

LEADERSHIP PACKET FOR QUILT CAMP

Hosted by _____

Program guidelines prepared by the WYOMING STATE QUILT GUILD

Packet Contents Page Number

Planning Calendar	2
Camp Organization Checklist	3
Supplies – you might provide	3
Preparation	
Making Kits	4
Teaching and Volunteers	4
Parental Consent Form /Liability Waiver FUNDING	5
Camp Funding Pre-Approval Form	6
Reimbursement Request Form	7
Individual Cost Invoice	8

Revised November 10, 2016

PLANNING CALENDAR

The Quilt Camp Committee recommends the following for a successful camp:

Hold a planning meeting approximately two to three months ahead of the expected date of the camp. Meet with volunteers who will be helping with the camp and choose committee chairs and describe job duties. Some places to look for volunteers are: guild members, quilt store clerks, 4-H leaders, school teachers, church members, and friends. At this meeting you would need to decide these items:

Dates, times, registration guidelines, class size, class fees:

The first step is to set the dates of camp, when registration can start and the cut-off date for registration, and determine the class size. These dates will be needed (with possible alternate dates) when choosing the site for the camp. The Committee recommends that you be firm with your dates. A waiting list is helpful in case you receive a cancellation.

Where the camp will be held and times:

Considerations when choosing a space: plenty of light, tables / chairs, electrical outlets, adequate restrooms, handicap access, and space rental fees. Check local senior centers, county extension offices, community colleges, and public schools for space availability and fees.

Funding: To determine class fees include all costs – rent, supplies, publicity, etc., and financial assistance received from WSQG. Consider asking guild members and local quilt stores if they have extra supplies or good quality fabric they would like to donate. Compile the needed information for funding pre approval form for WSQG. Send to WSQG Regional Director for funding pre-approval before registration begins. Maximum amount allowed from WSQG is \$35.00 per student for supplies only. WSQG does not pay teaching fees for camp. The person requesting funds must be a WSQG member. By accepting funds from WSQG, it is agreed that the camp coordinator will provide pictures of camp and the quilts made to be shown at Quilt Wyoming.

Fees, registration forms, consent forms:

Decide on the fee per person and require payment at registration; no exceptions. If you do not get payment at time of registration, you will have many sign ups but also many no shows. A waiting list is helpful in case of cancellation. A sample registration form and sample consent form are included in this packet. These forms must be signed at the time of registration and left with the camp registrar. No child should be allowed to start camp without consent form! At time of registration give the parent or student a camp supply list (a sample supply list is included in the leader packet).

Publicity: When announcing your camp consider word of mouth, announcement boards, county extension newsletters, community service announcements, newspaper articles (remember to include Guild info and details about the Camp), libraries, local quilt stores, etc. The committee recommends taking pictures for use in future articles and advertising events of your Guild. Be sure to have the sample hanging in the store, school or facility where camp will be held. This will create excitement for Quilt Camp.

Possible Committees:

Site selection	Publicity
Set-up and take-down	Worker-bees for the Camp days
Refreshment / meal breaks	Fabric selection, supply / kits, class sample
Registrar / money handler /send information to WSQG treasurer	

After camp is finished:

Compile the necessary receipts and forms. Send the information to WSQG treasurer for reimbursement.

Camp Organization Checklist

Coordinate Volunteer Jobs (See recommended committees from previous page)

Camp Coordinator is responsible for organizing the Camp. Work / duties can be designated to sub-committees:

- Site selected and secured
- Pre approval funding forms to WSQG
- All forms ready: sign-up sheets, registration forms, consent and release forms, project information, supply lists etc
- Publicity completed
- Kits are precut and packaged (if being used)
- Camp sample is prepared
- Snacks and meals are arranged
- Set-up and take-down volunteers are assigned

Supplies you might provide

- Set up a station with cutting mats, rotary cutter, rulers (or have students bring their own)
- Iron and ironing board(s)
- Lunch size bags taped beside each sewing machine for trash
- Tape measures
- Graph paper to help with design or layout
- First aid kit, band aids, 1st aid spray
- Painters tape

Making Kits

1. The volunteers will cut and package the fabric kits.
2. Buy baggies large enough to hold each individual pattern piece.
3. Label each bag with a marker, using the quilt piece name and size. As an example, 3" x 6" rectangle.
4. Put filled baggies into a gallon size bag with the quilt pattern. Label the gallon bag with the student's name.
5. Have the backing and batting cut and labeled.
6. Have the binding pre-cut. If doing only 1 ½ day camp, have the binding pre-pieced and pressed. This process takes children a long time. You may also use the blanket method for finishing the quilt.

Teaching and Volunteer Tips

Come to camp early and prepared. Have a sign in, name tag table. While making the camp sample take notes. Be flexible, everybody learns at different speeds and in different ways. Make visuals and samples for each step; demonstrate at sewing machine how to do certain techniques. Supplies you might provide listed on page 3.

1. **SEWING:** Let each student do their own sewing. If they need help, place your hands over theirs and have the student run the foot pedal. Again for safety: always remind the student to watch where their fingers are. Do not sew and look at your neighbor, pay attention or you will sew your finger. Always have student remove their foot from the foot pedal when they are not sewing.
2. **RIPPING:** Show them the correct way to rip and pick. Have them keep work on the table as the table offers stability.
3. **PRESSING:** Show them what part of the iron is hot and what part is cool. Teach them to press towards the thumbnail, which does not conduct heat. You cannot be too careful about the pressing. If a student gets a burn, let the parent know during the break, before she comes at the end of the day, Ask if a first aid burn spray would be approved for the burns. Make sure all of the irons are empty with no water!! Steam causes the worst burns. Use a dry iron and spray starch.
4. **CUTTING THREADS:** Just be aware they will have little or no experience with cutting threads. You can teach them that if they are right handed to keep the scissors at their machine on the right of the sewing machine, not back in their sewing container. Not to cut too close and cut the knot, but not too long and have threads in the seam.
5. **TEACH HOW TO PIN:** First choice is no pinning; students have a hard time pinning. Demonstrate and show what a crisp point or intersection looks like. Show them how to find a ¼ inch, about 2 to 3 stitches, in from the edge. Stick the pin through the seam at the exact point the new seam will be stitched.
6. **SEWING EXERCISE:** As the student sews, check correct tension and the stitch length. (Children need a slightly longer stitch length to make it much easier for them to pick apart a seam.) Have each student practice on strips you have pre-cut which are 3" by 12", each student will need 4 strips at least. If the machine has a nice stitch and tension is correct, tell all the students not to move or touch any knobs or buttons. If there is a stitching problem, ask for the sewing machine manual and try to correct the problem.
 - * Practice placing right sides together
 - * Practice sewing. May need to put ¼ "guide on each machine. Painters tape works well.
 - * Explain why they want to work for a perfect ¼ "seam.
 - * Practice chain piecing

Wyoming State Quilt Guild QUILT CAMP

Parental Consent Form – Liability Waiver

I understand my child will be working with pins, needles, scissors, seam ripper, ironing board and a sewing machine. I also understand my child will be using a hot iron.

The organization or quilt guild and volunteer staff have taken safety precautions for the classes provided for the children. Safe handling of each piece of equipment is taught before the child uses it. Adult supervision is available throughout the class time.

First aid, which is available at the site of the Kids' Camp hosted by, _____ (name of group) consists of band aids and cool running water. In the event of unforeseen circumstances or serious injury you will be notified as quickly as possible. Your child's safety in these classes is very important to the volunteer staff and Wyoming State Quilt Guild.

I give the _____ (name of group) and volunteer staff permission to seek emergency medical help for my child if needed while participating in the Kids Camp activities. I also agree if my child needs medical attention the parent or legal representative is responsible for payment of the medical care. I will hold _____ (name of group), any volunteers and Wyoming State Quilt Guild harmless in case of accident, or emergency resulting from or during Kids Quilt Camp.

Date and Location _____

Child's Name _____

Parent/Guardian _____

If other than parent – state relationship: _____

Address _____

Phone _____

Emergency Phone _____

.....
[] MEALS ARE [] ARE NOT PART OF THE QUILT CAMP DAY. [] Please state any and all food allergies and any food instructions. Snacks and drinks will be available as well as lunch if you selected "meal" on the registration slip

[] DO NOT PROVIDE ANY FOOD [] DO NOT PROVIDE ANY DRINK TO THIS STUDENT

[] Food allergies _____

Parent / Guardian signature _____

I picked up the minor I am responsible for _____ @ _____ a.m p.m.

Parent or Guardian signature _____

Wyoming State Quilt Guild Funding Request

QUILT CAMP FUNDING PRE-APPROVAL FORM

Date of Camp _____

Location of Camp _____

Coordinator _____

Contact Information _____

Number of Students Allowed _____

Estimated Cost of Supplies Per Student \$ _____

Amount of Money Requested from WSQG \$ _____

In requesting funds from Wyoming State Quilt Guild for a Quilt Camp, I agree to submit pictures from the Camp and if possible arrange for finished projects to be displayed Quilt Wyoming. All participants agree to hold WSQG harmless in case of accident or injury, or any Camp failure. I further understand that these funds are to be used for supplies only. WSQG does not pay teacher fees for any Quilt Camp. The Leadership Packet is to be used as a suggestion resource only.

Signature: _____

Authorized WSQG member requesting funds (Sign and Print) Email address: _____

Mail this entire form to: Evelyn Gernaat, 801 Pinyon Place, Sheridan, Wyoming 82801

email: celebrityquilting@gmail.com Telephone: 307 751 6845

The Application Deadline is January 15.

For WSQG Use Only

Date Request Received: _____

Amount of Funds Approved: \$ _____

Signature of Authorized WSQG Director at Large

Date receipts and request for payment sent to Treasurer: _____

Wyoming State Quilt Guild Funding Quilt Camp Reimbursement Request

Quilt Guild Camp Date: _____ Where: _____

Participant's Name	Total Materials Cost *Material/kit receipts are attached	Less Camp Fee	Balance Owed	WSQG Invoiced
TOTALS				

Please send reimbursement to:

Wyoming State Quilt Guild Funding

Store Name: _____

Quilt Camp Date: _____ Where: _____

Amount (yds)	Item Purchased	Cost
	Total	