

## Guild Guidelines

- 1.) **November 2006 - Any CR Friendship Quilters' Guild member that has suggestions or ideas for quilts or quilt items to be made by the CR Friendship Quilters' Guild need to fill out the Application for Approval of a Project form as below:**
  - 1.) Fill out description of project (Step 1 on the form) on the '*Application for Approval of Project*' form and present to Guild Executive member for discussion at next Executive Meeting.
  - 2.) Bring idea and the '*Application for Approval of Project*' form to present to the Guild members at the next A Night meeting, after the Executive meeting, to identify those who would be interested in helping with the project, and to get approval from the Guild members
  - 3.) Fill out '*Application for Approval of Project*' form, Step 3, completely and give to the Community Projects Committee
  - 4.) '*Application for Approval of Project*' form will be taken by Community Project Committee to the next Guild Executive meeting for discussion and approval
  - 5.) Community Project Committee will inform member of decision
  
- 2.) **January 2007 - Cancellation Guideline for Retreats**

**Montfort House** - 30 days prior to a Guild Retreat a Guild Member that cancels their retreat spot can receive the room portion of the cost back but will forfeit the hall portion unless they find a person from the wait list to take their place - they then will get all their money back  
- Cancellation Policy will vary depending on the venue
  
- 3.) **February 2007 - Chairperson for Major Events Guideline**

Any Guild Member volunteering for a Chairperson position must have been a Guild member for several years (our Guild or another Guild) and must have been a part of the Committee in some capacity in the past. Volunteer cannot be a new Guild Member. Subject to Guild Executive approval.

  - A) Chairperson for Hands Across the Water - the volunteer must have been a Guild Member for several years, chaired a committee, and must have attended at least one Hands Across the Water.
  - B) Chairperson for the Quilt Show - must have served as Vice Chairperson for the previous Quilt Show