

WSQG LEADERSHIP PACKET FOR QUILT CAMP



The purpose of the Wyoming State Quilt Guild is to unite those who love the quilter's art, to preserve the heritage of quilting, and to be a source of education.

In accordance with this mission, we are offering to support quilt camps for children or adults in hopes of encouraging the love and skill for the art of quilting.

Contents	Page Number
Planning	2
Checklist	3
Supplies that may be provided . .	3
Preparation:	
Kits	4
Volunteers	4
Liability Waiver	5
WSQG Sponsorship Request . .	6
Reimbursement Request	7

THE LEADERSHIP PACKET IS TO BE USED AS A SUGGESTED RESOURCE ONLY.

Questions? Contact Jean Schroeder
tjecss39@gmail.com - Phone: (307) 351-1184

Revised 1/6/2026

PLANNING

Volunteers - Two to three months before the camp, meet with volunteers who will be helping. Inform them of their duties. Possible volunteers may include guild members, quilt store clerks, 4-H leaders, school teachers, church members and friends.

Possible Committees - Site Selection, Set Up and Take Down, Meal/Snacks, Registrar, Treasurer, Publicity, Student Helpers, Kit Selection and Assembly and Supplies

Dates - Set the dates for the camp as well as the registration beginning and cut-off dates.

Location - Choose a site that will accommodate the dates for the camp. The space should include good lighting, adequate tables and seating, electrical outlets, restrooms, handicap access. Check local senior centers, county extension offices, community colleges and public schools. Confirm rental fees.

WSQG Funding - Determine the total needed after other donations (from the community or other organizations or individuals) and complete the WSQG Sponsorship Request form to be submitted to the WSQG Director at Large. The maximum allowance per student is \$50.00 per student and \$500 per event.

The person making the request must be a WSQG member. By accepting funds from WSQG, it is agreed that the camp coordinator will provide pictures taken during the camp. If possible, the quilts made during the camp may be shown at Quilt Wyoming.

Registration and Class Fee - To determine class fees, calculate total expense, include rental fees, supplies, publicity, etc. Consider asking guild members and local quilt stores if they have supplies or good quality fabric they would like to donate. Offset the expense with the WSQG grant money and donations from other sources. Divide the balance by the number of participants that will be accepted into the camp. Decide on the fee per person. Require payment at registration. This should assure attendance if a payment commitment is made. A waiting list is helpful in case of cancellation.

A sample registration and liability form is included in this packet. These forms should be signed at the time of registration and left with the camp registrar. No participant should be allowed to start camp without a liability consent form. At the time of registration give the parent or student a camp supply list (a sample supply list is included in this packet).

Publicity - Announce the camp, consider word of mouth, announcement boards, county extension newsletters, community service announcements, newspaper articles, libraries, local quilt stores, social media, etc. Consider taking pictures for use in future articles and advertising events. Hang a sample of the quilt project in quilt stores, school or facility where the camp will be held. This creates excitement for the quilt camp.

After the Camp - Send the reimbursement request form (page 7), including names of participants to the WSQG Director at Large to receive the WSQG grant. Calculate the amount needed, not to exceed \$50 per student. The amount may be less than originally approved by WSQG.

Camp Organization Checklist

- ☐ The camp coordinator is responsible for organizing the camp. Duties can be designated to subcommittees.
- ☐ Site selected and secured.
- ☐ Pre-approval funding form to WSQG and other possible funding sources
- ☐ All forms ready, including sign-up sheets, registration forms, liability consent forms, project information, supply lists, etc.
- ☐ Publicize the camp.
- ☐ Kits precut and packaged
- ☐ Camp sample prepared
- ☐ Snacks and meals arranged
- ☐ Photographer identified
- ☐ Set up and take down volunteers identified

Supplies That May Be Provided

- ☐ Sewing machines may be provided by the organization, or students will be required to bring their own. Machines should be in good working order. It is helpful to bring the manual if available.
- ☐ Cutting station with mats, cutters, rulers (or have students bring their own) Note: Cutting should be done in advance for students under 16. Rotary cutters should not be accessible for these students.
- ☐ Ironing stations with ironing boards
- ☐ Lunch-sized bags and tape to be placed next to each sewing machine for trash
- ☐ Measuring tapes
- ☐ Graph Paper and colored pencils to help with design or layout
- ☐ First aid, band aids first aid spray
- ☐ Flannel or table cloths to be used for design walls
- ☐ Painter's Tape

Preparing Kits

1. Volunteers will cut and package the fabric kits.
2. Buy baggies large enough to hold each size of pattern piece.
3. Label each bag with a marker, using the quilt piece name and size. For example, 3"x6" rectangle, or A, B, C, etc., according to the pattern.
4. Put filled baggies into a gallon 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 precut. If doing only a short camp, have the binding pieced and pressed. This is time consuming. Other binding methods may be used.

Teaching and Volunteer Tips

Volunteers should come early and be prepared. A sign-in table with name tags should be set up. While making the camp sample, take notes to be shared with students during class. Be flexible, everyone 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 are 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. 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 students remove their foot from the pedal when they are not sewing.
2. **RIPPING:** Demonstrate the correct way to rip and pick. Demonstrate keeping the work on the table as the table offers stability.
3. **PRESSING:** Demonstrate how to use the iron safely. If the student gets burned and is a child, let the parent know as soon as possible, before she or he 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 ironing spray.
4. **CUTTING THREADS:** Be aware that they will have little or no experience cutting threads. Demonstrate not to cut too close or leave the thread too long.
5. **PINNING:** Students may have a hard time pinning. Show students examples of a crisp point or intersection. Show them how to find a 1/4-inch (about two to three 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 for correct tension and stitch length. Children may need a slightly longer stitch length to make it easier to pick apart the seam, if needed. Have each student practice on strips that you have precut which are 3" by 12". Each student will need four strips at least. If the machines have a nice stitch and tension is correct, tell all of the students not to adjust the knobs or buttons. If there is a stitching problem, refer to the sewing machine manual and try to correct the problem.
 - Practice placing right sides of fabric together.
 - Explain why they want to work for a perfect 1/4" seam.
 - Practice sewing. Painter's tape works well to place a 1/4" guide on each machine.
 - Practice chain piecing.

QUILT CAMP Liability Waiver

I understand I (or a child for which I am responsible) will be working with pins, needles, scissors, seam ripper, iron and ironing board and sewing machine.

The organization or quilt guild and volunteer staff have taken safety precautions for the camp. Safe handling of each piece of equipment is taught before the student uses it. Supervision is available throughout the class time.

First aid, which is available at the site of the camp consists of band aids and cool running water. In the event of unforeseen circumstances or serious injury to the minor for which you are responsible, you will be notified as quickly as possible. The student's safety is very important to the volunteer staff.

I give the _____ (name of group) and volunteer staff permission to seek emergency medical help, if needed, for the child I am responsible while participating in the camp activities. I also agree if my child needs medical attention that I am responsible for payment of the medical care. I will hold the organizers harmless in case of accident or emergency resulting from or during the quilt camp.

I grant permission to use photos of myself and my projects, or the child for which I am responsible, in the newsletters, website, social media or display board.

Date and Location: _____

Student's Name: _____

Parent/Guardian (if applicable): _____

Relationship (if not self): _____

Address: _____

Phone: _____

Other Emergency Phone: _____
.....

State any food allergies/sensitivities for yourself or for the minor student : _____

Signature of Student or Parent or Guardian: _____

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

Parent/Guardian Signature: _____

WSQG SPONSORSHIP REQUEST FORM

Date of Camp: _____

Location: _____

Coordinator: _____

Contact Email and Phone: _____

Number of Students Allowed: _____

Estimated per Student Requested: \$_____ (\$50.00 per student maximum)

Estimated Total Request: \$_____ (\$500 per event maximum)

____ I agree on behalf of all participants to hold WSQG harmless in case of injury or loss resulting from the quilt camp. **(Please initial.)**

____ I agree to submit photos from the camp and if possible, arrange for finished projects to be displayed at Quilt Wyoming. All participants agree to hold WSQG harmless in case of injury or loss resulting from the quilt camp. **(Please initial.)**

Signature: _____

Printed Name: _____

Authorized WSQG member requesting funds

Mail or email this form to: Jean Schroeder, 559 Cold Springs Rd, Douglas, WY 82633.

Email: tjecss39@gmail.com -- Phone: (307) 351-1184

Applications will be accepted on a first come, first served basis after January 1 annually, while funds are available.

.....

WSQG Use Only

Date Request Received: _____

Amount Approved: \$_____

____ Signature WSQG Director at Large

Date request for payment sent to Treasurer: _____

Total Funded: \$_____ Date paid by WSQG Treasurer: _____

Wyoming State Quilt Guild Funding Quilt Camp Reimbursement Request

Please mail or email a scanned copy of this form to

Carol Kolf, 363 Big Goose Road, Sheridan, WY 82801 *quiltercarol@yahoo.com*

Quilt Camp Date: _____ Location: _____

Requested: \$_____ Approved \$_____

Participant's Names	Materials Cost	Less Camp Fee	Balance to be Reimbursed (NTE \$50 per Participant)
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
11. _____			
12. _____			
TOTALS:			

Payee for check: _____

Name and Address to mail check: _____
