

New PHXMQG Community Outreach Recipient Checklist

PHXMQG Purpose (P&P 1.2.5) Serving the local community through charitable activities involving quilting.

The Community Outreach Committee and Executive Board will review all community outreach suggestions and determine which organizations the guild will support. It is important to provide them with enough information to make an informed decision.

Is this an outreach opportunity for members to contribute individually? _____

Is this an outreach opportunity you would like PHXMQG to support? _____

Name of the proposed organization: _____

Address of the organization _____

Name of contact person at the organization _____

Phone number for the contact person _____

Email address for the contact person _____

Is the organization non-profit? _____

1. Is the organization local? _____

2. Who/What does the organization support or benefit _____

3. Who will be the PHXMQG liaison(s) between the organization and PHXMQG? (see item 10)

_____, _____, _____

4. What are the needs of the organization? _____, _____

a. Size of quilt/project

b. Pattern of project

c. Frequency of need

d. Quantity of quilts/items requested

5. What PHXMQG resources are being requested (supplies/labor/patterns/ etc)?

6. How will this effort flow through the guilds' CO structure? _____
7. Will the organization provide a receipt for item(s) contributed to the organization? _____
8. Will the organization send a representative to speak to the PHXMQG membership? _____
9. Please provide a write-up for our website about the organization, its needs, and the kind of service it provides to the local community. Pictures or logos are also helpful.
10. What it means to be a liaison:
 - a. the contact person (a PHXMQG member) between the organization and PHXMQG.
 - b. Responsible for
 - i. promptly delivering the guild donations to the organization and
 - ii. obtaining a receipt for the donation and
 - iii. returning the receipt to CO for record keeping
 - c. Speaking to the group about the cause and how the guild members can help
 - d. Help develop and document a process of how this donation will work with the guild (as an entity) if needed.
 - e. Provide feedback to membership from the organization about the donations - thank you notes, photos, etc.