and meeting information. Even if you are at maximum capacity, it is helpful for the Guild to know that the group exists.**

**2024 Sit-n-Stitch Groups**

|  |  |  |  |
| --- | --- | --- | --- |
| 3 meet weekly, 1 meets three times a month, 2 meet twice a month, 9 meet once a month | | | |
|  |  |  |  |
| **Monday** | Quilting Bees at Senior Center | Weekly 9 am-1 pm | Janice Watson |
|  | Southwood Stitchers at Community Center | Weekly 10 am-1 pm. Bring snacks, lunch, desserts -drinks provided | Jane Kazmer |
|  |  |  |  |
| **Tuesday** |  |  |  |
|  | Bits & Pieces | 1st Tuesday 11 am – 3 pm at Eastside Library (usually—give Jeanne your contact info to be included in email notifications). | Jeanne Brenner |
|  |  |  |  |
| **Wednesday** | **\***Pin Pals | 1st & 3rd Wednesday 1-3:30 pm | Terri Smith |
|  |  |  |  |
| **Thursday** | Appliqué Addicts at NE Library | 3rd Thursday 11 am-1:45 pm | Selena Foo ………………………… |
|  | Patchwork & Prayer Crawfordville | 1st, 3rd, 4th Thursday 6:30-8:30pm | Judy Stricklin |
|  | Sew Arty at Bernina Connection, 1400 Village Square Blvd. | 3rd Thursday 11:30 am-1 pm | Marion Millet |
|  |  |  |  |
| **Friday** | **\***Frayed Edges | Weekly 9:30 am-12 pm | Lou Tope |
|  |  |  |  |
|  |  |  |  |
| **Saturday** |  |  |  |
|  | Second Saturday | Saturday after guild meeting 9am-4 pm | Connie Beane |
|  | Sew for HOPE at St Stephen Lutheran Church, 2198 N Meridian Rd | 1st & 3rd Saturday 10 am-2 pm, Lunch break 11:30-12:30 | Sandra Tate Judy Rainbrook |
| **\***Groups at full capacity due to limited seating or parking at member homes. | | | |

**Frequently Asked Questions**

1. **Do I have to attend every guild meeting to be the Sit-n-Stitch Coordinator?**

Yes, you should attend the guild meetings so you will be familiar with guild activities and can work with those members wanting to join a Sit-n-Stitch.

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

As the chairperson of a support committee, you are not required to attend steering committee meetings. However you are invited to attend as often as you choose. When you attend, you will be able to vote. Your opinions will be greatly valued.

1. **What if a member wants to join a Sit-n-Stitch, but the group does not have room to accommodate any more people?**

There is no limit to the number of Sit-n-Stitch groups that the guild may have. Encourage the member to start a new group and help her post announcements in the newsletter to make others aware of the new group. It is very helpful for the coordinator to attend meetings of the new group for the first few months to get them off to a good start.

**End of Year Report \_\_\_\_\_\_\_ Committee: Sit-n-Stitch**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

What obstacles did you encounter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Helpful Hints for future chairpersons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations for change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**End of Year Report \_\_\_\_\_2024\_\_ Committee: Sit-n-Stitch**

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:

**I contacted all of the named contact persons for listed groups and asked if the information was still accurate, and updated the list to reflect what I learned from these contact persons.**

Did you perform this role by yourself or did you enlist support from others? **I did it.**

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

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

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Budget allotted: **none**  Did you exceed your budget? **n/a**

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

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

What obstacles did you encounter? **A few of the phone numbers listed for contact persons in the directory were incorrect but I was able to get the correct numbers**.

Helpful Hints for future chairpersons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations for change: **Since many of these groups do philanthropic projects I think it might be useful to coordinate more with the Philanthropy committee.**

Your name **Ellen Fournier** Date: **November 6, 2024**