

Pioneer Quilters Guild
Position Responsibilities – Sew and Sew Raffle Committee

1. Summary description of position/committee responsibilities:
 - Purchase fabric, patterns, books, and other quilt and sewing related items to raffle off at each guild meeting.
 - Keep track of receipts/money spent, turning in receipts and money collected at the end of each guild meeting.
 - A quick note to the newsletter after each guild meeting—messages about who won the prizes, and if anything special will be coming up for raffle.

2. Approximate time commitment - approximately one hour a month, plus the guild meeting time – set up, tear down, and selling tickets each guild meeting

3. Number of members on position/committee: Chair and one or two others to help with shopping and help at the table.

4. Forms used: Expense forms for reimbursement and form to turn in money collected to the treasurer.

5. Monthly tasks—newsletter notes, cash receipts and turning in cash earned at raffle; shopping for great deals to raffle off; looking/asking for donations.

6. Financial Information: Budget is decided at the first of the year budget meeting.

7. Transition: At the December guild meeting, new chair person can take home the sew-n-sew bucket of tickets and signs.

8. Other notes: This job is a lot of fun if you like to shop. We went to as many quilters flea markets as we could find--there are great deals out there. Shopping is also necessary for the end of the year drawing—bonus tickets. End of the year items need to be stored until December.