

**AZ BLANKETS 4 KIDS, INC.
("AZB4K")**

**Volunteer Guide for
Board of Directors Members**

This Volunteer Guide is the property of AZB4K, and is to be returned to a Board member upon completion, retirement or resignation of duties with AZB4K.

The purpose of this book is to have a compilation of information which serves as a guide for AZ Blankets 4 Kids Board members to follow. Additions and/or revisions will be made as needed, with a complete review every three (3) years by a committee to be appointed by the President.

This Volunteer Guide is meant to remain with the same Board member during the Member's entire tenure on the Board. During that time, the Board member will be responsible for inserting any updates to this Guide so this Guide is always up to date with the "master" Guide.

Please do not change the Bylaws, Positions/Duties and Forms sections of this Guide without prior approval of the Board. Other sections of this Guide are modifiable by the Board member so it can become a useful resource.

~ VOLUNTEER GUIDE ~

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~ EVENTS CALENDAR ~

Introduction

This first section, containing the pink cardstock sheet, has been designed as a section to contain various paperwork pertaining to calendaring.

The pink cardstock sheet is updated annually with current board meeting dates, phone line duty assignments, and the new bee schedule.

The Member may add/remove paperwork as desired.



~ **CONTACTS** ~
Introduction

This section contains the yellow cardstock sheet which has two different areas of information as follows:

Side 1: Board Volunteer contact information

Side 2: Quilt drop off locations with Distribution Committee member responsibility assignments

The Member may add/remove contact paperwork as desired.



~ **BYLAWS** ~
Introduction

The enclosed Bylaws are the rules and regulations enacted by AZB4K to provide a framework for its operation and management.

No changes should be made to this section without the prior approval of the Board of Directors.

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**BYLAWS
of
AZ BLANKETS 4 KIDS, INC.**

**ARTICLE I
*Name***

The name of this organization shall be AZ Blankets 4 Kids, Inc., which may be abbreviated as AZB4K.

**ARTICLE II
*Purpose***

The corporation is organized as a not-for-profit corporation in the State of Arizona exclusively for charitable purposes, and the specific purpose of the corporation is to provide handmade quilts and blankets as gifts to ill and traumatized children in the Phoenix metropolitan area.

No part of the net earnings of the corporation shall inure to the benefit of the Board of Directors, individually or as a group.

No part of the activities of the corporation shall be for lobbying or otherwise attempting to influence legislation. The corporation shall not engage in any political activity.

**ARTICLE III
*Membership***

The corporation shall not have members.

**ARTICLE IV
*Financial Policies***

The books and accounts shall be kept in accordance with sound accounting practices and requirements for a non-profit 501(c)(3) corporation. All monies derived from AZB4K activities shall be turned over to the Treasurer for deposit into the AZB4K accounts. An annual report will be prepared and copies provided to the Board of Directors. The corporate fiscal year runs from October 1 through September 30.

ARTICLE V ***Meetings***

The annual meeting of the Board shall be held on the second Saturday of November each year unless rescheduled by the Board. At this time, annual reports will be presented by officers and committee chairpersons. The annual reports shall contain a summary of the year's duties, and two (2) copies shall be submitted for the President and the Secretary to retain.

The Board shall meet in February, May, August and November each year. Special meetings of the Board may be called as needed.

A quorum of 51% is required at all meetings of the Board for the transaction of business.

ARTICLE VI ***Directors***

The Board of Directors shall consist of the officers of the corporation, chairpersons of the standing committees and other appointed Board volunteers.

The Board shall have no more than eighteen [18] members. The Board shall be responsible for the control and management of all business affairs, property and interests of the corporation.

The operation of AZ Blankets 4 Kids, Inc. is to be guided by the premise that all actions and decisions by any Board member on behalf of the corporation must be known to all and agreed upon by a majority of Board members. All Board members have equal standing and an equal voice/vote in all matters.

The corporation is not required to obtain insurance for the indemnification of the Board of Directors including the officers.

ARTICLE VII ***Officers***

The officers of AZB4K shall be the President, Vice-President, Treasurer and Secretary. Each officer is elected for a period of a one-year term (as described in Article IX, *Elections*, below). An officer may serve more than one term, and may resign at any time by giving notice to the President or another officer. In the event an officer does not complete his/her term, the vacancy shall be filled for the remainder of the term by the President's appointment of a replacement with the approval of the Board. No officer shall be liable for any debt, obligation or liability of the corporation.

ARTICLE VIII

Nominations

A Nominating Committee, consisting of three [3] people, will be appointed by the President during the May Board meeting. This committee shall be charged with nominating the officers and committee members for the following year. These names will be presented at the September meeting prior to the annual meeting in November. The committee shall proceed pursuant to the Nomination and Election Procedures found in this manual.

ARTICLE IX

Elections

The slate for the new Board will be voted on by the Board at the annual meeting each November, as detailed in the Nomination and Election Procedures found in this manual.

Elected Board members shall assume their responsibilities at the conclusion of the annual meeting, and their term of office shall run until the end of the next annual meeting.

ARTICLE X

Standing Committees

All committee members shall serve a one-year term to commence with the annual meeting. A committee member may serve more than one term, and may resign at any time by giving notice to the President or another officer. In the event a committee member does not complete his/her term, the vacancy shall be filled for the remainder of the term by the President's appointment of a replacement with the approval of the Board.

They shall submit reports to the Board, at least annually, and keep adequate files of procedures for their activities.

Standing Committees are:

Agency
Bees
Distribution
Kits

Newsletter
Volunteer Records
Webmaster

ARTICLE XI

Standing Rules

1. All board members are required to attend Board meetings. If unable to attend a meeting, he/she must notify the President and provide a written report of committee activities.

2. Any Board member or committee chairperson missing three (3) meetings during a Board year will automatically be dismissed from their Board position. Exceptions due to extenuating circumstances may be made at the discretion of the President.
3. All Board members shall make arrangements with the Treasurer for any monetary needs.
4. All Board members are expected to keep complete, accurate records of their activities during their term in office.
5. All Board members are responsible for providing adequate backups of critical information they maintain.
6. All Board members are expected to provide their records to, and train, a successor to any position they hold on the Board.
7. All Board members are expected to attend and assist at AZB4K bees, as well as attending other activities and events that may arise as needed.

ARTICLE XII ***Duties of Officers***

President

The President shall have the ultimate responsibility for the running of AZB4K. The President shall preside over all meetings. **The President shall appoint the Nominating Committee and shall be an ex-officio member of all committees.** The President shall ensure that Board members are fulfilling their responsibilities.

Vice-President

The Vice-President shall assist the President and perform the duties of the President in the President's absence. The Vice-President shall assume the office of the President in the event of a vacancy in that office.

Secretary

The Secretary shall take minutes of all AZB4K meetings, providing all Board members with copies of those minutes in a timely manner. The Secretary shall keep files of all minutes. The President may request the Secretary to conduct general correspondence, keep files of that correspondence, and perform other secretarial duties as may be assigned.

Treasurer

The Treasurer shall be custodian of all AZB4K funds. The Treasurer shall record all monies received and expended by AZB4K. The Treasurer shall pay all authorized expenditures in a timely manner. The Treasurer shall prepare detailed reports of financial activities and reconcile all bank accounts on a monthly basis. The Treasurer shall be a signer on all bank accounts, prepare annual budgets, and

insure that all annual financial reports and tax returns required by law are submitted to both state and federal agencies.

ARTICLE XIII ***Duties of Committees***

Agency Committee

The Agency Committee, consisting of a minimum of three (3) AZB4K Board members, shall be responsible for contacting, interviewing, presenting the potential agency to the Board, and maintaining communication with potential new agencies. A member of the Distribution Committee shall serve on the Agency Committee.

Bee Committee

The Bee Committee shall maintain a schedule of all events for the construction of handmade quilts and blankets. This schedule will be provided to the Webmaster for inclusion on the website and to the Newsletter Editor for the newsletter. **They shall coordinate and oversee all of the bee events.**

Distribution Committee

The Distribution Chairperson shall monitor the delivery of finished quilts and blankets to approved agencies, keep records of those deliveries, and assist Committee Members as needed. The Distribution Chairperson shall prepare the annual distribution report and provide a copy to the Treasurer, for the annual state and federal reporting. A member of the Distribution Committee shall serve on the Agency Committee. Committee members shall be responsible for picking up quilts from quilt shops and sewing groups as needed, for delivery of blankets to their assigned agencies, and shall report all **pick-ups** and deliveries in a timely manner to the Distribution Chairperson.

Kits Committee

The Kits Committee shall be responsible for the assembly of quilt kits and for keeping an adequate supply of quilt kits for use at quilting bees. **In addition, committee members shall coordinate the pick-up and handling of donated fabrics.**

Newsletter Committee

The Newsletter Committee shall be responsible for collecting and facilitating the publication of the newsletter which will be sent to all AZB4K volunteers. A digital copy will be provided to the Webmaster for the website.

Volunteer Records Committee

The Volunteer Records Committee shall maintain an accurate, up-to-date database of all AZB4K volunteers; provide a mailing list (in computer transferable format) for the newsletter; organize the distribution of a volunteer roster to Board members periodically; and e-mail noteworthy items to the volunteers, including the newsletter and bee reminders.

Webmaster Committee

The Webmaster Committee shall be responsible for maintaining the corporate website, **Facebook page**, and to refer/respond to incoming e-mails as detailed in the Phone and E-mail Procedures.

ARTICLE XIV *Dissolution*

Upon the dissolution of the corporation, the net assets of the corporation shall be distributed to another 501(c)(3) organization whose purposes are similar to AZB4K. No funds shall inure to the benefit of any of the corporation's directors or volunteers.

ARTICLE XV *Amendments*

The Articles of Incorporation and these Bylaws may be amended by the Board of Directors. Additions and/or revisions will be made as needed, with a complete review every three (3) years by a committee to be appointed by the President.

History of Bylaw Amendments

Changes to the Bylaws were adopted by the Board of Directors as follows:

- April 12, 2002, certified by Marilyn Nero, Secretary
- November 1, 2003, certified by Sylvia Saffell, Secretary
- January 13, 2007, certified by Sylvia Saffell, Vice-President
- September 10, 2011, certified by Sylvia Saffell, Distribution Committee Chairperson
- May 14, 2016, certified by Karen Johnston, Newsletter Editor

It was suggested that all of the Board members sign the Bylaw amendment. Here is the standard policy regarding signatures. We will need to decide how to proceed for our amendments.

It's good practice to record the date the Bylaws are passed (or amended) and have the board President sign the final document with the Secretary attesting to the signature. Some organizations will have all board members sign this document – such as:

We, the undersigned, are all of the directors of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the ## preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

Tracy Wilson, President – Nonprofit, Inc.

ATTEST: Mike Harlow, Secretary – Nonprofit, Inc

~ POSITIONS/DUTIES ~

Introduction

This section contains the description sheets for each Board Position and Committee and the duties for each.

No changes should be made to this section without the prior approval of the Board of Directors.



President Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The President shall have the ultimate responsibility for the running of AZB4K. The President shall preside over all meetings. The President shall appoint the Nominating Committee and shall be an ex-officio member of all committees. The President shall ensure that Board members are fulfilling their responsibilities."

More specifically, the President shall:

- Prepare a meeting agenda for each Board meeting, which may include tracking and noting unfinished business from prior meetings.
- At the Board meeting in May, appoint a Nominating Committee of three [3] Board members charged with nominating officers for the following year.
- Shall visit and/or coordinate the visits by another Board member to contributing volunteer sewing groups as determined each year.
- Attend social and business events sponsored by various organizations who donate grants and/or funds to AZB4K as needed.
- Welcome and make announcements at bees.

Vice-President Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Vice-President shall assist the President and perform the duties of the President in the President's absence. The Vice-President shall assume the office of the President in the event of a vacancy in that office."

More specifically, the Vice-President shall:

- Attend social and business events sponsored by various organizations who donate grants and/or funds to AZB4K with or without the President as needed.
- Assist President with visits and/or coordination of visits by another Board member to contributing volunteer sewing groups as determined each year.
- Order and distribute AZB4K labels which are sewn onto blankets prior to distribution (see Forms).
- Update and oversee the printing and distribution of AZB4K brochures and other forms which may become necessary.
- Order Board name tags for new Board members.
- Maintain the Volunteer Guide notebook and sample documents, or appoint a volunteer from the Board to do so.
- Schedule the meeting room for all Board meetings (currently held quarterly at the Chandler Police Department Community Room).

Secretary Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Secretary shall take minutes of all AZB4K meetings, providing all Board members with copies of those minutes in a timely manner. The Secretary shall keep files of all minutes. The President may request the Secretary to conduct general correspondence, keep files of that correspondence, and perform other secretarial duties as may be assigned."

More specifically, the Secretary shall:

- Record all minutes of all Board meetings.
- Provide minutes of Board meetings to Board members in a timely manner via e-mail or U.S. mail. **These minutes shall not be provided to non-Board members.**
- Maintain the Secretary files and records.
- Send thank you cards acknowledging blanket and other non-monetary donations, holiday greetings, etc.
- Keep records of thank you cards sent.
- Maintain reference sheets for Phone Line and Quilt Shop Assignments, Board Members and Calendar.
- Oversee coverage of AZB4K telephone; enlist Board Member volunteers to answer the AZB4K telephone and provide back-up if an assigned Member is unable to fulfill his/her responsibility.

Treasurer Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Treasurer shall be custodian of all AZB4K funds. The Treasurer shall record all monies received and expended by AZB4K. The Treasurer shall pay all authorized expenditures in a timely manner. The Treasurer shall prepare detailed reports of financial activities and reconcile all bank accounts on a monthly basis. The Treasurer shall be a signer on all bank accounts, prepare annual budgets, and insure that all annual financial reports and tax returns required by law are submitted to both state and federal agencies."

More specifically, the Treasurer shall:

- The Vice President and Treasurer are to be the authorized signers on the organization's checking account.
- File required annual report each year with the Arizona Corporation Commission due June 9.
- Prepare Treasurer's report and present it at each Board meeting.
- Prepare and file tax returns due February 15.
- Prepare and file any forms pertaining to tax exempt and Arizona qualified charity status as needed.
- Complete grant applications and follow-up reports as needed in a timely manner.
- Maintain system to account for all receipts and disbursements.
- Set up and maintain bank account, including check writing, making deposits and monthly reconciliation.
- Prepare annual budgets.
- Send out donation receipts for all monetary donations in a timely manner.
- Send out pass-through donation funds to sewing groups as appropriate.
- Send mini-grant notifications and funds to the sewing groups as directed by the Board.

Agency Committee Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Agency Committee, consisting of a minimum of three (3) AZB4K Board members, shall be responsible for contacting, interviewing, presenting the potential agency to the Board, and maintaining communication with potential new agencies. A member of the Distribution Committee shall serve on the Agency Committee."

More specifically, the Agency Committee shall:

- Shall consist of at least three (3) people currently serving on the AZB4K Board.
- A member of the Distribution Committee shall serve on the Agency Committee.
- Submit reports at Board meetings.
- As needed, search for new agencies in the East Valley in an effort to ensure that our quilts continue going to ill and/or traumatized children.
- Evaluate each new applicant agency to be sure it meets our criteria to receive blankets.
- If a new applicant agency appears to meet our criteria, obtain a Criteria of Eligibility from them and present the agency to the Board for voting on acceptance.
- A vote by the Board on whether or not to accept a proposed new agency must occur before blankets are delivered.
- Maintain the files containing Criteria of Eligibility forms and other agency information for each agency.
- Following approval by the Board of a new agency, make sure the formal Acceptance letter is sent to the new agency (see Forms).

Bee Committee Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

*"The Bee Committee shall maintain a schedule of all events for the construction of handmade quilts and blankets. This schedule will be provided to the Webmaster for inclusion on the website and to the Newsletter Editor for the newsletter. **They shall coordinate and oversee all of the bee events.**"*

More specifically, the Bee Committee shall:

- Arrange bee scheduling, as well as lunch and raffle options, with the bee hosts and provide the schedule to the Board. Coordinate the information with the Webmaster, Newsletter and Volunteer Records Committees for planning and advertisement purposes.
- Organize each bee in coordination with the bee hosting group in regard to:
 - a. Scheduling
 - b. Set up of rooms
 - c. Supplies needed
 - d. Welcome table, decorations
 - e. Refreshments
 - f. Lunch
 - g. Publicity
 - h. Raffle item for the host group
 - i. Clean-up
- Maintain and arrange to have at bee the following supplies as needed for the particular bee:
 - a. Welcome box consisting of sign-in sheets, name labels, markers, pens and raffle supplies
 - b. Two (2) sandwich-board signs
 - c. Refreshment table box if needed
 - d. Sewing and cutting supplies such as thread, scissors, rotary cutters, cutting mats, rulers and AZB4K labels
 - e. Set-up supplies such as electrical cords, table risers
 - f. Tying supplies such as pearl cotton, needles, needle threaders, scissors
 - g. Spraying supplies such as table covering, spray, aprons, masks, eye protection
 - h. Binding supplies
 - i. Batting for layering
 - j. Quilt kits and fabric for cutting additional kits, and
 - k. Quilts in various stages for volunteers to complete at the bee

- Arrange storage of bee supplies among the Board members. The storing of supplies needed to support bees is a large commitment. This work has been and continues to be shared among Board members on an 'as needed' basis.
- Submit a report via e-mail or mail and at the next scheduled Board meeting on the results of each bee.
- Meet with potential new bee hosting groups and bring the proposal to the Board.

Distribution Committee Chairperson

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

*"The Distribution Chairperson shall monitor the delivery of finished quilts and blankets to approved agencies, keep records of those deliveries, and assist Committee Members as needed. The Distribution Chairperson shall prepare the annual distribution report and provide a copy to the Treasurer, for the annual state and federal reporting. A member of the Distribution Committee shall serve on the Agency Committee. Committee members shall be responsible for picking up quilts from quilt shops and sewing groups as needed, for delivery of blankets to their assigned agencies, and shall report **all pick-ups** and deliveries in a timely manner to the Distribution Chairperson."*

More specifically, the Distribution Chairperson shall:

- Maintain all Distribution Records.
- Maintain good communication with other Distribution Committee members.
- Maintain a record of actively serviced agencies including:
 - name of agency
 - contact information (address, phone numbers, e-mail info)
 - contact person
 - delivery person
- Coordinate with Distribution Committee members, i.e., assign pick-up and delivery responsibilities to Committee members.
- Train new volunteers for the Distribution Team.
- **Report deliveries made at each Board meeting.**
- Report current distribution totals and any pertinent happenings of the Committee at Board meetings.
- Report to the Board if the need/supply of blankets is unbalanced. Contact Agency Committee if acquiring additional agencies may be desirable.
- Communicate with agencies and track the agency leaders and contact information.
- Prepare the Annual Distribution Committee Report for the Board.

- Maintain and order distribution supplies. Assure that the distribution team has adequate supplies of:
 - clear plastic bags
 - tag inserts
 - record of delivery postcards
- Keep delivery postcards until year-end, at which time they are turned over to the Treasurer.
- Keep blanket delivery totals by month. **This record is kept as a spreadsheet which shall be provided to the Board members for Board meetings.** This file includes:
 - name of agencies and designated delivery person
 - month of delivery
 - total number of blankets delivered to each agency and grand total
- Maintain a record of blankets picked up and their locations.

Distribution Committee Member Duties

The Distribution Committee members shall:

- Pick-up blankets from quilt shops, sewing groups, bees or individuals within 48 hours of notification.
- Check blankets for quality, pins, labels, etc. Never leave any type of pin on or in a blanket.
- Add quilt labels as needed.
- Sort blankets by size; bag and tag.
- Notify Secretary to send a thank you note (the Distribution Chairperson may handle this).
- Report any blanket pick-ups to the Distribution Chairperson or other assignee.
- Maintain individual records on each agency and keep updated facts relating to the successful delivery to the agency.
- Deliver blankets to agencies within as short a turn-around time as possible.
- The delivery postcard (confirmation card) is to be signed at the time of delivery. This is AZB4K proof of delivery for IRS reporting. Do not deliver blankets if no signature can be obtained. Provide all delivery postcards to the Distribution Chairperson **as soon as possible**.
- Report delivery totals and a breakdown of each size delivered to the Distribution Chairperson either at the end of each month or as the blankets are delivered, either by e-mail or by telephone call.
- **Maintain contact with designated agencies, monitoring how to assist them, how blankets are used, and reporting any problems that may occur. (Moved from Distribution Chairperson list.)**
- Report to the Distribution Chairperson if the need/supply ratio is unbalanced.
- Coordinate with other Committee members to level out blanket donations as much as possible.
- Coordinate with other Committee members to cover each other's vacations and to even out duties when needed.

Kits Committee

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Kits Committee shall be responsible for the assembly of quilt kits and for keeping an adequate supply of quilt kits for use at quilting bees. In addition, committee members shall coordinate the pick-up and handling of donated fabrics."

More specifically, the Kits Committee shall:

- Work closely with the Bee Committee to provide kits at each bee.
- Oversee the pick-up, sorting, cleaning and distribution of donated fabrics.
- Oversee the preparation of quilt kits.
- Supervise volunteers at the kit cutting table during bees (including specifically, training new volunteers on safe use of rotary cutters).
- Bring fabric to each bee to be used for kits and binding.
- Track the number of available kits
- Assure printed quilt patterns are available to include with kits.

Newsletter Committee Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Newsletter Committee shall be responsible for collecting and facilitating the publishing of the newsletter which will be sent to all AZB4K volunteers. A digital copy will be provided to the Webmaster for the website."

More specifically, the Newsletter Committee shall:

- Publish the newsletter two (2) times a year in May and November.
- Solicit pictures, newsworthy ideas, items, topics and articles from AZB4K volunteers to use in the newsletter.
- Take pictures at each bee, or ask another to take pictures for you.
- Prepare the newsletter by writing articles and assembling pictures or other items for the newsletter.
- Prior to printing the newsletter, proofread it closely and/or give it to another Board member for proofing.
- Arrange for printing.
- Work with Volunteer Records Committee to obtain newsletter mailing labels for volunteers that do not have email.
- Work with Treasurer for the purchase of supplies, including paper, mailing labels, stamps and sealing dots as needed for the mailed newsletters.
- Prepare newsletters for mailing by affixing labels, postage and sealing dots. (Staples are not allowed, per the U.S. Post Office.)
- Mail newsletters.
- Advise Board members once the newsletters have been mailed.
- Collaborate with Webmaster and provide a digital copy of the newsletter to Webmaster for use on the website.

Volunteer Records Committee Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

"The Volunteer Records Committee shall maintain an accurate, up-to-date database of all AZB4K volunteers; provide a mailing list (in computer transferable format) for the newsletter; organize the distribution of a volunteer roster to Board members periodically; and e-mail noteworthy items to the volunteers, including the newsletter and bee reminders."

More specifically, the Volunteer Records Coordinator shall:

- Maintain a comprehensive volunteer list roster in alphabetical order to include name, address, city, state, zip, phone number and e-mail address (if any). Also include sewing group or board position, if any.
- Update the volunteer list with information received at bees, requests received via e-mail or telephone, and changes noted from mass e-mailings.
- E-mail an updated Volunteer Records roster to each Board member several times a year, and other times as requested by any Board member.
- Send e-mail reminders to all volunteers a week to 10 days before each bee to notify volunteers of the bee particulars, including luncheon information and a link to map for directions. (Mini bees do not require e-mail reminders.)
- Send a second e-mail reminder 2-3 days before each bee. Mini bees do not require e-mail reminders.
- Send e-mail to all volunteers when a new newsletter is placed on the website with a link to the website.
- Send other e-mail to all volunteers as needed.
- Look up and provide volunteer contact information for Board members from the current roster as requested.
- Review returned newsletters and process any necessary address changes, including removal of volunteers from the roster whose address was undeliverable. Snowbirds can keep their address on the roster even if their newsletter was returned.
- Updated rosters are sent to the Board members quarterly which provides adequate back-up of data. Twice a year the volunteer roster should be stored on a separate computer media source as a backup for system failure and for future Volunteer Records committee members.

Webmaster Committee Duties

The duties as described in the Bylaws of AZ Blankets 4 Kids, Inc. are:

*“The Webmaster Committee shall be responsible for maintaining the corporate website, **Facebook page**, and to refer/respond to incoming e-mails as detailed in the Phone and E-mail Procedures.”*

More specifically, the Webmaster shall:

- Maintain and update AZB4K web pages. This may include updating the bee schedule or quilt shop information, adding patterns, and uploading new newsletters as they are published.
- Review e-mail received by AZB4K, respond to general requests and refer to other Board members as appropriate (using the Phone and E-mail Procedures guidelines).
- Maintain the Facebook page and post new entries to keep an active status on Facebook.
- Work with Treasurer to obtain/renew website hosting and domain name reservations contracts.

~ PROCEDURES AND GENERAL INFORMATION ~
Introduction

This section contains various procedures and general information for the Board volunteers. The documents located in this section are:

1. Phone Line and Email Response Guidelines
2. General Information
3. Mileage Reimbursement
4. Nominations and Elections Procedure
5. Agency Committee Procedures for Criteria of Eligibility Documents
6. Distribution Committee Procedures
7. Visits to Quilting Groups Discussion Outline

No changes should be made to this section without the prior approval of the Board of Directors.



AZB4K Phone Line and Email Response Guidelines

Emails coming into the website shall be handled by the Webmaster pursuant to the guidelines noted below.

Phone calls coming into the phone line shall be handled by the volunteer overseeing the phone line at that time pursuant to the guidelines noted below.

Phone Line Instructions

- Each month a volunteer handles the phone line from the first day to the last day of the month.
- The volunteer handling the previous month should contact the next-in-line volunteer as a reminder several days prior to the end of the month.
- The phone line should be checked on a daily basis and calls should be returned as soon as possible by the volunteer or by contacting the proper Board member to handle the call (see below).
- The **Blanket Line** number is 480-283-8746. While the message is being heard, press 7 to interrupt the message and go to voicemail. Enter the 5 digit code (currently 29245) to begin listening to the messages.
- Voice messages may be deleted after taking down the information and/or handling the call.
- If there are any saved messages at the end of the month for follow-up, please either handle the message and delete it - or alert the next month's volunteer.

RESPONSIBLE PARTIES FOR CALLS AND EMAILS **(Refer to the Yellow Cardstock Page for Current Contact Persons)**

If a call comes from a **new agency wanting to receive blankets**, contact the Agency Committee Chairperson.

If a **current agency needs blankets**, contact the proper Distribution Committee member assigned to that agency.

If a **school or organization** wants information on Service Projects, contact the President.

If a **group wants to host a bee**, contact the Bee Coordinator.

If there is a **brochure or label request**, contact the Vice-President.

If there is a **newsletter request**, newsletters can be obtained on the website, www.AZBlankets4Kids.com, or contact the Newsletter Editor for paper copies.

If **patterns for quilts** are requested, they are available on the website, www.AZBlankets4Kids.com.

For **blanket donations**:

- Current quilt shop drop-off points are shown on the yellow cardstock page and on the website. Request that the donor individual or group name and address and number of quilts in the donation be included with the drop-off for the purpose of acknowledging donations.
- If they cannot drop off the blankets, contact the Distribution Chairperson.

For donations of **crochet/knit hats, also shirts and booties**, contact the Distribution Chairperson.

General Information

The President and Treasurer shall be the responsible parties on the post office box records. They shall arrange for one of the Board members to pick up mail from the post office, and the responsible Board member will open mail and notify appropriate Board members of the mailings as needed.

Any Board member who visits a quilt shop on our drop-off list should check the brochure quantity and restock if low.

Mileage Reimbursement

Board members may be reimbursed for miles driven on AZB4K business, including but not limited to: travel to Board meetings, sewing bees, pick-up and delivery of blankets, official visits to sewing groups or other AZB4K business.

Reimbursement will be made for miles driven over and above the first 30 miles each month at a rate of 45¢ per mile.

A signed Mileage Reimbursement form (see Forms) must be submitted to the Treasurer to receive the reimbursement. The form must state the date, miles driven, where, and purpose of the trip.

Nomination and Election Procedures (Overseen by Nominating Committee)

As described in the Bylaws of AZ Blankets 4 Kids, Inc.:

“ARTICLE VIII Nominations

A Nominating Committee, consisting of three [3] people, will be appointed by the President during the May Board meeting. This committee shall be charged with nominating the officers and committee members for the following year. These names will be presented at the September meeting prior to the annual meeting in November. The committee shall proceed pursuant to the Nomination and Election Procedures found in this manual.

ARTICLE IX Elections

The slate for the new Board will be voted on by the Board at the annual meeting each November, as detailed in the Nomination and Election Procedures found in this manual.

Elected Board members shall assume their responsibilities at the conclusion of the annual meeting, and their term of office shall run until the end of the next annual meeting.”

More specifically, nominations and election shall proceed as follows:

The President will appoint no fewer than three (3) Board members at the May Board meeting who will comprise the Nominating Committee.

At the May Board meeting, the Nominating Committee shall poll the Board members in attendance and afterwards shall contact absent Board members to see whether they want to continue in their current position for another term. This way the committee can determine open positions.

The committee shall:

- Recognize, recruit and develop a list of potential candidates by polling Board members and, if needed, going to the general volunteer membership for potential nominees.
- Contact potential candidates to discuss the duties, their skills/experience and their willingness to accept nomination.

- Select the candidates for nomination.
- Invite candidates to attend the next Board meeting.
- Prepare a written report for the Board, listing the nominations for officers and committee members. This report will be presented at the September Board meeting for discussion, and the Board may add nominees to the slate at that time.

Once the slate of officers and committee members is presented, any proposed changes to the slate must go through one or more of the Nominating Committee members only. Other Board members cannot make changes to the slate once it is presented.

If a Board member receives any communication from a prospective candidate, they will refer the candidate to one of the Nominating Committee members to handle.

A Board member may nominate another person or themselves from the floor at either the September or the November Board meetings. Floor nominations require both people to physically be in attendance at the meeting when nominated (both the nominator and the prospective nominee).

The Nominating Committee shall prepare paper ballots to be used for the November voting. After voting, the ballots shall be counted by Nominating Committee members or their designees. After election results are certified, they will be announced immediately at the November Board meeting.

Paper ballots and tally sheet will be retained by a member of the Nominating Committee until the following year's elections are certified.

Newly elected officers and committee members assume their duties at the end of the November meeting.

The Nominating Committee is dissolved once the election is held and certified at the November Board meeting.

PENDING UPDATE TO BE DISCUSSED AT MEETING
PROCEDURES FOR
QUALIFICATION OF NEW AGENCIES

All potential new agency requests for blankets shall be given to the Agency Committee. The Agency Committee shall be the ones to contact the new agency and furnish the Agency Eligibility Questionnaire (AEQ) (see Forms) to the requesting agency.

Explain that:

- Our blankets go to ill, traumatized or homeless children.
- Blankets are to be given, **not** sold.
- Blankets cannot be used for fundraising purposes.

Provide an AEQ to the agency (preferable to be completed in person) and ask that it be completed and returned to AZ Blankets 4 Kids, Inc., P.O. Box 13385, Mesa, AZ 85216-3385.

Any Board member receiving a remitted AEQ, whether by mail or email, will immediately inform the Agency Committee Chairperson that the AEQ has been received. The Agency Committee Chairperson will notify Board President about placing this request for blankets on the agenda for the next Board Meeting.

Requests must go to the Board for approval. After the Board meeting, the agency should be notified of their acceptance status by the Agency Committee or the President. The Agency Committee Chairperson or the President will follow with sending out the Agency Welcome Letter (see Forms).

Upon Board approval, the Criteria of Eligibility (COE) (see Forms) must be signed by the agency (not typed or stamped) prior to, or at the first delivery of blankets.

The Agency Committee Chairperson will be responsible for making sure each agency signs a COE.

The Distribution Chairperson will be given the following for records:

1. A copy of the completed AEQ, and
2. A copy of the signed COE.

The Agency Committee Chairperson will keep a file of all original agency-related documents, including the AEQ and COE documents.

Distribution Procedures

1. Blanket Drop Offs by Volunteer Sewing Groups and Individuals
 - A. Quilt shops, small groups and individuals are encouraged to use the phone line.
 - B. Person on phone duty will contact the designated Distribution Committee member immediately when notified that blankets need to be picked up.
 - C. Distribution Committee member will pick up blankets within 48 hours of notification.
 - D. Distribution Committee member will sort, classify and check blankets for quality and labels. Check for pins - pins of any type are not acceptable in a blanket.
 - E. Notify the Distribution Committee Chairperson with the number of blankets picked up.
 - F. Any information collected identifying blanket donor(s) and total number of blankets donated will be sent to the Secretary for the purpose of sending a thank you card acknowledging the donation.

2. If an agency request for blankets comes through the phone line or e-mail:
 - A. Person on phone duty or e-mail duty will contact the designated Distribution Person for the requesting Agency (or contact the Distribution Chairperson and the Chairperson will contact the appropriate Committee member who services the agency).
 - B. A completed and signed Criteria of Eligibility must be on file before a first-time delivery is made.
 - C. The Committee member arranges the pick-up and delivery of blankets to the agency.
 - D. A delivery postcard must be signed by the agency each time a delivery is made. Never leave a postcard with an agency.
 - E. Signed postcards are returned to the Distribution Chairperson, and they are accumulated for annual tax purposes.

3. Orders
 - A. Each Distribution Committee member is responsible for several agencies. It is their duty to keep in touch with the agency contact person and provide for blanket deliveries.
 - B. Distribution fills orders by filling clear plastic bags with chosen blankets and attaches a bag tag (see Forms), labeling the contents as to number, kind and agency. Normally, 10 blankets to a bag for (small) Infant sizes, for Infant/Toddler sizes and for Child sizes. Normally 5 blankets to a bag for Teen Girl and Teen Boy sizes.

4. Blanket Sewing/Quilting Bees
 - A. All Committee Members are expected to attend the bees.
 - B. During the bee, Distribution members will sort, count and bag blankets for delivery.
 - C. Distribution will keep a record of the number of blankets received as donations at the door, number completed at the bee, and total quilts bagged.
 - D. These totals will be provided to the Bee Coordinator.

Visits to Quilting Groups

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## **Discussion Outline**

**Prepared by Mary Stolze**

Presenter takes business cards, postcards, trifolds & grant awards as needed to each visit.  
This is a draft to be tailored by presenter(s) for particular visit.

## AZ Blankets 4 Kids

All volunteer - non profit -established in 2001 - to distribute quilts to seriously ill and traumatized children -currently serving 28 agencies

AZB4K is funded by donations & grants:

Hilda Wax Foundation          Dollars for Doers  
AZ tax credits (\$400 -800)      Smile. Amazon.com  
fabric donations from various sources

AZB4K has a governing board of approximately 15 volunteers, who store all the needed supplies in their homes - minimal expenses include phone line, Postbox, web domain charges, printing costs & postage and supplies needed for Bees.

Fabric, batting & monetary grants (as available) are awarded to sewing groups to further their creative efforts.

Quilting Bees are held at various locations during the season (Oct 1 - Sept 30)

Give dates listed on postcard (adjusting for time of group visit.)

A majority of quilts however are donated by one of the 39 groups and/or individuals on our donation list. Quilts are donated directly to one of the distribution team members or dropped off a local fabric store where a team member will pick them up for processing. Some groups donate less than 20, most in the range of 300 - 600, with LPG completing over 2000 per year.

The AZB4K currently has 3 distribution team members, who collect, process, & deliver all completed quilts --- averaging over 6000 per season. We are the last step in quality control before quilts go out to agencies.

Charity quilts are perfect for learning / practicing new skills with experienced quilters using their 'best practices' during quilt construction. We want the quality we would use if giving the quilt to a family member or young friend.

Recommended quilt sizes are noted in our tri-fold --- notice all sizes are 40" wide (for fabric backing) - (length approx, but within an inch or two) Teen is 55 - 60 long (longer than 60" makes quilt not proportionate)

Quilts are distributed by size, no matter what the fabric design (-48 is infant /toddler --- 48 to 55 is child - 55 - 60 is teen --- ones of a larger size are accepted but require a different placement.

(let the fabric tell you what size it wants to be --- it is disappointing for distribution when we find "teen" print used for a toddler size & vise versa) -- we suggest using borders to make a quilt 'grow' to an appropriate size for fabric design.

Since our quilts go to agencies who serve sick & traumatized kids, fabric choice should be considered --- white for sashing & borders ok, but probably not the best choice for large spaces within the quilt - same consideration given to black fabric, especially for infant quilts. Using donated fabric can be challenging, but some groups are really creative & I find myself thinking "why didn't I think of that"

Other guidelines are noted in the tri-fold.

During processing, a distribution team member will check for: (I plan to take a quilt to each visit to demonstrate processing steps.)(leaving a lint roller with each group)

Pins (both straight & safety)

threads that need to be trimmed (please check & trim during piecing, quilting & one last time before turning in )(but I can clip)

seams that need mending - adequate quilting (care to not pleat backing while quilting)(folded back usually cannot be fixed)

Anchor binding with a tight decorative stitch or use a straight stitch (I have had to resew several times)

Labels are machine sewn to the back

Quilts are then measured to determine size category, packaged in groups of ten before being delivered. Each distribution team member has assigned agencies & quilts are delivered as available /needed.

(Following section is tailored to me & my agencies)

As one of the distribution team members, I collect & process quilts from 20 groups (with over 2000 between Mid-Jan through early April) and distribute to 8 agencies in this area.

MPD -GFD - Helen's Hope Chest -Jose's Closet - Child &Family Resources - Phoenix Children's (East Valley) - Hope Women's Center - RISE

Special comments for the group being visited.???

Thanks for your help in providing carefully made quilts & a bigger thank you from each child who will receive one of your quilts to hug.