

WSQG REGIONAL HAPPENING GUIDELINES

General

- + Possible events include (but are not limited to) retreats, classes, demonstrations, shows, presentation of speakers (symposiums).
- + A standardized Event Request Form must be completed by the appropriate person, reviewed by the Regional Director and presented to the WSQG Board of Directors by the Regional Director for each event. The requestor should be given a copy of this form after approval/denial.
- + E vents considered must be of interest to quilters in the region.
- + E vents must be open to all quilters in the region.
- + Other members in the region may petition the Regional Director to use funds for an event that meets these guidelines.
- + E ach Regional Director should plan, or assist in planning, one event per year during the two-year term.
- + P riority must be given to quilters in the specific region. If space is available after region members have been invited, the event may be opened to quilters outside the region.
- + E fforts should be made to hold regional events in different areas of the region, if possible.
- + Membership brochures should be available to non members attending the event.

Financial

- + \$600 will be available to each Regional Director in each fiscal year for regional happenings.
- + Funds **MAY** be used for teacher fees, facility costs, postage and supplies to announce the event and confirm registration and for advertising.
- + Funds **MAY NOT** be used for door prizes, food or gifts or other supplies to participants such as scissors or other sewing notions.
- + Unused funds cannot be carried over to the next year.
- + The region is not limited to one event per year.
- + If regions have not requested their allotted money by May15th, that region's designated funds may be allocated to another region upon request with the approval of the WSQG Board of Directors.
- + Once the event is approved, funds should be made available to the event organizers upon request. Expenses may be paid directly by the Treasurer to a facility or teacher if the Regional Director requests.
- + Although the Regional Director does not have to be the person in charge of the approved event, the Regional Director must have knowledge of the event and how the funds are being spent.
- + The WSQG Treasurer must receive a financial report of the event within 60 days of its completion. This report should be made available to the Board of Directors if requested. The report should include original receipts for all expenditures. Any unused funds not supported by receipts must be returned to the WSQG Treasurer.

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- + Funds **WILL NOT** be used to cause loss or injury to any individual or organization.
- + The funds **MAY NOT** be used to generate profit for an individual or organization. Doing so may jeopardize the organization's 501c non-profit designation.
- + If the event is multi-sponsored, the organizers must show their need for WSQG funds and indicate the amounts and sources for the rest of their funding. If a profit is realized WSQG funds must be returned to the WSQG Treasurer.

Advertising

- + The event(s) should be advertised in two issues of Patchwords (Events List, Regional Director report, or a separate 1/4-page announcement) and listed on the WSQG website for at least two months, if possible before the date of the event. A registration form or at least a contact name, telephone number and/or email must be included.
- + A press release should be sent to local media when applicable.
- + All Advertisements/press releases must list WSQG as a sponsor.
- + Regional Directors must report on regional events and they must be documented in the Board of Director meeting minutes.
- + The Regional Director is responsible for getting press releases, news articles, advertisements, photos, etc. to the WSQG Historian for the archives.

Sanctioned Events

- + Regional Directors may request or receive requests for sanctioned events. These events do not receive funding but all other guidelines stated above apply to these events. (See description of sanctioned events in the WSQG Standing Rules.)