

# Mountain Laurel Quilt Guild Membership Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Preferred phone#: \_\_\_\_\_ cell# -- or -- home# ? (please circle which)

Birthdate (Month and Day only): \_\_\_\_\_

Annual dues \$20.00 made payable to: Mountain Laurel Quilt Guild, for those younger than 80 years old.

Check here if you are over 80.

Please check which committee(s) you would like to serve (descriptions on back):

<input type="checkbox"/> Audit	<input type="checkbox"/> Newsletter
<input type="checkbox"/> Communications	<input type="checkbox"/> Publicity
<input type="checkbox"/> Donation Quilts	<input type="checkbox"/> Sunshine
<input type="checkbox"/> Luncheon	<input type="checkbox"/> Website
<input type="checkbox"/> Membership	<input type="checkbox"/> Workshops

I AGREE THAT PHOTOGRAPHS MAY BE PUBLISHED FOR THE PURPOSE OF PUBLICIZING OR PROMOTING PROGRAMS OF, OR SPONSORED BY, THE MOUNTAIN LAUREL QUILT GUILD.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Paid by: CASH -or- CHECK# \_\_\_\_\_

# Mountain Laurel Quilt Guild

## Membership Information

### COMMITTEE DESCRIPTIONS

Audit: Conducts an annual audit at the conclusion of the business year. The committee will insure that the guild books balance and report back to the membership.

Communications: Maintains the FB page and MLQG email account; makes announcements on both as needed.

Donation Quilts: Distributes donated quilts to community organizations: Watauga Medical Center [newborns], Department of Social Services, Children's Advocacy Center, Red Cross, police and fire departments, etc. and to individuals in need. There is a suggested donation of two quilts annually per member.

Luncheon: Responsible for our June and December luncheons

Membership: Maintains membership records, ensures that membership forms and name tag kits are available at meetings; prepares and distributes membership cards; maintains and distributes a current membership pictorial directory. Keeps the Executive Committee informed of new members and any special member concerns or needs.

Newsletter: Assembles monthly reports from committee chairs into a newsletter format and distributes monthly to membership.

Programs: Plans programs for the year, soliciting input from members; ensures scheduled speakers / artists have all they need; makes sure membership is advised of upcoming programs and any cost or materials required.

Publicity: Maintains the current paragraph in the Mountain Times, keeps publicity documents current and up to date.

Sunshine: Responds with a mailed card to the "Joys and Concerns" of the membership; maintains the fat quarter birthday basket; provides the newsletter editor with monthly birthdays of the membership.

Website: The website is maintained by one individual. Maintenance includes updating the website so that it is current and is a resource for members and those interested in the guild.

Workshops: Plans workshops for the year, soliciting information from the members; ensures presenters have all they need; makes sure the membership is advised of upcoming workshops and any cost or materials needed.

Other committees:

Shop News: Sends monthly email to local quilt shops asking if they have "news" to share with our guild members via monthly newsletter; compiles "news" and emails to newsletter chair for inclusion in the newsletter; forwards newsletter to quilt shops.