

Little Gems Service Project Committee

Little Gems Service Project is a sub-committee of the Workshops and Education Committee and follows the same general guidelines as this committee.

1) *General duties for all standing committees:*

See "General Duties for All Standing Committees" document.

2) Little Gems Service Project Committee job description:

- a) The Little Gems Service Project Committee will be selected by the **October** meeting for the following year.
- b) The committee will be the liaison between Gems of the Prairie Quilters and St. Jude Midwest Affiliate and Center for the Prevention of Abuse.
- c) Coordinate the design, fabric purchase, preparation, kitting and collection of Little Gems quilt projects.
 - i) The committee should be at meetings to collect finished quilts and distribute kits.
 - 1. Keep a record of the number of quilt kits in progress and the stage of progress.
 - 2. Keep a record of the number of quilts completed.
 - ii) Arrange service project workshops as needed and desired—at least one annually.
 - 1. Communicate with the workshop committee in selecting workshop date(s).
 - 2. Secure location for workshop(s).
 - 3. Handle sign-ups for workshop(s).
 - 4. Notify the corresponding secretary the date and location of events for listing in the newsletter calendar of events.
 - 5. Submit newsletter article to newsletter editor every month.
 - 6. Submit pictures from workshops to website coordinator.
 - 7. Be in contact with the charities as to when quilts are needed, and if the quilts donated are meeting their needs.
 - iii) Apply labels to each quilt. Labels are to say:
Made to Comfort You By
Gems of the Prairie Quilters
Peoria, IL (year)
- d) Display Little Gems finished quilts at the August Gems Quilt Show.
- e) Arrange for distribution of the quilts to the charities several times a year and after the quilt show.

Reviewed/Revised: December 2016