

D. Policy for Selection of the Minnesota Quilters, Inc. Raffle Quilt

1. Goal is for raffle quilt to be solicited during months of June-January of the year before the next scheduled show. For example, if show is 2019, then raffle quilt solicitation for 2019 raffle quilt would be August 2017-January 2018. Quilt construction time would be Jan 2018 to August, 2018. Quilt would be photographed, appraised, etc. in August 2018 and tickets will be presented for sale before or in January 2019, the year of the show.

General Timeline:

- o Requests for submission of proposals should be in newsletter each month including January of the year before the show year, which especially welcomes group submissions.
 - o Submissions of proposals should be directed to the President of the Board at president@mnquilt.org or mailed to Minnesota Quilters, 253 State ST, St Paul MN 55107.
 - o Board makes selection of raffle quilt design by January Board meeting of the year before the show, and the raffle quilt designer(s) is informed by end of January of the year when quilt needs to be finished.
 - o Time to work on the raffle quilt would generally be from February to August of the year preceding its actual raffling, with a goal of using an element(s) of the quilt for our 'show logo' and introducing the raffle quilt at the January meeting when the show booklet is introduced.
 - o MQ will photograph the quilt and provide for costs of producing advertising materials, etc. from the MQ Show Budget, unless the makers of the quilt desire to incur some or all of these costs.
 - o Raffle quilt and coordination of ticket selling will be done by a separate committee unless the quilt makers wish to take that on as well. All ticket sales will go to the benefit of MQ's mission.
2. Solicitation and/or submission of ideas will be decided in accordance to the following criteria:
 - a) General design supports the basic mission of MQ
 - b) An individual is identified as the contact, with additional group members who will be involved.
 - c) The submission identifies the design, colors, techniques that will be used, which may be a sketch or pattern. If a published pattern, the permission for use of the pattern has been obtained in writing. If pattern is an original, a statement from the designer allowing its use by MQ must be provided with the application.
 - d) An outline of costs expected and a statement of which of those costs, if any, would be sought from the MQ budget. Costs or requests for material, batting, backing, etc. should be included in any proposal. It is an expectation that time working on the quilt is being volunteered. MQ would appreciate a final figure of the amount of volunteer activity and/or costs that were used to construct the quilt. Any of the actual costs that are reduced through donations of materials and/or services will be acknowledged as a "Gift in Kind" to the donor by MQ which is a 501 (c)(3) organization.
 - e) The name of the quilt, if any, may be submitted later but must be identified in time for preparation of advertising of the raffle quilt. The donors of the raffle quilt may have input in the development of the advertising materials.
 - f) The raffle quilt must be queen bed size and usable on a bed.
 - g) The raffle quilt may be hand or machine quilted but not tied.
 - h) Minor changes in design may be done during the construction process, but any major change to the design originally submitted must be submitted to the board for approval on a timely basis.
 - i) All of the above criteria may be addressed in writing or by an email sent to the Board President. Please address all required elements in your proposal.

Approved : September 2015