



Covington Quilters

Hugs Flowchart

Hugs Administrators: Karen Zink Cell/206-890-5235, Bobbie Mowery Cell/206-427-7682 & Kathy McClung Cell/253-820-0306

1. Oversees the Hugs program
2. Keeps the database current
3. Writes Hugs update for newsletter
4. Speaks on behalf of the program giving Hugs updates at Guild membership meetings
5. Arranges with Guild Vice President to have Hugs workshops or speakers as needed
6. Oversees storage area and controls access as needed
7. Works with Team Leaders to set annual goals
8. Works with Team Leaders to select annual challenge quilt
9. Works with Team Leaders to ensure they have the resources to complete their work
10. Arranges purchases, transportation, and storage of batting rolls, as needed

Incoming Non-Monetary Donations Team: Kathy McClung Cell/253-820-0306

Incoming Monetary Donations: Guild Treasurer, Norma Eades Cell/206-920-3261

1. Kathy McClung is the incoming non-monetary donation coordinator. She will screen the appropriateness of donations for quilt tops or bags. She will also determine whether to forward fabrics and notions to Bag/Quilt Kits Teams, sell at quilt meetings or on Ebay.
2. The Guild Treasurer will accept monetary donations on behalf of both Hugs and the Guild. She will place the money in the appropriate bank account and annotate it in the monthly Treasurer's Report.

Bag Kits: Vickie Andrews Cell/425-221-0982 & Pam Gahner Cell/425-616-8093

1. Makes bag kits for Hugs – Several patterns are used to construct these well used bags
2. Ensure kits are available at the guild membership meetings for those who want to construct bags for Hugs and possibly host a bag making session at a local library
3. Completed bags are given to the Outgoing Donations Team Coordinator or Melanie Blount, who is storing them at her home

Quilt Kits Team: Zena LaRosa Cell/253-709-0010 & Donna Smith Cell/425-525-9416

1. Leads the team to produce kits for Hugs quilt tops
2. Picks the pattern and fabric for kits
3. Works with other team coordinators and the Hugs Administrator to choose a pattern for the annual Hugs Challenge. Creates kits for the challenge, unless another idea is formulated.
4. Brings kits to the meetings for members to choose for Hugs.

Quilt Backing Team: Peggy Anderson Cell/206-321-0234, Julie Dominguez Cell/253-740-6480 & Sue Mitchell Cell/425-241-1170

1. Accepts and tags completed quilt tops at guild membership meetings
2. Ensures there is enough fabric to prepare backings and bindings for each quilt tops
3. Prepares backing for each quilt top with an additional 7-8" to both width/length for longarm
4. Receives prior approval for fabric and thread shopping when necessary
5. Arranges for transport of the quilt top, backing and binding to Longarm Quilters Team

Frankenbatting Maker: Melanie Blount Cell/253-293-2341

1. Gets batting pieces from Hugs longarmers and sews them together to create quilt size/tablerunner size batting for a variety of projects
2. Size to be determined by Hugs Longarm Quilting Team
3. Ensures delivery of sewn batting to longarmers and/or tablerunner team, as needed

Embroidered Quilt Labels: Melanie Blount Cell/253-293-2341

1. Designs embroidered quilt labels for special Hugs quilts. These are ones to be given as per a guild member's request and approval.
2. Solicits machine embroiderers to also produce labels
3. Ensure labels are given to Binding and Labels Team as needed for personal quilt requests

Longarm Quilters: Paul & Dawn Shirron Cell/425-306-7123, Norma Eades Cell/206-920-3261, Barbara Ruud Cell/253-740-6619 & Inez Mobley Cell/425-941-3543

1. If you are a longarm quilter and would like to volunteer to assist with this tremendous effort, please let the Hugs Administrator know of your interest
2. The longarm quilter does Hugs projects and challenge quilts
3. Receive prior approval for thread purchases when needed
4. Works with Binding Team to provide quilts at monthly meeting where they will be distributed to volunteers who finish them.

Binding Team: Jane Drew Cell/503-351-3021 & Lynn Willis Cell/253-777-6286

1. Hugs Administrator will gather names of interested binders to finish by hand/machine
2. Sews binding together to size for each quilt top ($l \times 2 + w \times 2 + 12" = \text{Binding length}$)
3. Accepts finished quilts from longarmers to distribute to volunteers who will sew quilt label and binding by hand or machine
4. Completed quilts are handed off to Outgoing Donations Team or Melanie Blount for storage

Outgoing Donations: Debbie Crooks Cell/206-612-1856, Lynnette O'Dell Cell/206-300-0336 & Diana Kodad Cell/425-606-1562

1. Arrange date/time to meet at Melanie Blount's home to select quilts/bags to fill a requested
2. Maintains relationships with the charities the Guild has voted to support
3. Ensure we have enough of the appropriate quilts/bags for the selected charities
4. Solicit members who are paired and are willing to deliver quilts and bags
5. Keeps the Hugs Administrator informed of quilt and bag distribution so an accurate report can be given to the Guild Membership