

NICU (Tiny Gems) Service Project Committee

NICU (Tiny 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) NICU (Tiny Gems) Service Projects Committee job description:

- a) The NICU (Tiny 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 OSF Saint Francis Medical Center Neonatal Intensive Care Unit (NICU).
- c) Provide members with descriptions of quilts needed, including sizes (24" x 31" and 36" x 36") in the monthly newsletter.
- d) Coordinate the 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.
 - Maintain a record of the number of quilt kits in progress
 - Committee members shall keep a record of the number of quilts completed.
 - ii) Arrange service project workshops as needed and desired – **at least once a year**.
 - Communicate with the Workshop Committee in selecting workshop date(s).
 - Secure location for workshop(s).
 - The Workshop Committee will handle the sign-ups for workshop(s).
 - The committee should notify the corresponding secretary the date and location of events for listing in the newsletter calendar of events.
 - **Submit newsletter articles by the 15th of the month.**
 - iii) Apply labels to each quilt. The labels should say: ST. FRANCIS NICU MADE WITH LOVE
BY GEMS OF THE PRAIRIE QUILTERS
- e) The committee will cooperate in displaying finished quilts at the August Gems Quilt Show.
- f) Arrange for delivery of completed quilts to the OSF NICU after the August Gems Quilt show and throughout the year, as necessary.

Reviewed/Revised: November 2016