# Quilts of Valor®

## Field Kit

Revisions June 2019

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<th>Section/Appendix</th>
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<td>Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program</td>
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| Section 9, Page 1 | Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program  
Paragraph 3—removed Jeff Thorne, Director of Marketing at jeff.thorne@QOVF.org. Replaced with Director, Marketing at marketing.@QOVF.org |
| Section 9, Page 4 | Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program |
| Section 10, Page 1 | Updated “On-line registration (and paper forms) and renewal for Certified Quilt Business” to be a link |
| Section 11, Page 1 | Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program |
| Appendix, Section 2, Page 1 | Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program |
| Appendix, Section 4, Page 2 | Added National Vietnam War Veterans Day |
| Appendix, Section 11, Page 2 | Changed all references to Certified Quilt Shop Program to read Certified Quilt Business Program |
Your QOV Field Kit contains many ideas, recommendations and tools to make your group a success and carry out the mission of Quilts of Valor. We applaud your interest and welcome an email or call anytime.

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Quilts of Valor Field Kit – It’s All About Success

Section 1 - Starting or growing a QOV Sew Group

Since you are already a part of Quilts of Valor, you probably are sewing with friends now. If you or you and your friends have been talking about starting a formal GROUP or growing your group – expanding membership – here are some thoughts you might want to consider and discuss with your friends.

Getting Registered as an OFFICIAL QOVF GROUP

One of the many benefits associated with group membership is to be listed on the QOVF website. After you have submitted your group membership form, the Membership Director will send you the Financial Responsibility Form to be completed and returned to her. One of the items that must be completed is the indication if you want your group listed on the QOVF website. The Membership Director will note your group account based on the information provided in your group account, i.e., name of your group, address of meeting location, and contact information for the group.

Financial Requirements

Per the Policies and Procedures, Section I, Item 6 Fundraising, groups are required to submit all donations to the Foundation to be recorded and deposited in the Foundation’s bank account. After the funds have been recorded for tax code compliance, groups may submit requests for reimbursement for group expenses incurred in creating Quilts of Valor. See Section II, Item 7 for Fundraising and Financial Reporting Procedures.

Where will we sew?

If you and your friends prefer to sew in someone’s home, then you have to consider the maximum number of quilters that could attend.

What do you think the maximum number of people that can be accommodated in the house where you sew now? ______________________

If that number is larger than your current group, then it is time to consider who else you want to invite to join your group.

____________________________________________________.
____________________________________________________.
____________________________________________________.

If your group is already out-growing your current sewing location and you want to grow the group, then it’s time to find a commercial or community place to sew.

What are some of the places you could get approval to meet?

Places could include:
Quilt Shop – Do they have a large enough classroom? Do they have an open day or evening? Would they be interested in sponsoring your group by becoming a CERTIFIED QUILT BUSINESS? Keep in mind that adding more people into their store is bound to add revenue for them – important to point out.

Senior Center – Do they charge? Is their space large enough to accommodate a growing number? How is the lighting? Is there sufficient electrical outlets? What days and times do they have an opening? Do they require that a member of your group lives in their town? This is also a great opportunity to share the UNDER OUR WINGS® Program.

VFW/American Legion building – these groups are often very willing to share their space and would probably even like someone to speak to their group at a meeting. What days and times is space available? Lighting? Electrical needs? Would they want to charge you money?

Church – this group is usually very accommodating to community service work. Ask your sewing members to approach their church with the request, keeping in mind space, date and time, etc. Would they want to charge you money?

Neighborhood Clubhouse – if any of your members live in a community with a clubhouse, they automatically have the right to reserve the space, but again all the same questions must be answered – Cost? Date and Time? Lighting? Electricity?

Now that you’re thinking about locations, discuss with your group where they might think your group could start to meet.

Formalizing the group with officers...

If your group is large, consider delegating responsibilities or establishing committees to do the following:

- Chair Person
- Secretary
- Treasurer

Groups could also have:
- Supply Coordinator – keeps group supplies, like irons and cutting mats, etc.
- Destination Coordinator – responsible for coordinating award ceremonies
- Fabric Manager – responsible for keeping “group” fabric such as backing

Don’t let these last committee members scare you off… growing your group can be wonderful, but you shouldn’t do all the work yourself – share the joy !!!

Adding members...

- We’ve thought of Location, your Steering Committee, now we need PEOPLE. You will want to advertise – spread the word. A simple flyer about your group and that you are looking for more members will be adequate. See Section 9 for examples of flyers.
- If you belong to a Guild, ask them to put something in the newsletter and perhaps even ask to speak at the meeting about Quilts of Valor.
• If your local Quilt Shop(s) is not a QOV Shop, ask if you can display your flyer and see if they would mention your QOV group in their newsletter. If you are going to meet in their shop, they should automatically be open to these ways to advertise. See Section 9 for examples of flyers.
• Send a Press Release to your local newspaper – the Community section writer is the person that will be interested. See Section 2 for examples.

Now that you’re thinking about getting more members, discuss with your group where they might think your group should advertise.

Raising Money….

Unless every member decides to be responsible for ALL their own supplies, your group is going to need money. There will be things that require money – like shipping quilts – who will pay for that? Bottom Line………..you will need money. If you are the group leader, you will be required to sign a Financial Responsibility Form. This form will be sent to you from the Director of Membership. See Page 1 for Financial Agreement.

What are some ways to bring in money?

• If your local quilt shop sponsors your group, they will help advertise the group and get members. If not, each member can share the cost to get the group started. (Note: donations raised in the shop are spent in the shop.
• If the quilt shop does not sponsor your group, ask if you can display a flyer or poster advertising your group.
• Offer to speak to community or civic groups about Quilts of Valor – they are usually very generous and will give you a donation.
• Ask for money – not everyone is comfortable with doing this – but some people are – identify them and PUT THEM TO WORK.
  o When speaking on behalf of the Quilts of Valor Foundation®, you must always be prepared with your “speech”.  *Failing to plan is actually planning to fail!*  Ideas to help you prepare for speaking are in the Policies & Procedures, Appendix G.1
  o Consider ways to show appreciation for monetary gifts. Think about how PBS radio or television stations have fund raisers and there are levels of “gifts”.
    ▪ Under $100.00 could be a fancy QOV Thank You card that everyone signs – inexpensive to your group, but thoughtful.
    ▪ For donations $100.00 or more, give a Certificate of Appreciation. This is something tangible they can display on a wall, esp. if they are a business. Again, inexpensive, but impressive and are available in our QOV Store.
    ▪ The Baby Lock poster is also a wonderful “Thank You” to any group or business. The poster is a thank you to QOVF from Baby Lock and shows to the world that an industry leader values and respects Quilts of Valor.
  o Giving something for a donation should also apply when you speak to a community or civic group. They especially like tangible ways to show their community involvement (i.e. the certificate).
• Raising money involves Marketing – review the places you can advertise or market your group – see Section 2 - Spreading the QOV Word. Note: Donations raised are sent in to the foundation’s nation office for tax recording and reporting, then returned to groups with proper reimbursement forms.

• Reimbursement of 100% of funds raised through our expense reimbursement process (see Policies & Procedures for approved list of reimbursable expenses). The reimbursement form can be found on the Members Only Page. Instructions for accessing that page will be included when you receive your membership card and pin.

**QOV Store .....**

The QOV Store contains many items which can be purchased and given to donors as a way of saying “thank you for your donation”. Access the QOV Store by logging in to the Members Only Page. Payment for these items can be made either online using a credit card, sending a check, or by transferring funds from the group account if funds are available. See Section 10 for a sample of the Transfer of Funds form.
Section 2 - Spreading the QOV word....................

Your group, no matter how big or small, should always be thinking about telling others about Quilts of Valor. We are all proud of our involvement and commitment to Quilts of Valor and it is only natural to share our interest and PRIDE.

This section of your Field Kit contains ideas and ways to promote QOV and especially YOUR QOV group.

Advertising and Marketing
- Guilds
- Church Groups
- Quilt Shops – Certified Quilt Business Program
- Existing QOV Sew Groups
- Community Groups using our UNDER OUR WINGS® Program
  - High School Counselors, Art Teachers
  - Girl/Boy Scouts
  - 4H Groups
  - Civic Groups
  - VFW/VFW Auxiliary
  - American Legion/AM Auxiliary
  - Senior Groups – Senior Citizen Centers
  - Retirement Communities
- Community Businesses
  - Deli/Grocery Stores
  - Knit Shops
  - Scrapbooking Shops
  - Gift Shops
- Community In Action
  - Local Promotions like Craft Shows/ Art Shows
  - Could be Holiday Specific
  - Seasonal Farmers Markets
  - County and State Fair

Special Sewing Events – (Requires Approval from Executive Director)
- Original Sewing & Quilting Expos (OSQE)
- American Quilters Society (AQS)
- Machine Quilters Showcase (MQS)
- International Machine Quilters Society (IMQS)
- Machine Quilter Expositions (MQX) – Quilt Festivals
- Mancusco Show Management
- Quilt Market

Special Interest Groups
Car Clubs
Motorcycle Clubs

Newspapers
City publications
County News
Regional News

Did you and your friends/group add other places to spread the QOV word?

**Group Flyer**

Creating a flyer or brochure about your group is an excellent way to let people know about Quilts of Valor and about your local group. This is a document that you can have available at businesses, on community bulletin boards, at trade shows, any place you want to tell others about your QOV group. See Section 9 for examples of flyers.

**QOVF Brochure**

Our professionally printed brochure is an excellent marketing tool to use on any occasion. We thank Northcott® Fabric Manufacturer for providing the brochures. Additional brochures can be ordered by sending an email to brochures@QOVF.org

**Baby Lock™ Posters**

Baby Lock™ Posters are very attractive. Look for a poster frame at your local craft store and frame the poster to give it a more professional look. The poster is a good “talking point” too – show people some of the pictures and remark that the poster was a gift to QOVF from Baby Lock™. Posters are available in our QOV Store.

**Under Our Wings®**

This exciting and important Quilts of Valor® Foundation initiative offers young people the opportunity to perform community service and introduction to the art of quilting at the same time.

The program was launched several years ago by its creator, QOVF Board of Directors member Marianne Fons and is now back with renewed energy, new direction, and a new focus.

The program will focus on America’s youth through Girl Scouts, 4-H, 4-H Military Partnership, Future Farmers of America (FFA) and any other youth group seeking a community service project. The UOW program will also serve clubs, fraternal organizations, veterans groups or any other entity in a community that would like to participate in a national service project.
CERTIFIED QUILT BUSINESS PROGRAM

Our Certified Quilt Business Program offers many opportunities for a registered quilt business.

- A starter kit promoting how the QOVF Certified Quilt Business program can work for your business and ideas about getting started if you do not already have a QOV group. The starter kit includes the window cling identifying your shop as a Certified QOVF Business; an 11x14 Thank You poster which can be mounted on foam board for easy display, and 10 QOVF tri-fold color informational brochures. If requested, a membership pin will be sent.

- Access to QOVF tri-fold color informational brochures. Additional brochures can be ordered by sending an email to brochures@QOVF.org indicating how many brochures you want.

- A membership card.

- Authorization to raise money, accept donations, and accept non-monetary gifts on behalf of QOVF. All money raised in the business may be spent by the business to create Quilts of Valor or for other reimbursable expenses.

- Automatic sign-up for QOVF’s monthly online newsletter QOV THREADS.

- Authorization to use the QOVF logo on the business’ website and business’ Facebook page or other social media to promote the business and QOV partnership.

- Additional incentives will be added as the program grows and matures.

Press Releases

One effective way to get exposure for Quilts of Valor and especially your local group or Quilt Business is through Press Releases. A Press Release is a formal announcement/commentary about the Quilts of Valor Foundation® and then specifically about you. It gets publicized, which makes it “official”. Community interest sections of newspapers are always looking for community information to publish.

Section 9 contains press releases to promote 1) your group, 2) a quilt business, and 3) the Quilts of Valor Foundation® – You will need to customize them.

When Speaking to a Group or an Individual, You Should Always Be Prepared
Ideas to help you prepare:

Speak from your heart. You can never go wrong doing this. Tell them Catherine Roberts’ story of how she founded QOV (included below).

Know your audience. Are they military or civilians, quilters or service groups, men or women, limited resources or large contributors?

Tailor your talk to the audience. Make sure you cover points they may not already know not only with words but actual samples if appropriate. For example, when talking about quilt construction, bring a quilt that will show them the three layers.

Know what you need and what they may have to give. If they do not have a million, do not ask. Let everyone know exactly what you would do with the funds you are soliciting.

Be very specific and do not apologize. "With $100.00 we can make 1 handmade quilt top for a service member." or "The $50.00 I am asking for will cover the shipping for 2 quilts to a hospital in Germany."

Handwritten requests are fine, they can be handed to the person in charge before you speak at an event.

Visual aides are fantastic! Bring quilts as examples, let them feel them, show the label.

Bring a service member in uniform to accompany you. They can explain what it is to stand down range and why a QOV can make a difference.

Have plenty of business cards and brochures.

Always send a handwritten thank you note for allowing you to speak.

When given a donation always give a receipt and a thank you note.

A Quilts of Valor Foundation® brochure is in your Field Kit and additional copies are available as stated above. Another good talking point or handout is the QOV Newsletter - get the latest newsletter from the web – it always contains stories and heartwarming letters from recipients.

Include quotes from recipients:

As one recipient said “My quilt isn’t another military medal to be placed in a box and sit on my shelf. I was moved to tears.”
SSgt RC, US Army, Iran 2011
Catherine Roberts Story

Excerpts from Catherine’s full story in the QOVF Policies & Procedures Manual – Appendix A - History of the Foundation

Catherine Roberts’ Dream

Quilts of Valor Foundation began in 2003 with a dream, literally a dream. Founder Catherine Roberts’ son Nat was deployed in Iraq. According to Catherine:

The dream was as vivid as real life. I saw a young man sitting on the side of his bed in the middle of the night, hunched over. The permeating feeling was one of utter despair. I could see his war demons clustered around, dragging him down into an emotional gutter. Then, as if viewing a movie, I saw him in the next scene wrapped in a quilt. His whole demeanor changed from one of despair to one of hope and wellbeing. The quilt had made this dramatic change. The message of my dream was:

Quilts = Healing

The model appeared simple: have a volunteer team who would donate their time and materials to make a quilt. One person would piece the top and the other would quilt it. I saw the name for this special quilt. It was a Quilt of Valor, a QOV.

What Quilts of Valor Are

From the beginning, Catherine Roberts had definite ideas about standards of excellence for Quilts of Valor:

I knew a Quilt of Valor had to be a quality-made quilt, not a “charity quilt.” A Quilt of Valor had to be quilted, not tied, which meant hand or machine quilting. Quilts of Valor would be “awarded,” not just passed out like magazines or videos. A Quilt of Valor would say unequivocally, “Thank you for your service, sacrifice, and valor in serving our nation in combat”.

The First Quilt of Valor

The first QOV was awarded in November 2003 at Walter Reed Army Medical Center (WRAMC) to a young soldier from Minnesota who had lost his leg in Iraq.
Section 8 – Your TO GO Bag

A TO GO Bag is your bag of items that are always ready “to go” at a moment’s notice.

Here are some suggestions of items you should have ready at all times.

- Your name badge
- Your Membership Pin
- Business Cards
- Cards providing information on requesting a QOV
- Brochures
- An easy quilt pattern (one that is free to copy)
- QOV Smile book (a photo album showing pictures of the recipient’s smiles and tears of joy when they are awarded their Quilt of Valor. You can have a small one to carry in your bag, but also have a larger one for display at shows and events.
- Quick Reference Guide
- When making an award, have a copy of your speech printed on flag paper (available at your local office supply or stationary store)
- Photo Release Form
- Information about the Certified Quilt Business Program and Under Our Wings Program

Business Cards
Business cards can be a valuable tool in your TO GO bag. Cards can be created and printed using your home computer and printer or ordered from your local printer or office supply store, or ordered from an on-line company. Figure 1 shows the front, Figure 2 shows the back.

Below is a black and white representation of the Foundation’s official business card. A color pdf of the Foundation’s logo is available from the Executive Director.

![Figure 1](image1.png)

![Figure 2](image2.png)
Quilts of Valor Field Kit – It’s All About Success

Quilts of Valor

To nominate a service member or veteran for a Quilt of Valor go to www.QOVF.org and select the Request QOV button

Something Meaningful
For Someone Memorable

QOV Nominating Cards – “Nominating Some for a Quilt of Valor”
Business cards providing instructions for requesting a Quilt of Valor can also be a valuable tool in your TO GO bag. These cards can be created and printed using your home computer and printer or ordered from your local printer, office supply store, or ordered from an on-line company.

QOV Nominating Post Cards – “Nominating Some for a Quilt of Valor”
The postcards were developed to be used in place of the brochures at awards ceremonies and can be ordered at no charge by sending an email to

Generations of Service Cards
Generations of Service is a new program in QOV. Postcards describing the program can be ordered at no charge by sending an email to
Section 9 – Flyers and Template

Customized flyers are available for various events where you might be representing Quilts of Valor, such as QOV National Sew Day, sew days at your local QOV Certified Quilt Business, craft shows, quilt shows, state fairs, etc.

The customization would include special event details of the requesting group, their contact information and relevant details of their event.

For those groups that wish to make use of the opportunity please contact Director of Marketing and Publication at marketing@QOVF.org.

To customize the flyer, provide the following:

1) The complete range of hours of operation

2) The location of the event – to include:
   a. The Business / Location Name (if in a name place, i.e. Betty’s Sew and Vac)
   b. The Address of the location
   c. The City, State and Zip Code

3) Your Contact Information to include (where appropriate)
   a. Your telephone number
   b. Your Website or Facebook® page
   c. Your email address

4) Three bullet Items describing the activities, information on prizes, etc.
The quilters who fashion Quilts of Valor are honored to give something from our hearts and hands to those who have sacrificed to defend the freedoms and liberty promised to all in the United States of America, “Home of the Free Because of the Brave.”
PRESS RELEASES

Press Release – Short – Customizable for your new/ existing group

The Quilts of Valor Foundation® announces the addition of__________ Quilting Group to their organization.

By __________________, Executive Director
Quilts of Valor Foundation
______date______

__________(your city/town)___________ – The Quilts of Valor Foundation® (QOVF) announces today that ____your group name_____ Quilting Group has become a registered Quilts of Valor (QOV) group. Quilts of Valor is a national community service initiative that brings together quilters to make quilts for active service members & veterans.

QOVF was founded in 2003 by Catherine Roberts – A Blue Star Mom. Her son’s year-long deployment to Iraq provided the initial inspiration, and her desire to see that returning warriors were welcomed home with the love and gratitude they deserved, provided the rest.

She felt that linking quilters together in a national effort could achieve her goal of covering all service members and veterans touched by war. These quilts, called Quilts of Valor would be a tangible reminder of an American’s appreciation and gratitude. This grassroots effort quickly spread across the United States and today boasts thousands of quilters from all fifty states; as of (insert current date), over (insert current count) quilts have been awarded.

QOV’s are stitched with love, prayers and healing thoughts. Service members and veterans who have been touched by war are awarded this tangible award of gratitude that unequivocally says, “Thank you for your service, sacrifice and valor.”

(Insert your group name) Quilting Group is hosting a block signing event to introduce ___(insert your location)y_____ to this Quilts of Valor community service initiative. Details about Quilts of Valor will be shared. Light refreshments will be served.

Please join _____(insert your group name)____ on ______(insert date)_______, ___(insert time)____. The group meets at ______(insert location and address)_____.

Contact

_____Your name as “sponsor”_____
____your group name if applicable_____
Telephone
Electronic contact: _____your email address___________

The Quilts of Valor Foundation® is a non-profit organization established and operated in accordance with section 501(c)(3) of the Internal Revenue Code.
Press Release – Short – Customizable for a **Quilt Business** in your area

The Quilts of Valor Foundation® announces the addition of (insert name of quilt business) **Quilt Business** to their organization.

By __________________, Executive Director
Quilts of Valor Foundation
____date_____

___________(insert your city/town)____________ The Quilts of Valor Foundation® (QOVF) announces today that locally owned (insert name of quilt business) **Quilt Business** has become a **Certified Quilts of Valor (QOV) Certified Quilt Business**. Quilts of Valor is a national community service initiative that brings together quilters to make quilts for active service members & veterans.

The QOVF was founded in 2003 by Catherine Roberts – A Blue Star Mom. Her son’s year-long deployment to Iraq provided the initial inspiration, and her desire to see that returning warriors were welcomed home with the love and gratitude they deserved, provided the rest.

She felt that linking quilters together in a national effort could achieve her goal of covering all service members and veterans touched by war. These quilts, called Quilts of Valor would be a tangible reminder of an American’s appreciation and gratitude. This grassroots effort quickly spread across the United States and today boasts thousands of quilters from all fifty states; as of (insert current date), over (insert current count) quilts have been awarded.

QOV’s are stitched with love, prayers and healing thoughts. Service members and veterans who have been wounded or touched by war are awarded this award of gratitude that unequivocally says, “Thank you for your service, sacrifice and valor.”

(Insert your group name) Quilting Group is hosting a block signing event to introduce ___(insert your location)y_____ to this Quilts of Valor community service initiative. Details about Quilts of Valor will be shared. Light refreshments will be served.

Please join ______(insert your group name)_______ on ______(insert date)_______. ___(insert time)_______. The group meets at ______(insert location and address)_______.

Contact
_____ Your name as “sponsor”__________
____your group name if applicable_______
_______ Quilt Business
Address
City, State, Zip
Telephone
Website
Electronic contact: info@_____________
The Quilts of Valor Foundation® is a non-profit organization established and operated in accordance with section 501(c)(3) of the Internal Revenue Code.

**Press Release – Detailed, Generic to QOV**

By __________________your name________________
Quilts of Valor Foundation®
________________current date________________________

________________(your city/town)________________ – In 2003, Catherine Roberts founded Quilts of Valor when her son was deployed to Iraq. She says she was always only 10 seconds away from panic while he was deployed.

One night, during that time, she literally had a dream. The dream was as vivid as real life. “I saw a young man sitting on the side of his bed in the middle of the night, hunched over. The permeating feeling was one of utter despair. I could see his war demons clustered around, dragging him down into an emotional gutter. Then, as if viewing a movie, I saw him in the next scene wrapped in a quilt. His whole demeanor changed from one of despair to one of hope and wellbeing. The quilt had made this dramatic change. The message of my dream was: Quilts = Healing”. That started Quilts of Valor and Catherine with her small group of sewers awarded that first quilt at Walter Reed Hospital as a way to say someone cared.

She wanted to see that all service members and veterans were welcomed home with the love and gratitude they deserved. Quilts of Valor are stitched with love, prayers and healing thoughts that unequivocally says, “Thank you for your service, sacrifice and valor.”

A Quilt of Valor is a generous lap-sized quilt made by an individual or group that pieces the fabric for the front, then adds batting and backing fabric before machine quilting. After it has been bound, washed, and labeled it is ready to be awarded.

Quilts are awarded at many different levels: they may go to military hospitals where Chaplains award them to service members; they are shipped overseas to front line medical facilities; there may be presentations of QOV’s to entire service units returning from combat deployments; they may be awarded at VA’s or presented individually. But no matter how a Quilt of Valor is awarded, the impact it delivers is unequivocal.

As one recipient said “My quilt isn’t another military medal to be placed in a box and sit on my shelf. I was moved to tears.” – SSgt RC, US Army, Iraq ‘05

“I find myself attached to this quilt.” I never said thank you for the quilt. I got it in Germany and find myself attached to it like a 1 yr. old woobie! I am a Scout Sniper in the Marine Corps so I am not a touchy-feely guy, but the blanket is a wonderful gift. Thank you for your compassion. - April 17, 2013

Just how much of an impact has the Quilts of Valor Foundation® made? As of (insert current date), Quilts of Valor has awarded over (insert current total) quilts to service members/veterans worldwide.
So, the answer to “Why Quilts of Valor?” is this: *It is a wonderful form of National Service and anyone can do it!* National Service starts at home. Make a Quilt of Valor! To sew independently or find a group to join, _____________(insert your name)__________.

*Thanks for your support.*

For more information about the QOVF go to [www.QOVF.org](http://www.QOVF.org). The Quilts of Valor Foundation® is a non-profit organization established and operated in accordance with section 501(c)(3) of the Internal Revenue Code.
Section 10 – Miscellaneous Forms

The following forms are available for download from the Members Only Page (www.qovf.org, select MEMBERSHIP):

- Cash Box Donation Form
- Donations Form (to use when submitting checks)
- Expense Reimbursement Form
- New Individual Member Form
- New Group Membership Form
- On-line registration (and paper forms) and renewal for Certified Quilt Business (will make this a link)
- Renewal Forms for Individual member and group membership
- Non-Monetary Donations Form (for use in reporting fabric donations)
- Photo/Video Release Form – keep one copy for your records
- Transfer of Funds
- How to Request a Quilt of Valor form for use at craft shows, county and state fairs, etc. This will let the requestor know what information is needed when they request a QOV for their veteran.
Section 11 – Contacts

Use this section to list QOV groups or QOV Certified Quilt Businesses in your area.
APPENDIX

Section 1 – QOV Sew Groups
  Getting Registered as an official QOVF Group
  How to log into your member account
  Where will we sew?
  Formalizing the Group with Officers
  Adding Members
  Raising Money
  QOV Store

Section 2 – Spreading the Word
  Advertising and Marketing
  QOV Group Flyer
  QOVF Brochure – ordering instructions
  Baby Lock™ Thank You Poster – ordering instructions
  Under Our Wings® Program
  Certified Quilt Business Program
  Press Releases
  Speaking to a Group
  Commentary from Experiences at QOVF Shows by Catherine Roberts

Section 3 – Planning and Setting Up Events, Trade Shows and Group Activities
  Location
  Signage
  Commentary from Experiences at QOVF Shows by Catherine Roberts
    Pre-planning
    QOVs for Display
  Attire
  People Skills and Communicating
  A QOV Elevator Speech
  Maslow’s Hierarchy – finding the personal needs of your audience
    Physiological Needs
    Safety and Stability Needs
    Social Belonging
    Self Esteem
    Self Realization

Section 4 – Maximizing Interest – Posters & Military Dates
  Suggestions for advertising your event
  Military Dates
    President’s Day
    Military Appreciation Month
Military Appreciation Day
National Vietnam War Veterans Day (needed to add this)
Armed Forces Day
Memorial Day
June 14 – Flag Day
July 4 – Independence Day
August 7 – Purple Heart Day
September 11 – Patriot Day and National Day of Service and Remembrance
November 11 – Veterans Day

Section 5 – Patterns
Patterns are available for downloading from the website and in the Members Only Section

Section 6 – Organizing Group Events and QOV Retreats
A check sheet of things to do

Section 7 – Ways to Show You Care – the fun stuff
Items that will make your event a fun time

Section 8 – You TO GO Bag – Always be ready to share our mission.
Your bag of items that are always read “to go” at a moment’s notice

Section 9 – Templates
Instructions for customized flyers
Press releases
- Customizable for your new/existing group
- Customizable for a quilt shop in your area
- Detailed, Generic to QOV

Section 10 – Miscellaneous Forms
A listing of forms needed on a regular basis (available for download from the Members Only Section, www.QOVF.org)

Section 11 – Contacts
Use this section to list the QOV groups or QOV Certified Quilt Businesses in your state/area

Section 12 – Using the Google G Drive
How to Use the Google G Drive (for State Coordinators)

Section 13 -- Appendix