Quilts Of Valor® Foundation

Policies & Procedures Manual

SECTION I

QUILTS OF VALOR® FOUNDATION POLICIES

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INTRODUCTION

This Quilts of Valor Foundation Policies & Procedures Manual sets forth standards, policies, and procedures for the Quilts of Valor Foundation.

In this manual, the Quilts of Valor Foundation may be referred to as “the Foundation” or QOVF. The Foundation’s members are referred to as “volunteer members,” “volunteers,” or “members.” Local groups are sometimes referred to as “member groups.” Those to whom we award quilts are referred to as “recipients” or “awardees.” A Quilt of Valor may be referred to as a QOV and Quilts of Valor as QOVs.

Throughout this document, QOVF or “the Foundation” is used to refer to the Foundation as a whole as well as to its volunteer staff and members.

The entire document provides guidelines for our volunteer leadership staff and fellow volunteer members. It explains our legal responsibilities and our responsibilities to the Foundation and to our quilt awardees.

The first section is the Policies section. Included are our mission statement and our list of core values. The Policies section also explains the structure of Quilts of Valor Foundation and the policies (the “whys”) established for the pursuit of our mission. The second section is the Procedures section. It explains methods (the “hows”) we use to pursue our mission. The third section, the Appendices, contains additional information, forms, and helpful documents.

The Foundation’s leadership consists of its Board of Directors, its Executive Staff, and its State Coordinators, who are all unpaid volunteers. The Foundation expects its leadership staff, member group leaders, and members to adhere to the standards and policies described in this manual.

All individuals involved in the work of the Foundation are expected to familiarize themselves with the contents of this manual.

The Quilts of Valor® Foundation is a non-profit organization, established and operated in accordance with section 501(c)(3) of the United States Internal Revenue Code. Copies of the Foundation’s organizational documents are available upon request.

1. The Foundation’s Mission, Core Values

Only the Board of Directors is authorized to make changes to the Foundation’s Mission Statement and Core Values.

1.1 Mission

The mission of the Quilts of Valor Foundation is to cover service members and veterans touched by war with comforting and healing Quilts of Valor.

1.2 Core Values

Our core values identify standards of conduct for all associated with the Foundation. The Quilts of Valor Foundation core values are:

Treating people with respect
We honor all faiths and beliefs, striving for inclusivity.

Promoting excellence
We put the best possible workmanship and materials into every quilt we make so it will be a lasting award for the person it is meant to comfort.

Valuing service over self
Quilts of Valor recipients come first.

Being Accountable
We are accountable for our actions to our recipients, our supporters, our donors, and our fellow volunteers.

2. General Policies

2.1 Use of the Quilts of Valor Name and Logo

The words “Quilt of Valor,” “Quilts of Valor,” and QOV are registered trademarks at the United States Patent and Trademark Office.

Examples of correct use of trademark symbols are: Quilts of Valor® Foundation, Quilt of Valor®, and QOV®.

The Foundation’s leadership is charged with protecting the Foundation’s registered trademarks from infringement and closely monitoring their use.

Use of the words “Quilts of Valor,” “Quilt of Valor,” and the QOVF logo must be in accordance with the policies and procedures described in this manual.

The QOVF logo may be used on letterheads, business cards, and ceremonial documents. Any other use of the Foundation logo requires authorization from the Executive Director. The correct logo is in the Appendices section of this manual.

Only the Board of Directors is authorized to make changes in the logo.

2.2 Prohibition of Local 501(c)(3) Organizations

Local member groups are prohibited from creating a separate nonprofit 501(c)(3) entity under the Foundation’s name. Specifically, the words “Quilts of Valor Foundation” or “Quilts of Valor” may not be used to create a separate non-profit entity.

Local groups registered with QOVF may not obtain a separate Employee Identification Number (EIN) for their group, except in special circumstances and only with written permission of the Executive Director.

2.3 Privacy

The Quilts of Valor Foundation respects the privacy of its volunteer leadership, volunteer members, donors, quilt awardees, and persons who request QOVs for others.

The Foundation may use member and donor information to help understand members' and donors' interest in its mission and to update them on the Foundation's plans and activities. Such information is shared with the Foundation's Board of Directors, Executive Staff, State Coordinators, and consultants only on a "need-to-know" basis.

The Foundation assures members and donors that their contact information will not be shared with third parties.

Collected and maintained member and donor information includes but is not limited to:

- Contact information (name, address, telephone number, and email address).
- Information on events attended, publications received, and special requests for program information.
- Information provided by members and donors in the form of comments and suggestions.

2.4 Neutrality

The Quilts of Valor Foundation maintains at all times a neutral position on political and religious issues.

2.5 Principles for Support and Donations

The Quilts of Valor Foundation solicits and accepts support only for activities that are consistent with its mission. The Foundation retains control of all donations provided by corporations, companies, organizations, and individuals consistent with IRS requirements, generally acceptable accounting practices, and donor restrictions.

2.6 Organizational Alliances

The Foundation seeks alliances and partnerships with organizations compatible with the Foundation's mission. Alliances with other organizations must be approved by the Board of Directors in consultation with the Executive Director.

2.7 Policies & Procedures Manual

The Board of Directors, working with the Executive Director and Executive Staff, will periodically review the *Policies & Procedures Manual*. Updates will be published and provided to the Foundation's community.

2.8 Evaluation of Foundation

The Board of Directors, working with the Executive Director and representatives from the Executive Staff and State Coordinators, will periodically evaluate and assess the direction of the Foundation to ensure the Foundation remains focused on its mission. The Board of Directors may also request evaluation from individuals or organizations outside the Foundation.

3. Membership

The Foundation uses a "volunteer member" structure. Volunteer members are individuals and local group members that pay a nominal annual fee to belong to the Foundation. Local member groups are listed on the Foundation website, www.QOVF.org, with contact information for the group's Group Leader.

- Individuals and groups join the Foundation at www.QOVF.org/membership.
- Annual membership fees are: Individual $20

  Groups (2 or more members) $30 for the group + $5 per member
- Membership covers a twelve (12) month period.
- Membership fee levels were established for the 2015 initiation of the volunteer member structure. Fee levels may change but are to remain nominal.
- Member groups can be as small as two volunteer members.
- Benefits of membership are described in the *Appendices* section of this manual. Benefits may vary from year to year.
- By maintaining membership, individual and group members acknowledge the policies and procedures of the Foundation.
- Registered groups may solicit funds using the QOVF name after receiving written authorization from the Executive Director.

Non-member volunteers are welcome to make Quilts of Valor using the Standards of Excellence found in *Section 2* of the *Procedures* section of this manual.

4. Foundation Structure

Quilts of Valor Foundation is staffed and operated by volunteers. Leadership structure is described below.

Executive Staff job descriptions, organizational chart and contact list can be found in the Appendices (Appendix B)

4.1 Board of Directors

The Board of Directors (BOD) is made up of volunteers and is elected in accordance with the Quilts of Valor Foundation Bylaws. The official duties and powers of the BOD are contained in the bylaws. A copy of the bylaws is available upon request from the Executive Director.

The functions and responsibilities of the Board of Directors are:

- Acting as the owner of Quilts of Valor Foundation.
- Setting the mission, core values, and goals of the Foundation.
- Periodically evaluating the Foundation to ensure the Foundation stays focused on its mission.
- Periodically reviewing and revising the *Policies & Procedures Manual.*
- Meeting regularly and keeping records in accordance with the Foundation bylaws.
- Providing guidance and direction to the Executive Director and the Executive Staff.
- Producing and maintaining the Foundation's budget, maintaining financial records, following proper procedures for approving expenditures, and maintaining the financial integrity of the Foundation.
- Registering and maintaining registration for the Foundation in all states that require registration for legal fundraising.
- Raising funds for the Foundation via applications for grants and by seeking support from and cooperation with national foundations and corporations.
- Setting the example of professional behavior at all times.

4.2 Executive Director

The Executive Director (ED) is appointed by the Board of Directors. The functions and responsibilities of the Executive Director are:

- Implementing the goals of the Foundation as set by the BOD.
- Communicating with the Board of Directors regarding activities at all levels within the Foundation.
- Providing direction for the operation of the Foundation to the Executive Staff, State Coordinators, local Group Leaders, and volunteer members.
- Communicating the standards, policies, and procedures of the Foundation to all member groups and members.
- In consultation with the Board of Directors and the Executive Staff, coordinating the delivery of the QOVF message.
- Monitoring the Foundation's branding, use of the Foundation's logo, and content of communications.
- Implementing the standards, policies, and procedures of QOVF.
- Acting as an official spokesperson for QOVF.
- Serving as Editor of the Foundation's official newsletter.
- Setting the example of professional behavior at all times.

4.3 Assistant Executive Director

The Assistant Executive Director (AED) is a member of the Executive Staff invited by the Executive Director to assist her or him in the fulfillment of her or his responsibilities. The Assistant Executive Director may serve as Acting ED if necessary. Specific functions and responsibilities of the AED are:

- Recruiting and supervising State, Senior State, and District Coordinators.
- Assisting the Executive Director in communicating the standards, policies, and procedures of the Foundation to all member groups and members.
- Assisting the Executive Director in handling personnel or local member group issues.
- With the Destination Coordinator, approving and overseeing requests for awards of QOVs to large groups.
- Carrying out other duties as assigned by the ED.

- Setting the example of professional behavior at all times.

4.4 Executive Staff

The Executive Staff (ES) consists of various volunteer directors, coordinators, liaisons, and other positions as needed. Current ES positions and their job descriptions are in the *Appendices* section of this manual.

Persons serving in ES positions are invited and appointed by the Executive Director. The ED, working with the BOD, may add or discontinue positions as necessary to meet the needs of the Foundation.

Frequency of Executive Staff meetings, methods of meeting, and record keeping for meetings are determined by the ED.

The functions and responsibilities of the Executive Staff are:

- Implementing the goals of the Foundation as set by the BOD.
- Implementing the standards, policies, and procedures of QOVF as described in the Policies & Procedures Manual and as communicated by the ED.
- Establishing, with the ED, ways and means of securing opportunities to help local member groups raise funds in order to increase their ability to make Quilts of Valor.
- Reporting to the ED or AED problems such as infringement of trademark use, inappropriate use of QOVF supplies, failure to meet QOVF standards of excellence for QOVs, or failure to uphold the Foundation's policies and procedures.
- Supporting QOVF State Coordinators, local groups, and volunteers with guidance and training on the standards, policies, and procedures of QOVF.
- Creating and coordinating, with the ED, national-level communications, events, and opportunities for all involved in the mission of QOVF.
- Carrying out the specific duties of their respective staff position.
- Responding to inquiries in a timely manner.
- Setting the example of professional behavior at all times.

4.5 State Coordinators

The State Coordinator (SC) oversees the activities of local groups and members within a single state. A Senior State Coordinator may share responsibilities for a state with other area coordinators. A District Coordinator is a State Coordinator who oversees the activities of membership for a geographic area within a state. If needed, a state (for example a large state) may have multiple District Coordinators serving it.

The functions and responsibilities of State, Senior State, and District Coordinators are:

- As directed by the ED and AED, communicating the standards, policies, and procedures of the Foundation in their state, area, or district.
- Organizing a communication network in their geographical area of responsibility.
- Assisting and advising local member groups in fundraising procedures and compliance with Foundation fundraising and financial policies and, when possible, assisting with fundraising efforts within their state.
- Representing QOVF at public events such as quilt shows, including speaking at quilt guilds and for other groups, and by conducting award ceremonies.
- When appropriate, coordinating or helping coordinate Foundation events within their state.
- Fulfilling in a timely manner requests for awards of QOVs within their geographic area.
- Coordinating, when possible, publicity about the Foundation's activities in their state.
- Reporting and submitting financial donations they receive and submitting their expenses to the Foundation's Treasurer in accordance with **Section 7** of the *Procedures* section of this manual.
- Acknowledging, in writing, donations given directly to SCs or Senior State or District Coordinators.
- Setting the example of professional behavior at all times.

4.6 Volunteer Members & Local Group Leaders

A volunteer member in good standing is an individual member or group member

whose membership is current and who abides by the Foundation's policies and procedures.

The responsibilities of individual members and group members are:

- Being familiar with the *Quilts of Valor Foundation® Policies & Procedures Manual.*

- Abiding by the standards, policies, and procedures of the Foundation.

Local member groups are required to designate a Group Leader. Additional responsibilities of the Group Leader are:

- Registering the group at www.QOVF.org/membership

- Serving as the contact person for the group.

- Completing, signing, and submitting the "Group Financial Responsibilities" form stating she/he understands the financial responsibilities of the group and the importance of the Foundation's financial accountability. A sample of the form is in the *Appendices* section of this manual.

- Receiving and keeping a record of the local group's recorded name or account number.

- Communicating the financial requirements and fund raising policies and procedures of Quilts of Valor Foundation to other members of the group.

- Submitting all financial donations, including local donations such as those received at a quilting event or in exchange for marketing items, to the Foundation's Treasurer.

- Submitting other information as needed or requested by the Foundation's Treasurer.

- Coordinating reimbursement requests to the Foundation's Treasurer for reimbursement to the group and receiving reimbursements for the group.

- Verifying monthly/quarterly reports from the Foundation Treasurer of the group's funds available on account.

- Acknowledging donors for local donations as described in Section 7.3 of the *Procedures* section of this manual.

- Complying with state and local laws concerning activities that may invoke gaming rules (e.g. raffles).

- Setting the example of fiscal responsibility and professional behavior at all times.

5. Policies for Quilts

5.1 General Policies & Standards of Excellence

The quilts made by the Foundation's member volunteers are called Quilts of Valor, sometimes referred to as QOVs. They are awarded to U.S. military service members and veterans who have been touched by war. A Quilt of Valor is a lifetime award.

The Foundation does not provide quilts to organizations for permanent public display or to serve as bed covers for hospital beds. While QOVF recognizes the sacrifices of family members of military service members, the Foundation's mission is to award quilts to service members and veterans. Requests for quilts for persons other than service members and veterans are referred to other appropriate organizations.

Completed Quilts of Valor may be awarded locally to awardees known by the quilt maker or in the quilt maker's community. Alternatively, individuals and groups may ask the Foundation to select destinations for completed quilts. Procedures for requesting destinations for quilts are in **Section 4.1** of the *Procedures* section of this manual.

Requests for Quilts of Valor are sometimes referred to as "nominations." Any individual may request a Quilt of Valor for a service member or veteran touched by war. An individual may request a Quilt of Valor for himself or herself. Procedures for nominating a recipient are in **Section 4.2** of the *Procedures* section of this manual.

Specific standards of excellence for Quilts of Valor are covered in **Section 2** of the *Procedures* section of this manual.

5.2 Continuing Destinations

Continuing destinations are locations that receive a set number of QOVs per month. Military facilities and programs for veterans and active service members can become continuing destinations. Such destinations must have an established point of contact (POC). A POC is an individual vetted by the Destinations Coordinator (DC) for such responsibility.

The POC stays in regular contact with the DC, keeping the DC apprised of the needs of the facility, and is responsible for awarding QOVs at the facility. If the POC leaves the facility, it is his/her duty to notify the Foundation so a new POC can be established.

Requests for continuing destination designation should be directed to the Destination Coordinator, along with information about the requesting program. The Destination Coordinator will work with the ED or Assistant ED to evaluate need and decide whether the request, if approved, can be fulfilled from within the state where the destination is located or whether it must be supplemented with quilts available from outside the area.

If the request is approved, the Destination Coordinator contacts the requesting agency to make arrangements for filling the request.

5.3 Awards to Large Groups

A “large group request” is a request for more than twenty (20) Quilts of Valor for an event at one location. Large group awards must be approved by the Assistant Executive Director. Requests for such awards should be made at least six months before the anticipated need for QOVs.

Awards to large groups are to be made by Foundation representatives if at all possible. Shipping quilts to other organizations to be awarded without Foundation representatives present requires prior approval of the Assistant Executive Director.

Individual requests, continuing destinations, and local awards take priority over large group requests.

Destination and nomination procedures are in **Section 4** of the *Procedures* section of this manual.

6. Financial Policies

Executive Staff members, State Coordinators, and members of the Foundation do not have the authority to spend or obligate funds on behalf of the Foundation without approval from the Executive Director.

Alliances and partnerships with national corporations and national civilian or military organizations for the purposes of fundraising are the exclusive responsibility of the Board of Directors and Executive Staff. Members of local registered groups may contact the local outlets of such entities in order to participate in local fundraising opportunities.

6.1 Fundraising

The Foundation maintains registrations in all U.S. states that require registration for non-profit fundraising.

- Registered local groups are encouraged to raise funds locally.
- Registered groups may solicit funds using the QOVF name after receiving written authorization from the Executive Director.

Before participating in such fundraising, members should be familiar with the fundraising policies and procedures described in this manual.

To maintain the Foundation's continuing compliance with the Internal Revenue Service, all funds raised in the Foundation's name must be submitted to the Foundation Treasurer to be deposited in the Foundation's bank account and recorded. Funds are the property of the Foundation, not member groups or individuals.

After locally raised funds are recorded for tax code compliance, **100% of funds become the group's designated funds and are available to the local group** for reimbursement for the group's authorized expenses.

Local groups may not operate bank accounts using the name of the Foundation or under the auspices of the Quilts of Valor Foundation's 501(c)(3) status.

Upon receipt of a member group's signed "Group Financial Responsibilities" form, the Foundation Treasurer establishes an account for the local group under the Group Name/State. The Group Leader receives a monthly/quarterly report showing funds and reimbursements.

6.2 Reimbursement for Expenses

After funds raised by local groups are recorded, reimbursement is available for group expenses incurred in creating Quilts of Valor. Examples of reimbursable expenses for a group's use include, but are not limited to:

- Fabric for tops, backing, binding, labels, and presentation cases
- Batting
- Shipping expenses for shipping quilts to and from longarmers and to destinations when shipping is necessary
- Quilt construction consumables (i.e., thread, rotary cutter blades, cutting mats, needles)
- Award certificates
- Office supplies (paper, envelopes, ink cartridges, stamps)
- Postage
- Pre-made picture frames for certificates or posters (custom-made matting and framing are not authorized)
- Supplies for local/state/national quilt show booth
  This included skirting and banner, handouts
  It does not include candy for handouts or prizes for donations

- Shipping connected to your position for QOVF
- Printing as needed for talks, quilt shows, and quilt shops
- Donation boxes to distribute to Quilt Shops
- QOVF business cards (using template in Appendix C.2)
- Lodging & registration for Volunteer Annual Meeting
  This is only when the funds raised are specified for this purpose (i.e. the donor knows that their donation will be used for continuing education of Foundation leadership)
- Prizes for **National Sew Day and similar events at the State Level**
  There will be limits on how much can be spent and on what – please submit ahead of time for approval.
- Lodging when requested to travel overnight by ED or AED
  Pre-approved by ED or AED
- Toll fees/toll roads for travel

Not authorized for reimbursement at this time, are expenses such as event fees, pantographs for longarmers, refreshments for group presentations or other events, mileage, or meals.

The procedure for applying for reimbursement is in **Section 7** of the *Procedures* section of this manual.

6.3 Gifts-in-Kind

Gifts-in-kind are equipment, software, products, or items with a value greater than $250 which a donor voluntarily transfers to the Foundation without charge or consideration. Once accepted by the Foundation, such gifts become property of the Foundation.

Such donated equipment is considered “on lease” to the member group and must be transferred to the Foundation if a group disbands. If such equipment becomes non-functional, the Assistant Executive Director should be notified. The Foundation retains the right to dispose of such gifts as it sees fit unless specific prior arrangements have been made with the donor.

Donors must complete a Gifts In Kind/Non-Monetary Donation Form, on which the donor, not the Foundation determines the value of the gift. An example of the form is in the *Members* section of this manual.

7. Communication Policies

7.1 Newsletter Policies

The Foundation newsletter, *Quilts of Valor Foundation Threads,* is an official publication of the Foundation, published regularly online. Newsletter procedures are in **Section 8** of the *Procedures* section of this manual.

- The Executive Director serves as newsletter editor.
- The Managing Editor is selected by and reports directly to the Executive Director/Editor.
- The Executive Director/Editor and Managing Editor are responsible for creating and publishing the newsletter in an electronic format.
- The Executive Director, working with the Managing Editor, may invite others to write and submit articles and function as assistant editors.
- Photos used in the newsletter are either used with permission or are public domain images. Photographers are credited whenever possible or when requested.
- A professional graphic designer may be engaged for newsletter design. A stipend for the graphic designer may be paid if approved by the Executive Director and Board of Directors.

7.2 Email Policies

Executive Staff and State Coordinators are required to use the QOVF email address provided to them for all Foundation-related activities.

Email content using a QOVF.org address represents Quilts of Valor Foundation and is the property of the Foundation.

Inappropriate use of the Foundation's .org address will not be tolerated. Any member of the BOD, member of the ES, or SC who sends or forwards inappropriate email using their QOVF.org address risks loss of membership in good standing.

Inappropriate email is email containing racist, sexist, political, religious, or offensive or inappropriate content.

Foundation Executive Staff, State Coordinators, and members who have a QOVF.org email address are to create an email "signature" using the information found in **Section 6.3** of the *Procedures* section of this manual.

Specific email procedures are in **Section 6.4,** “Staff Email Guidelines” in the *Procedures* section of this manual.

Executive Staff and State Coordinators are to read and acknowledge Foundation email within two to three business days.

Executive Staff or State Coordinators who anticipate being unable to access and follow through on QOVF email for longer than two to three business days are asked to advise their supervisor (Executive Director in the case of Executive Staff, Assistant Executive Director in the case of State Coordinators) of their unavailability and expected return.

The email address of an Executive Staff member or State Coordinator who resigns will be suspended after 30 days unless arrangements are made with the Executive Director. After 90 days, the email account will be deleted. If a member of the Executive Staff or State Coordinator is relieved of her or his duties, that person’s QOVF email address will be suspended immediately.

7.3. Website Policies

The Foundation information technology (IT) staff responsibilities are:

- Maintaining the Foundation’s website, www.QOVF.org.
- Overseeing website functionality, including placement and proper linkage for content provided.
- Maintaining website security and the privacy of individual member information collected.
- Upon request, providing reports of website-related activities to the Executive Director and Board of Directors, and interpreting information and data collected and managed via the website.
- Making website changes, as requested via documented work requests, including listings of Executive Director and Executive Staff. Procedures for documented work requests are in **Section 9** of the *Procedures* section of this manual.
- Establishing and maintaining QOVF.org email addresses and group email addresses. Procedures pertaining to QOVF.org email addresses are in **Section 6** of the *Procedures* section of this manual.

7.4 Social Media Policies

Social media sites established to promote local Foundation activities must be administered by invited or appointed administrators. Postings must be appropriate.

If a member is concerned about the appropriateness of a posting, the member should contact the Foundation administrators.

7.4.1 QOVF Official Facebook Page and Public Facebook Page

The Foundation maintains an official Facebook (FB) “Business” page and a public Facebook “Friends” page. The FB Business page is used for posting official information to the QOVF community. Such postings are “one-way” and do not allow comments. The public FB Friends page is two-way and allows comment

Both Facebook pages are the property of the Foundation. The IT staff and Executive Director appoint the Administrators for both the FB Business page and the FB Friends page.

Sales of merchandise or other items or requests for Quilts of Valor are not permitted on the Foundation’s FB pages.

(Official) Facebook Business Page

- The FB Business Page Administrator is the only person who may post on the official Foundation FB page.

- All posting will be reviewed by the FB business admin prior to posting.

(Public) Facebook Friends page:

- The Foundation’s FB Administrators must approve FB page “Friends” before they can be added and have access to the Foundation’s Friends page.

- The FB Administrators at their discretion may delete postings on the Facebook Friends page and remove users they deem reflect negatively on the Foundation, its mission, or core values.

- FB Friends postings that are submitted that include names of individuals or photos should be cleared with the persons mentioned or included in photos before posting.

7.4.2 QOVF Yahoo Groups and QOVF Blogs

QOVF Yahoo Groups (YG) and QOVF Blog postings are monitored by QOVF Administrators. The Administrators at their discretion may delete postings they deem reflect negatively on the Foundation, its mission, or core values. Selling items or requesting Quilts of Valor are not permitted in QOVF Yahoo Group QOVF Blog sites. Postings submitted that include names of individuals or photos must be cleared with the persons mentioned or included in photos before posting.

7.4.3 Group and Individual Facebook Pages, Websites, and Blogs

Group and individual social media sites and pages established to promote local Foundation activities must be compliant with the guidelines outlined in **Section 7.2.1** above.

7.4.4 YouTube

Video content representing the Foundation must be reviewed and approved by the Foundation's video manager before it can be posted.

7.5 On-Line Sales (Etail) Policies

Use of the name Quilt of Valor, Quilts of Valor, QOV or Quilts of Valor Foundation is not allowed for items listed for sale on online retail sites (etail) without permission from the Executive Director. Offering a Quilt of Valor for sale is prohibited.

8. Quilt Show and Events Policies

Individual members and group members may represent the Foundation at public quilt shows, trade shows, and other events by hosting an informational or sewing booth.

Proof of the Foundation's liability insurance may be obtained from the Foundation's Treasurer.

A supply of the Foundation's informational color brochures may be obtained by emailing brochures@QOVF.org. Full color "Thank You" posters are available by emailing posters@QOVF.org.

Approved Foundation items may be offered for a donation to the Foundation. Items may not be sold. Funds raised at events must be reported to the Foundation Treasurer.

Offering a Quilt of Valor or a patriotic quilt that might be mistaken for a QOV for raffle is not permitted.

Persons representing the Foundation at events are expected to conduct themselves in a professional manner in keeping with the Foundation's mission and core values.

Procedures for creating and staffing a booth are in **Section 10** of the *Procedures* section as well as in the *Appendices* section of this manual.

9. Quilting Industry Special-Offer Policies

From time to time, companies, vendors, or retailers within the quilting industry may wish to cooperate, partner, or create special programs or special offers for the Foundation or the Foundation's volunteer members.

Special offers made by such vendors are available to all members in good standing. Such special offers are exclusively for the construction of Quilts of Valor. Materials acquired via such special offers may not be used for other community or not-for-profit programs. Members who participate in such programs or offers are prohibited from advertising or reselling material made available through such programs or offers.

SECTION II

QUILTS OF VALOR® FOUNDATION PROCEDURES

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INTRODUCTION

The *Quilts of Valor® Foundation Policies & Procedures Manual* sets forth standards, policies, and procedures for Quilts of Valor® Foundation.

This second section, the *Procedures* section, provides guidelines (the "hows") for implementing the policies set forth in the *Policies* (the "whys") section. While this manual cannot address every specific situation or set forth rules that will answer every question, it provides guidance and can assist in decision-making.

1. Membership Procedures

Individuals and groups sign up for membership at www.QOVF.org/membership.

The Director of Membership (DM) maintains the list of individual members and local groups and monitors the membership section of www.QOVF.org. The website listing of local groups includes the name and location of the group and contact information for the group via the Group Leader. Contact information for individual members is not on the website, but is maintained to facilitate communication with membership.

Geographical locations of local groups are provided so that others who visit QOVF.org can find groups in their area, and so that the Individual Request Coordinator can locate local groups to assist with QOV awards in specific areas of the country.

The Director of Membership welcomes new volunteer members and groups within two weeks of their registration. The DM sends a membership packet to new individual members and to the Group Leader of new local groups.

The DM also sends notice of newly registered groups to the State Coordinator (SC) of the state where the group is located. If the new group is close to a state border, more than one SC may be notified. The SC reaches out to new individual members and Group Leaders within thirty days of membership to welcome them and offer assistance.

The Director of Membership informs individual members when their membership is due for renewal. If membership is not renewed within three months, the member's name may be removed from the QOVF member list.

2. Standards of Excellence & Procedures for Making Quilts of Valor

Policies regarding the Foundation's quilts are in Section 5.1, "General Policies & Standards of Excellence," in the *Policies* section of this manual.

Quilts of Valor are to reflect the best possible workmanship and use of quality materials consistent with the Foundation's core value of promoting excellence.

See also, "QOV Construction Quick Reference Guide," in the *Appendices* section of this manual.

Procedures for making Quilts of Valor are as follows:

- Fabric used should be high quality 100% "shirt-weight" or "quilt-weight" cotton fabric appropriate for adults.

- While Quilts of Valor do not have to be red, white, and blue, most recipients, given a choice, choose quilts that are patriotic in theme.

- Patterns and blocks can be of any design suitable for a patriotic theme.

- Use of military-branch-specific fabrics (Army, Navy, etc.) or non-"patriotic" fabric (overly floral), unless the recipient is known in advance, may create difficulty in identifying a recipient.

- A Quilt of Valor is to be large enough to cover an average-sized adult, with an ideal size approximately 60" x 80." Finished size can be no smaller than 55" x 65" and no larger than 72" x 90."

- A Quilt of Valor consists of a top, batting, and backing, and must be machine quilted or hand quilted. A tied quilt is not acceptable for a Quilt of Valor.

- Backings provided to volunteer QOVF-registered longarmers must be 4" larger than the quilt top on all sides (8" wider in width and 8" longer in length than the top). Note: Some longarmers may have different requirements.

- Only member volunteers in good standing can request free-of-charge quilting of their tops by a QOVF-registered volunteer longarmer. The procedure for requesting a longarmer through the Foundation website is in Section 3 below.

- Batting should be quality, low-loft batting. Quilting should be appropriate for the quilt and not overly dense, which can reduce the loft of the quilt.

- Binding strips should be joined with diagonal seams. Binding should be double-fold ("French fold"), attached by machine, and finished by hand or machine.

- A Quilt of Valor must be labeled as such. Information about making and purchasing labels is in the "QOV Construction Quick Reference Guide" in the *Appendices* section of this manual.

- A Quilt of Valor may be awarded in a presentation case, though a presentation case is not required. QOVs must have a presentation case when going to overseas facilities, to continuing destinations, or if requested. Information about making a presentation case is in the "QOV Construction Quick Reference Guide" in the *Appendices* section of this manual.

- Before awarding, a Quilt of Valor must be machine laundered (gently, using mild detergent) so any bleeding of fabric dyes has occurred prior to awarding, and because some facilities where quilts are awarded require pre-laundering. Use of a "color catcher" that attracts loose dye during washing is recommended.

- A note, card, letter, or journal documenting the creation of a Quilt of Valor may be presented to the recipient along with the quilt.

- Destinations for Quilts of Valor may be requested at the Foundation website. To request a destination, click on the "Request a Destination" button on the QOVF website www.QOVF.org.

- Awards of Quilts of Valor are to be reported through the Foundation website so quilts are counted. Report quilts as soon after awarding as possible. To report, click on the "Report a QOV Awarded" button on the QOVF website www.QOVF.org.

3. Longarm Quilting Procedures

3.1 Requesting a Longarmer

A limited number of longarm machine quilters across the U.S. have registered to serve as volunteer longarmers at no charge.

QOVF Members in good standing may request a volunteer longarmer by completing and submitting the form found at http://www.qovf.org/request-a-longarmer/. Be sure the form is complete before submitting.

The Foundation's Longarm Coordinator (LC) provides the assigned longarmer's contact information to the quilt maker within seven to ten working days of receiving the request.

Once the quilt maker and longarmer have communicated, the quilt maker ships the quilt top and backing to the longarmer. The longarmer contacts the quilt maker

within five to seven business days of receiving the quilt top and backing to confirm the package has arrived.

Quilt makers who do not receive confirmation from their longarmer within seven days should contact the Longarm Coordinator.

Before requesting a longarmer, review Section 2, “Standards of Excellence & Procedures for Making Quilts of Valor,” above to make sure your quilt top meets QOVF standards. Before shipping:

- Press the quilt top.
- Trim threads on front and back of the top.
- Make sure the top is free of allergens (pet hair, smoke, perfume).
- Make sure the backing is eight 8” wider in width and 8” longer in length than the top.
- Make sure no selvage edges are included in backing seams. (Selvages are more tightly woven and can sometimes cause needling problems.) Trim ends of backing even. Press backing and backing seams.
- Fold top and backing neatly and place in plastic bag to protect fabric during shipping.
- Ship in a sturdy box. (Longarmers appreciate boxes large enough to accommodate return of the quilted quilt.)

3.2 Volunteering to Longarm

QOVF volunteer longarmers must be members of the Foundation and must register with the Foundation’s Longarm Coordinator (LC). To register, go to “Volunteer to Longarm” on the QOVF website www.QOVF.org to complete and send an online form.

Some volunteer longarmers quilt for a specific local group or for specific individuals rather than making themselves available for partnering with quilt makers in other parts of the country. Longarmers choosing this method of working can indicate such preference in the “Comment” section of the form.

After receiving the registration form, the LC contacts the potential volunteer longarmer within five to seven business days. Longarmers who do not hear from the LC within this timeframe should contact the Longarm Coordinator.

The quilting industry supports Quilts of Valor machine quilters by providing supplies such as batting and thread at a discount. The LC keeps registered longarmers

abreast of such offers via a monthly emailed newsletter. Other members who are not on the LC mailing list can obtain information about special offers in the Members Only section of the website www.QOVF.org.

The following are guidelines for the Foundation's volunteer longarm program.

Volunteer longarmers:

- Agree to quilt a specific number of tops per month or agree to let the LC know when they are available to quilt.
- Agree to a 30-day turnaround for quilting a top once it is received.
- Contact the assigned quilt maker within five to seven business days of receiving the quilt top and backing.
- Notify the LC and quilt maker if the 30-day turnaround can't be met.
- Provide quality batting and thread at no charge.
- Execute quality quilting using designs appropriate to the quilt top.
- Pay for return shipping of the quilt (unless other arrangements are made).
- Read and respond promptly to QOVF-related email.
- Provide the LC with current contact information including email address, telephone number, and emergency contact information.
- Communicate problems or changes in availability to the LC.
- Communicate problems about quilt tops that do not meet the Foundation's standards of excellence by contacting the Longarm Coordinator.

4. Quilt Destination and Nomination Procedures

Completed Quilts of Valor may be awarded locally to awardees known by the quilt maker or in the quilt maker's community. Local awards, whether made by a local group or directly from quilt maker to awardee, are meaningful both to awardees and those who award quilts.

All awards should be reported on the Quilts of Valor Foundation website. To report, click on the "Report a QOV Awarded" button on the QOVF website www.QOVF.org

Alternatively, individuals and groups may ask the Foundation to select destinations for completed quilts.

Requests for Quilts of Valor are sometimes referred to as "nominations." Any individual may request a Quilt of Valor for a service member or veteran touched by war. An individual may request a Quilt of Valor for himself or herself.

4.1 Procedures for Requesting Destinations (Sending a Quilt of Valor)

Before requesting a destination for a quilt (or quilts) from the Destination Coordinator (DC), make sure the quilt meets the Foundation's standards of excellence described in Section 2, "Standards of Excellence & Procedures for Making Quilts of Valor," above.

Confirm that the quilt is completely finished, has been washed, and has a label and presentation case, if appropriate. Presentation cases are recommended for QOVs going to overseas destinations and medical facilities. They may not be needed for local individual or small group awards.

The DC makes assignments at least once a week. The DC makes every effort to honor special requests, such as requests for overseas destinations or destinations in a specific state or facility. The DC may consult with other leadership as needed. Final decisions about destinations are at the discretion of the DC.

To request a destination:

- Go to "Request A Destination" on the QOVF website www.QOVF.org.
- Complete the online form to request a destination. Do not use this form to request a quilt for a specific person or yourself. Procedures for requesting a quilt are in Section 4.2 below.
- If possible, attach a photo of your quilt to the online form to help the DC assign your quilt appropriately.
- Once an assignment is made, ship the quilt within a week.
- When shipping to an assigned destination, it is not necessary to use expensive shipping methods; however, tracking, when available, is recommended.
- Insurance is not recommended for shipping to an APO (Army Post Office) or FPO (Fleet Post Office) as tracking is not available once a package reaches such "jumping off spot" locations.

Direct any questions regarding destinations to the DC.

If a quilt does not meet the Foundation's standards of excellence, the DC may be able to find a destination where the quilt is appropriate and acceptable. For example, if a quilt is undersized it might be appropriate for a wheelchair-bound recipient. Be sure to inform the DC up front if your quilt does not conform to the Standards of Excellence.

4.2 Procedures for Nominating A Recipient (Requesting a Quilt of Valor)

To nominate a recipient:

- Go to "Request A Quilt" on the QOVF website www.QOVF.org.
- Complete the online form to nominate a recipient.
- The Individual Request Coordinator (IRC) will contact you within three business days to acknowledge your request.
- The IRC will forward the request to the State Coordinator or a local group leader in the geographical area where the nominee lives.
- The State Coordinator or local Group Leader will contact you within two to three business days to discuss coordination of the award presentation. Additional time may be required to coordinate the award if a completed quilt is not available.
- If the IRC does not receive confirmation from the contacted State Coordinator in a timely manner verifying that the award presentation is underway, she/he will contact you.

5. Quilt Award Procedures

The Quilts of Valor Foundation favors awarding a QOV in person, rather than sending it impersonally in a box. Anyone is qualified to award a Quilt of Valor as long as she/he has sufficient information about the Foundation, its mission, and its core values.

Quilts of Valor can be awarded privately or at an event or special venue. Every attempt should be made to see that the award of a Quilt of Valor is a personal and memorable experience for the recipient.

The Foundation encourages the selection of an appropriate location for an award, whether the location is the recipient's home, church, veteran's meeting place, or other location. Quilts of Valor representatives making the award are encouraged to dress in a manner befitting the occasion and location.

If you wish to award a quilt to an individual distant geographically from you, contact the State Coordinator in the state where the awardee lives. Often, a representative

of the Foundation can be found in the area who will be glad to make the award in person or will find an appropriate person to do the presentation. Examples of appropriate persons are a recipient's pastor or a person who has previously been awarded a Quilt of Valor.

Information that can be helpful to you in crafting your own award presentation dialogue is in the *Appendices* section of this manual.

6. Staff Procedures

6.1 Staff Appointments

The Executive Director, consulting with the Assistant Executive Director and the Board of Directors if needed, invites and appoints volunteer members to serve on the Executive Staff.

The Executive Director also invites and appoints social media administrators such as Facebook Administrators and other project specialists as needed.

Volunteer members who serve in any Executive Staff or State Coordinator position must be current members in good standing.

6.2 Staff Information on Website

Changes to Executive Staff and State Coordinator information on the Foundation website are made by the Information Technology (IT) staff upon receipt of notification by the Executive Director or Assistant ED and upon receipt of the necessary information from the new staff member. Posting of information will be made once information is complete.

Information necessary for a new staff listing is as follows:

- Personal information (e.g., mailing address, secondary email address, phone number, emergency contact).

- Short biography. (The biography may include how and why you joined QOVF, your work and life experiences, what you hope to contribute to QOVF.) See biographies of other staff members currently posted for examples.

- Photograph (headshot) of the staff member.

6.3 Staff Email Addresses

Email addresses are created for new staff members by the IT staff upon receipt of notification by Executive Director or Assistant Executive Director.

6.4 Staff Email Guidelines

Executive Staff and State Coordinators are required to use the QOVF email address provided to them for all Foundation-related activities.

The guidelines below are suggested for effective email:

- Use at least 12-point font size and a sans-serif font (e.g. Arial, Calibri, etc.).
- Do not write in all capitals.
- Proofread and spell-check email before sending.
- Use QOVF.org email addresses for Foundation correspondence only.
- Keep email threads to one subject, with the subject clearly stated in the subject line.
- Use directives in the subject line if action is needed (e.g. “ACTION REQUIRED”).
- Avoid creating lengthy email threads. Use “reply all” <u>only</u> when appropriate.
- Avoid conjecture, non-related personal opinions, etc. in Foundation email. Foundation Executive Staff, State Coordinators, and members who have a QOVF.org email address, are to create an email “signature” as described in Section 6.5 below.

Members who have a QOVF.org address may also add a video element to their signature. Instructions for adding a video element are in Section 6.6 below.

6.5 Staff Email Signatures

Executive Staff members and volunteer members with @QOVF.org email addresses must use the email signature format below so that Foundation email is consistent. Including home and cell phone numbers is optional.

Note that all email address names are lower case, which is standard. The format for QOVF.org email addresses is for “QOVF” to be in capital letters (so that “q” is not misread as “g”) and “org” in lower case.

Jane Doe
Staff or Volunteer Position
Your Town, Your State (so callers know your time zone)
Quilts of Valor Foundation

T: ###.###.####
C. ###.###.####
first.last@QOVF.org
www.QOVF.org
Visit us on Facebook

The Quilts of Valor® Foundation is a not-profit organization established and operated in accordance with section 501(c)(3) of the US Internal Revenue Code.

6.6 Video Links in Email Signatures

Members who have a QOVF.org address may also invite recipients to watch a short video excerpt. The excerpt is from "Quilts of Valor," the documentary produced in 2011 by Iowa Public Television and used with permission. Assistance in embedding the link is available from helpdesk@QOVF.org. Suggested wording is below.

Please take a few minutes to watch a short video about the Quilts of Valor Foundation.

Alternatively, a link to a video or video excerpt produced by the Foundation may be used in a QOVF.org email signature. Non-QOVF videos are not permitted in a QOVF.org email signature.

7. Fundraising and Financial Reporting Procedures

7.1 Fundraising Procedures

Registered local groups are encouraged to raise funds locally and may do so once their Group Leader has completed, signed, and submitted the "Group Financial Responsibilities & Requirements" form and has requested permission from the Executive Director.

After funds raised by local groups are deposited in the national QOVF account and recorded by the Foundation Treasurer for tax code compliance purposes, 100% of funds are available to the local group for reimbursement for the group's authorized expenses.

The Group Leader is responsible for the following:

- Registering the group on the QOVF homepage (www.QOVF.org) and serving as the contact person for the group.

- Completing, signing, and submitting the "Group Financial Responsibilities & Requirements" form stating she/he understands the financial responsibilities of the group.

- Receiving and keeping a record of the local group's account number.
- Communicating the financial requirements and fund raising policies and procedures of Quilts of Valor Foundation to other members of the group.
- Submitting all financial donations, including local donations such as those received at a quilting event or in exchange for marketing items, to the Foundation's Treasurer.
- Submitting other information as needed or requested by the Foundation's Treasurer
- Coordinating reimbursement requests to the Foundation Treasurer for reimbursement to the group and receiving reimbursements for the group.
- Receiving monthly/quarterly reports from the Foundation Treasurer of the group's funds available on account.
- Acknowledging donors for local donations as described in Section 7.3 below.
- Complying with state and local laws concerning activities that may invoke gaming rules (e.g. raffles).
- Setting the example of fiscal responsibility and professional behavior at all times.

7.2 IRS Charitable Contribution Guidelines

Cash contributions are defined as contributions made by a donor in cash, by check, electronic funds transfer, debit card, credit card, gift card, or payroll deduction by a donor.

A donor's cash contributions may not be claimed on income tax returns unless supported by a bank record or a receipt. The receipt must show the name of the organization, date of contribution, and amount of contribution.

A donor may use the following bank records to support contributions to QOVF:

- Cancelled check made out to Quilts of Valor Foundation
- Bank or credit union statement
- Credit card statement
- Gift card receipt/activation receipt

Claims of contributions of $250 or more must be also supported by written acknowledgement (letter or other written communication) from the qualified 501(c)(3) organization.

If a donor requests written acknowledgement from the Foundation, forward the donor's request to the Foundation Treasurer, who will provide acknowledgement.

7.3 Acknowledging Donations

Members are encouraged to acknowledge local donations via hand-written thank you notes (preferable) or email. Group Leaders are encouraged to write thank you notes for donations made to the local group. Donations for specific states should also be acknowledged by the State Coordinator whenever possible.

All donations are to be forwarded to national office. Once received at the national level, each is acknowledged in writing by the Treasury Services Coordinator, Treasurer, and/or the Executive Director, depending on the level of donation.

Donations of goods and services should also be acknowledged by written note to the donor. For such donations, the donor must list items donated. The donor, not a Foundation representative, is to place a value on donated items. If a receipt is requested, direct the donor to the Foundation Treasurer. Contact information and a donation form are in the *Appendix* section of this manual.

7.4 Submitting Donated Funds

All funds raised or received by local groups must be deposited in the QOVF national account. This includes 1) donations made by others and designated for the local group and 2) money raised via local fundraising activities.

Forms for submitting funds are in the *Appendices* section of this manual. Using the correct form and completing forms accurately will assure that the monies raised by local groups are correctly credited to the group's account.

Local groups registered with QOVF may not obtain a separate Employee Identification Number (EIN) for their group, except in special circumstances and only with written permission of the Executive Director.

Use the following procedures when submitting funds:

- Use the correct submission form when sending donation checks to the Foundation address below. Be sure to sign the form.

- Send donated funds to the Foundation Treasurer within ten business days of receipt.

- Provide as much information about the donor or donor organization as possible. Personal information of donors will not be shared beyond the Foundation's Executive Staff.

- Keep a local record of all donations along with donor information.

- Clearly identify the name and number of the local group to ensure accurate credit is given.

- Do not hold donation checks as this delays timely acknowledgement of donations.

- Mail to:
  QOV Foundation
  PO Box 191
  Winterset, IA 50273*

*Address change made by BOD October 2015.

7.4.1 Other 501(c) Organizations

Existing 501(c) organizations that wish to become members of Quilts of Valor Foundation are not required to submit funds raised or provide records of expenses for their supplies to make QOV's.

Such 501(c) organizations must sign a letter of agreement acknowledging compliance with all non-financial policies and procedures of Quilts of Valor Foundation and must provide a copy of their 501(c) status. A sample of this letter of agreement is in the *Appendices* section of this manual.

NOTE: 501(c) organizations are responsible for filing a year-end report to the IRS.

7.5 Reimbursement for Expenses

Note: when making personal purchases at the same time as purchases for the Foundation, ask for separate receipts in order to keep Foundation purchases separate from personal purchases.

Examples of reimbursable expenses include, but are not limited to:

- Fabric for tops, backing, binding, labels, and presentation cases

- Batting

- Purchased labels
- Shipping expenses for shipping quilts to and from longarmers and to destinations when necessary
- Quilt construction consumables (i.e., thread, rotary cutter blades, cutting mats, rulers, needles)
- Office Supplies (i.e. paper, ink, envelopes, stamps.)
- Supplies for local/state/national quilt show booth. This includes skirting and banner, handouts. It **does not** include candy for handouts or prizes for donations
- Shipping connected to your position for QOVF
- Printing as needed for talks, quilt shows, and quilt shops
- Donation boxes to distribute to Quilt Shops
- QOVF business cards (using template in Appendix C.2)
- Lodging & registration for Volunteer Annual Meeting. This is only when the funds raised are specified for this purpose (i.e. the donor knows that their donation will be used for continuing education of Foundation leadership)
- Lodging when requested to travel overnight by ED or AED. Approval must be given prior to the event. Written approval will be provided and must be attached to your reimbursement request.
- Toll fees/toll roads for travel

The Group Leader must use the following procedures when requesting reimbursement:

- Use the "Expense Reimbursement" form in the *Appendices* section of this manual.
- Sign the reimbursement form.
- Attach original, itemized receipts. Credit card statements are not acceptable**.
- Indicate clearly to whom the reimbursement check is to be made payable.
- Send the Expense Reimbursement Form and relevant itemized receipts to:

QOV Foundation
PO Box 191
Winterset, IA 50273*

*Address change made by BOD October 2015.

Reimbursement checks are issued 14-20 business days from receipt of form with documentation. Receipts older than twelve months from date of the receipt are not reimbursable.

**Note: The IRS accepts credit card statements in income tax returns as receipts for donations made as charitable contributions (as noted in Section 7.2 above). QOVF cannot accept credit card statements for reimbursements.

Non-Reimbursable Expenses

The following items are not reimbursable from Group Funds:

- Refreshments
- Meals
- Specialty printing (other than business cards)
- Clothing
- Mileage (IRS information regarding deduction)

Section 8. Newsletter Procedures

Use the following guidelines for submitting stories or other content to the Foundation's newsletter, *Quilts of Valor Threads.*

- Write stories in your own words. About 300 words is preferred.

- Include one or two sentences about yourself (e.g. "Linda is a volunteer member of QOVF who lives in XX state. She enjoys quilting and gardening.")

- Send submissions in the body of an email (preferred) or as an attached editable MSWord type document.

- Send newsletter submissions to the newsletter Managing Editor using the contact information in the *Appendices* section of this manual.

- Prior to submitting photos, obtain permission from the photographer and persons pictured. If appropriate, supply photographer's name for credit.

- Submit one to three photos with information for captions. Send photos as .jpeg or .tif files.
- Submissions will be acknowledged by the Managing Editor within two weeks.
- Acknowledgement of submissions does not guarantee inclusion in the newsletter.
- Newsletter staff will assist with editing content and helping with wording.
- Newsletter staff will return edited story to author for confirmation of correctness.

Section 9. Website Procedures

9.1 Website Work Requests

All work performed by IT staff must be requested using a traceable request method. Procedures for submitting work requests are:

- Send requests to helpdesk@QOVF.org.
- Include requestor's name, date of request, specific information about what is being requested, and rationale for request.
- IT staff will prioritize the request and when complete will document the resolution, date of resolution, and date resolution was communicated to the requesting party.
- The requestor must confirm that resolution is acceptable.
- Changes in website listings of Executive Staff members, State Coordinators, and Board Members, will be published when new staff provides:

  —Required personal information
  —Short biography
  —Photograph for website (head shot)

Section 10. Public Event Procedures

10.1 General Event Procedures

Public events such as quilt shows are opportunities for the Foundation's membership to inform and educate the public about the mission of the Quilts of Valor Foundation.

Individual members and members of registered local groups are encouraged to look for opportunities to staff booths at such events. Event organizers will often provide booth space to non-profit groups at no charge.

Donations made to a local member group may not be used to pay for booth rent at an event unless a donation for that specific purpose has been made.
Invitations to participate in a national level event should be referred to the Executive Director.

To participate in and fundraise at such local events, volunteer members and groups should:

- Be members in good standing.
- Request permission to represent the Foundation from the Executive Director. (Blanket permission for multiple events can be requested.)
- Acquire any permits specifically required by the event's organizers.
- Comply with state fundraising laws in the state where the event is held.
- Request a copy of the Foundation's Certificate of Insurance (COI) from the Foundation's Treasurer using the procedures in Section 10.2 below. There is no cost for obtaining the COI form.
- Report funds in accordance with fundraising procedures in Section 7 above.
- Use only QOVF materials for distribution and in seeking donations.

For tips on creating and staffing a QOVF booth, see the *Appendix* section of this manual.

10.2 Certificate of Insurance

Member groups or individual members in good standing may request a Certificate of Insurance (COI) for events where they will represent the Foundation. To obtain a copy of the Foundation's liability insurance, contact the Foundation Treasurer and provide the information below. Treasurer contact information is in the *Appendices* section of this manual.

- Name of QOVF group or individual requesting the COI.
- Name, phone number, and email address of contact person for QOVF group

or individual.

- Name and address of business or event requiring proof of insurance.
- Name, address, phone number, and email address of primary contact of the business requiring proof of insurance.

10.3 Photography/Videos Release Form

Members are encouraged to use the Photographs/Videos Release form to obtain permissions to interview, photograph or record recipients and events. The photo/video release form is available for download from the **Members Only** page.