

~ **FORMS** ~
Introduction

This section contains most of the organization's forms and will be updated periodically as needed. Some of these forms are specific to particular Board duties and others (such as the Expense Reimbursement form) may be used by all Board members.

Please make copies of any form you are going to use and maintain the originals in your Volunteer Guide so the Guide remains complete.

No changes should be made to the forms in this section without the prior approval of the Board of Directors.

The forms are:

1. Agency List with Responsible Distribution Committee Assignments
(Note: this list will be updated periodically by the Distribution Chairperson, and may be replaced in the Volunteer Guide)
 2. Agency Eligibility Questionnaire (AEQ)
 3. Agency Criteria of Eligibility (COE)
 4. Agency Welcome Letter
 5. Agenda format
 6. Bee
 7. Bee
 8. Bee
 9. Bee
 10. Distribution Agency Inquiry Postcard
 11. Distribution Bag Tag
 12. Distribution Delivery Confirmation Card
 13. Distribution Recipient Agency Information Sheet
 14. Donation Receipt
 15. Donation Request Letter
 16. Election Ballot
 17. Expense Reimbursement Request
 18. Mileage Reimbursement Request
 19. Public Relations Contacts
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2017-2018 Active Agencies plus Delivery Person

Revised 10/2017

	Agency	Title	Contact	Phone	Address	City	E-mail
Laura	Air E Vac	Neonatal Flight Transport RNC	Linda Thompson	480-202-2559 Home	2710 E. Old Tower Rd	Phoenix 85034	
Laura	Arizona Helping Hands	Executive Director	Jessica Wood	602-380-6851	7607 E. Greenway Rd.	Scottsdale85260	jwood@azhelpinghands.org
Laura	Arizonans For Children, Inc	President	Kaye McCarthy	480-838-0085	2435 E. LaJolla dr	Tempe 85282	
Laura	AZ Women's Ed&Employment AWEE		Mary Hutchinson	480-293-4709	640 N. 1st. St.	Phoenix 85003	maryhutchinson@awee.org
Laura	Banner Cardon Children's Medical Ctr	Child Life Specialist	Julie Anich	480-280-0946	1400 S Dobson Rd	Mesa 85202	
Mary D.	Banner Good Samaritan Hosp. NICU		Erin Walls R.N.	480-209-7290	1111E. McDowell	Phoenix 85006	erin.walls@bannerhealth.com
Mary S.	CAAFA	Associate Director	Cyndi Patterson Vanessa P	480-982-0205 X228	P.O.Box 3778 879 North Plaza Dr #101D	Apache Jct 85120	vanessap@caafaz.org
Laura	Chandler Police Dept.Victim Services	Victim Services Coord.	Jean Watson	480-782-4535	250 E. Chicago St.	Chandler 85224	Jean.Watson@chandleraz.gov
Mary S.	Child & Family Resources	Program Advisor	Nikki Koesser	602-505-2977	20616 W Apache Tr #116	Apache Jct 85120	nkoesser@cfraz.org
Laura	DCS - Mesa-1st Ave	Stacy Croom	602-771-5486	480-589-2329	120 W. 1st Ave.	Mesa 85210	
Laura	DCS Tempe Price Rd.	TDM Facilitator	Ann E Vanwey	480-656-0415	1201 S. Alma School Rd	Mesa, 85210	AvanWey@azdes.gov
Laura	Crisis Pregnancy Ctr-Mesa	Kathy, Reception	Center Supv-Leslie	480-733-2740	1818 E Southern #13A	Mesa, 85204	
Mary D	Florence Crittenton		Barbara Castillo	602-288-4567	715 W Mariposa St	Phoenix, 85013	
Laura	Gail M. Olsen - Social Worker	Social Worker	Gail M. Olson	480-703-0517	1737 E. Divot Dr.	Tempe,85283	gailolson21@gmail.com
Mary S.	Gilbert Fire Dept	Community Service Coordinator	Jean Sperke	480-503-6353	85 E. Civic Center Dr	Gilbert, 85296	Jean.sperke@gilbertaz.gov
Mary S.	Helen's Hope Chest	Manager	Katie Pompay	480-969-5411	126 E University Dr	Mesa 85201	katie.pompay@mesaunitedway.org
Mary S.	Jose's Closet	Director cell:480-313-8496	Wendy Esquibel	480-289-1177	P.O Box 1641	Queen Creek 85142	wesquibel@cox.net
Mary D.	Lifewell Behavioral Wellness	Program manager	Casandra Albelt	602-599-5567	3301 E Pinchot Ave.	Phoenix 85018	calbert@lifewell.az
Mary D.	Los Ninos Hospital	Danielle Escarcega/Jennefer Frost	poss.520-861-1971	602-954-7311	2303 E. Thomas Rd.	Phoenix 85016	cdaniellee@yahoo.com
Mary D	Maricopa County Medical Center	Coordinator	Kyla Mohney	602-344-1844	2601 E. Roosevelt	Phoenix 85008	
Mary S.	Mesa Police Dept	Victim Services Coord.	Teresa Shampay	480-644-3949	225 E. First St. Suite 102	Mesa 85202-6697	
Mary S.	Mountain Vista Med. Center		Susan Kryn	480-358-6689	1301 S. Crismon Rd.	Mesa 85209	skryn@iasishealthcare.com
Linda C	Royal Family Kids Camp	Contact Person	Lois Shugarr	480-213-7652	2342 West Redwood Dr	Chandler 85248	lshugarr@cox.net
Mary S	Phx Childrens Hosp. East Valley		Susan Valpey	480-512-0327	5131 E. Southern Ave	Mesa 85206	svalpey@phoenixchildrens.com
Mary D	Phoenix Childrens Hospital, ped.	Child Life Specialist	Gigi Elliott	602-933-0749	1955 E. Thomas Rd.	Phoenix 85006	
Mary D	Phoenix Indian Medical Center ER	Medical Social Worker	Lorraine Alvarez	602-263-1200x1154	4212 N 16th St	Phoenix 85016	
Laura	Rise		Shaleena Vincent	480-295-4917	4554 E. Inverness Ave.	Mesa 85206	dayshac@riservicesinc.org
Joyce Davies	St. Peter's Indian Mission	Principal	S. Martha Mary Carpenter	1-520-315-3835/3645	P.O. Box 10840	Bapchule, 85221	



An updated version of the attached "Current Active Agencies" list can be obtained when needed from the Distribution Chairperson. She keeps this list current as part of Distribution duties. The report is not updated regularly in the Volunteer notebook.



AZ Blankets 4 Kids, Inc. Agency Eligibility Questionnaire

In order for AZ Blankets 4 Kids, Inc. (AZB4K) to meet the State of Arizona and U.S. Internal Revenue Service tax exempt status under 501(c)(3), we are required to inform and obtain information from possible recipient agencies about how blankets will be used. AZB4K is required to keep a signed agreement on file from each agency accepting the following AZB4K criteria.

AZB4K will provide free of charge security blankets, quilts, receiving blankets, tied comforters and afghans, etc., to seriously ill or traumatized children. These blankets cannot be sold or used for fundraising purposes. Once a blanket is given to a child, it should stay with the child.

To help us understand the mission or goals of your Agency, please answer the following questions:

1. Agency Name _____
 Address _____
 Contact Person _____
 Phone Number _____ Email _____
 Tax ID Number _____

2. Briefly state the mission goals of your Agency/Organization or attach Mission Statement.

3. How are the children referred to your Agency? _____

4. For what reasons are they referred? _____

5. What ages do you serve? [Our criteria is 0 to 18 years] _____

6. If your Agency meets our criteria, what are your blanket needs? Quantity _____
 Infant/Toddler _____ Child _____ Teen _____ *How often? _____
 38"x 40-44" 40"x 46-48" 40-42"x 54-60"

When we receive your completed questionnaire, your Agency will be considered, and following a Board decision, you will be notified as to the status of your request.

Please return this questionnaire to:
AZ Blankets 4 Kids, Inc.
PO Box 13385
Mesa, AZ 85216-3385
info@AZBlankets4Kids.com

*All deliveries are subject to availability of blankets.



AZ BLANKETS 4 KIDS, INC.

P.O. Box 13385
Mesa, AZ 85216-3385
480-283-8746
www.azblankets4kids.com
EIN: 86-1010572

In order for AZ Blankets 4 Kids, Inc. to meet State of Arizona and United States Internal Revenue Service tax exempt status under 501(c)(3), we are required to inform our recipient organizations of the criteria to be used for distributing items received from us. We are also required to maintain a signed agreement to these criteria from each of our recipient agencies. Please review the criteria, complete and sign the statement below, and return it to AZ Blankets 4 Kids, Inc. in the enclosed self-addressed envelope.

**Criteria of Eligibility
AZ BLANKETS 4 KIDS, INC.**

AZB4K will provide free of charge security blankets, quilts, receiving blankets, tied comforters and afghans, etc., to seriously ill or traumatized children. These blankets cannot be sold or used for fundraising purposes. Once a blanket is given to a child, it should stay with the child.

We agree to distribute blankets from AZ Blankets 4 Kids, Inc. as defined in the above Criteria of Eligibility.

Recipient Organization: _____

Mailing Address: _____

Signed: _____ Date: _____

Title: _____ Phone: _____

E-mail: _____

Thank you,
AZ Blankets 4 Kids, Inc.



AZ Blankets 4 Kids, Inc.
P.O. Box 13385, Mesa, AZ 85216-3385
(480) 283-8746
info@AZBlankets4Kids.com

Date:

Agency:
Attention:
Address:
City, State, Zip

Sample Document

Dear _____,

The Board of Directors of AZ Blankets 4 Kids, Inc. is pleased to welcome your agency as a recipient of handmade blankets for seriously ill or traumatized children under your care or protection.

We will do our best to see that your requests for blankets are met; however, please keep in mind that AZ Blankets 4 Kids, Inc. is an all volunteer agency, and we distribute blankets based on availability.

Blankets distributed by AZ Blankets 4 Kids, Inc. cannot be sold or used for fundraising purposes. Once a blanket is given to a child, it should stay with the child. Our volunteers believe that every child has the right to feel secure in the world.

Please notify us in writing if the contact person, the phone number or the address of your agency changes. You are also required to contact AZ Blankets 4 Kids, Inc. if your non-profit status should change.

A member of the Distribution Committee will be in contact with you in the near future to discuss initial blanket delivery.

If you have any questions, please feel free to contact us.

Sincerely,

Agency Committee Chair or President

Board Meeting Agenda Location - Date

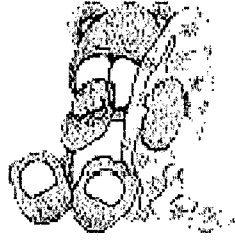
1. Excused Members:
2. Call to Order:
3. Introduction of Guests:
4. Minutes: Any corrections to previous board meeting minutes sent by email or mail (or if not sent out, reading of minutes); vote to accept the minutes.
5. Treasurer's Report (needs no vote to approve)
6. Unfinished Business Items
7. New Business Items
8. Reports:

Officers (as needed)	Distribution	Bees	Kits
Newsletter	Volunteer Roster	Webmaster	Agency

9. Adjourn

Next Bee: _____ Location: _____
 Next Meeting: _____
 Phone Duties: _____

February	May	August	November
<ul style="list-style-type: none"> • Newsletter support for May • Bee support through May • Group visit reports • Welcome new board members • Guidebook review committee every three years (next in 2021) 	<ul style="list-style-type: none"> • Newsletter publishing • Bee support through August • Group visit reports • Appointment of Nominating Committee/Poll Existing Board 	<ul style="list-style-type: none"> • Newsletter support for November • Bee support through November • Nominating Committee Present Slate of Candidates for Election • Grants Distribution/ Group Visits 	<ul style="list-style-type: none"> • Newsletter publishing • Bee support through February • Elections • Phone Line Assignments • Contact/Procedure Sheet Updates • Holiday Cards list update



AZB4K

Bee Report

Date: _____

Where Held: _____

Attendees:

Board Members _____

Other _____

Total _____

Door Prize(s):

Who _____ Who _____

What _____ What _____

Where from _____ Where from _____

Completed quilts:

Donated at Door _____

Completed at Bee _____

Total _____

Additional info: _____

BOARD RESPONSIBILITIES AT BEES

Focus Area	# Board Members/Whom	Duties
Advertising	1-2	Website, advertising and email work as needed. Usually handled by Bee Coordinator, Webmaster and Newsletter Editor.
Set Up (arrive by 8:00 AM)	Entire Board	Arrange tables; set up risers, surge protectors, brown bags (if needed), table signs, ironing boards; place supplies where needed; set up outside signs. If hosted, host group should do most of this work. Each Board member should bring the supplies they store for the bees and get their areas organized and ready to go by 9:00 AM.
Welcome Table	1-2	Maintain welcome table supplies (inclusive also of brown bags and blue masking tape) and bring them to each bee; set up welcome table; greet and sign-in volunteers and give each a name tag; provide a total number of volunteers for Bee Coordinator at end of bee; give all sign-in sheets and blanket logs to Bee Coordinator at end of bee; oversee the collection of money for raffles, door prizes and lunch.
Distribution Tables	3-4	Check in incoming quilts; keep records of quilt and fabric givers (individuals and groups) on sign-in sheets or other logs and provide tally of donations for Bee Coordinator at end of bee.
Door Prize	1	Provide a door prize to give out at each bee.
Welcome Speech	1	About 9:30, introduce Board members, give a tour of the workstations, discuss luncheon arrangements and anything new, etc.
Snacks and Lunch	1	Maintain refreshment supplies (including cups, plates, napkins, utensils, etc.) and bring them to each bee if needed; work with Bee Coordinator re: what is needed for each bee; ask the Board to provide goodies if needed; maintain snack area and refresh coffee and other drinks throughout the day; set up and oversee the lunch as needed. If hosted, host group should do most of this work.

Focus Area	# Board Members/Whom	Duties
Batting and Layering Table	1-2	Oversee sandwiching of quilts to ready for spraying; match backs and bindings with quilt tops if needed.
Cutting and Binding Tables	1-2	Trim quilts as needed; cut binding or quilt kits/pieces as needed.
Tying Tables	1-2	Oversee the hand quilters and teach tying as needed; pull additional blankets if supply runs low; move completed blankets to next station; keep the quilters occupied; maintain the supplies for this area.
Teachers	1-2	Teach volunteers how to sew bindings, basic quilting, enveloping, whatever is needed (not needed for tying area); fill in wherever needed if not teaching someone.
Roamers	1-2	Assist volunteers in finding work to do and moving them around as needed; answer questions; keep blankets moving in smooth flow toward completion; move blankets or kits around to keep everyone busy.
Donations	1	Organize fabrics and other items donated at bee; oversee the tables of giveaway items.
Clean Up	Entire Board	Move tables back to original layout and clean up the room. If hosted, they do most of this work.
Unfinished Blankets	1-2	Toward the end of the bee, organize unfinished blankets and who is to take the blankets home; note how many quilts of each category (quilted but needs binding, sprayed but unquilted, or tops only, etc.); provide that information and recommendations to Bee Coordinator about what we need to work on before the next bee.

Bee Set-up

We ask the host groups to handle setting up the tables in the room. AZB4K Board members will arrive at 8:00 AM on the day of the bee to assist with final set-up work. A microphone is appreciated for use during the bee. Average attendance is 30-50 people.

The work stations are:

- | | |
|--------------------------|--|
| 1 Welcome Table | Set up a table across the main doorway to intercept the arriving quilters for sign in. Please provide 2 chairs at that table. |
| 1-2 Staging Tables | These tables should be set up in the middle of the room since they don't need electricity and will hold blankets in various stages of preparation – quilters will come to these tables to choose their next project. |
| 4+ Tying Tables | Set up a minimum of 4 tables in middle of room since they don't need electricity. The tables need chairs around them for hand sewing-tying work. At least one table should be put on risers since we have some tyers that like to stand up. |
| 2-4 Cutting Tables | Set up 2 sets of 2 tables together in middle of the room since they don't need electricity. We will put risers underneath them. They also need two chairs and one large trash can (for fabric scraps). |
| 2 Layering Tables | At some bees, this station is not necessary. If we are spraying, we definitely need this station, and it should be set up close to the doors outside to the spraying area. The tables should be placed together, put on risers, and don't need electricity. Please provide 2 or 3 chairs nearby. |
| 4 Spraying Tables | Set up 2 sets of 2 tables together outside for spraying with 2 chairs. Before spraying, the tables need to be covered with plastic and put on risers. |
| 3 Distribution Tables | Set up a distribution area with 3 tables in a U-shape at one end of the room. This is where all the finished blankets go to be counted and bagged. |
| ++ Sewing Tables | Tables should be set up around the outside of the room where the electrical outlets are located for the sewers with sewing machines. We have surge protectors with long cords to use at the tables and may attach small brown bags to catch threads. |
| 1-2 Snack Tables | As needed. |
| 2-3 Ironing Boards/Irons | Set up at both ends of the room near electrical outlets. |

Morning refreshments are welcome. For lunch, potlucks (at no cost) or pizza/sandwich wraps (for a cost) are the easiest choices. We should know which choice is made and the cost to the volunteer in advance for advertisement purposes.

Many AZB4K Board Members will stay afterwards to help the host clean-up crew put tables and chairs back, clean up the floor, take out trash, etc., but we ask that hosts have a crew designated for clean up. That makes it much easier since everyone is exhausted at the end of the day and just want to get the room cleaned up quickly and go home.

BEE SUPPLY INVENTORY*

Cutting Mats and Rulers

In 2 fabric carriers:

6 17x23 mats

2 6x24, 6 3x18-1/2, and 5 13x6-1/2 rulers

1 12-1/2, 1 8-1/2, 1 4-1/2, and 1 6-1/2 square ruler

2 20-1/2 square rules (Kelli keeps one at her house)

Ironing

Iron, Ironing Board

Iron Rests, Ironing Mat (not brought to bees)

Notions Rolling Tool Box

9 Rotary cutters, along with new rotary blades

7 Large scissors

3 Small scissors

Needles, pins, seam rippers, thimbles and other notions

Baggies of various colors of thread

Tying Suitcase

Various colors of embroidery thread

Needles, thimbles, _____

Refreshment Table Box (Used when we provide Breakfast or Lunch)

Cups, Plates, Silverware, and Napkins, Coffee and Tea

Binding Boxes

Two (2) Sign-Sandwich Boards

Surge Protectors Box (7 yellow with 20' cords and 1 50' black extension cord)

Table Leg Extenders

One box, long

One box, short (not brought to bees)

Welcome Table Box

Spray Table

2 cases adhesive spray (6 per box)

Plastic covers and tape for Tables

Napkins and cleaning component

Risers – In Spray Box (will need 16 for 2 tables)

**Since supplies are in constant flux, this is a general guideline of the supplies we should have on hand.*

Sample of "We have blankets ready for delivery. May we deliver...":

These cards are rarely used, but may be helpful if you care to use them.



We have blankets ready for delivery. May we deliver blankets to your Agency? Please specify the number of each size needed. Contact us by returning this postcard or call 480-283-8746 or send an e-mail: info@azblankets4kids.com

Agency Name: _____

Agency Address: _____

Contact Name: _____

Contact Phone: _____

Infant: _____ Toddler: _____ Child: _____ Teen: _____
[38x38] [38x44] [40x48] [40x60 if available]

A Volunteer will contact you to set up a delivery date and time.
_____ Check here if you wish to be removed from our delivery list.



AZ Blankets 4 Kids

Blanket line: 480-283-8746

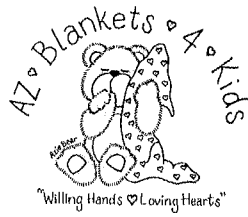
P.O. Box 13385
Mesa, AZ 85216-3385
www.azblankets4kids.com

Blankets in this bundle:

Child

Sample of a Bag Tag
Tag will say:

Infant/Toddler
Child
Teen Boy / Teen Girl



Blanket Delivery Confirmation...480-283-8746

Date: _____ # Blankets: _____

Delivery Volunteer: _____

Donation Site: _____

Signature: _____

Comments: _____

**Recipient Agency Information Sheet
for
AZ Blankets 4 Kids, Inc.**

Agency Name: _____

Criteria of Eligibility on File? _____

Mailing Address: _____

Delivery Address (if different): _____

Agency Contact #1 Person: _____
Phone: _____ Email: _____

Agency Contact #2 Person: _____
Phone: _____ Email: _____

Other Notes: _____

Blanket Deliveries

Frequency: _____ Preferred Number Per Delivery: _____

Delivery Designate: _____

Sizes Preferred: Infant/Toddler _____
 Child _____
 Teen _____



AZ Blankets 4 Kids
P.O. Box 13385
Mesa, AZ 85216-3385
480-283-8746
EIN: 86-1010572

MONETARY DONATION RECEIPT

Donor:

Item(s):

Date:

No goods or services were given to you in exchange for your charitable contribution.

On behalf of AZ Blankets 4 Kids, Inc. and the children who have received comfort through handmade blankets, we thank you for your contribution and your support.

AZ Blankets 4 Kids, Inc. has tax exempt status under IRS 501(c)(3) regulations.

Name, Treasurer

All non-monetary thank you's/receipts are handled through a thank you note sent by the Secretary.

These donation receipts are provided by the Treasurer.



AZ BLANKETS 4 KIDS, INC.
P.O. Box 13385
Mesa, AZ 85216-3385

Date:

Name:

Address:

Sample Document

Address:

Dear _____,

AZ Blankets 4 Kids, Inc. (AZB4K) is a not-for-profit organization and provides quilts to seriously ill and traumatized children. It has been our privilege to reach children through more than 40 agencies in and around the greater Phoenix area.

AZB4K accepts donations, directly or for the benefit of our various sewing groups who provide us finished blankets. Donations may be monetary or in-kind blanket making supplies such as cotton fabric, batting, yarn, thread, etc. In addition, AZB4K will gladly accept gift certificates to local fabric and quilt shops, postage stamps, office supplies and/or copying services.

Our sincere thanks to each of you for helping us help the children.

AZ Blankets 4 Kids, Inc.
Name, President

Blanket Line: (480) 283-8746
Website: www.AZBlankets4Kids.com
E-mail: info@AZBlankets4Kids.com

Suggested Sample Election Form

AZ Blankets 4 Kids, Inc.

Board of Directors Nominations and Committee Recommendations

For Fiscal Year _____

Officers

President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

Committee Recommendations

Agency Committee (minimum 3): _____
Bee Coordinator: _____
Assistant Bee Coordinator: _____
Distribution Chairperson: _____
Distribution Committee (4-5): _____

Kits: _____
Newsletter: _____
Volunteer Records: _____
Webmaster: _____

**See Nominations and Elections Procedure for the handling of nominations and elections.*

AZ BLANKETS 4 KIDS, INC.
Expense Reimbursement Request

Name: _____ Date: _____

Item #	Description of Expenditure	Amount
Total Reimbursement Requested		\$

I hereby certify that this expenditure was made solely on behalf of AZ Blankets 4 Kids, Inc. and/or its stated charitable activities.

Requestor's Signature: _____ Date: _____

Verification Signature if over \$500: _____ Date: _____

**NOTE: Original receipts must be attached. Please keep a copy for your own records.
Expenditures should be pre-approved by the AZB4K Board.**

**AZ BLANKETS 4 KIDS, INC.
Mileage Reimbursement Request**

Name: _____ Date: _____

Date	Driving To	Purpose	Miles
		Total Miles	
		Minus 30 Miles	-30
		Reimbursable Miles	
		Total Reimbursable Miles @ 45¢ a Mile	

I hereby certify that this expenditure was made solely on behalf of AZ Blankets 4 Kids, Inc. and/or its stated charitable activities.

Requestor's Signature: _____ Date: _____

Verification Signature: _____ Date: _____

Please keep a copy for your own records.

Public Relations Contacts*
(Contact names subject to change)

Apache Junction, Gold Canyon News
ajnews@ajnews.com
480- 982-6397
<http://www.ajnews.com/>

As of 1/2011 contact Christina Fuoco-
Karasinski, Reporter: cfuoco@aol.com
Fax: 480-982-3707

AZ REPUBLIC
602-444-6397
newstips@arizonarepublic.com

East Valley Tribune
East Valley Editor
480- 898-6500
newstips@evtrib.com
<http://www.eastvalleytribune.com/page/con>

KASW, CHANNEL 3
www.azfamily.com

e-mail online

KPHO, CHANNEL 5
cbs5news@kpho.com

KSAZ, CHANNEL 10
assignments@ffox10.com

KPNX, CHANNEL 12
www.azcentral.com/12news/

e-mail online

KNXV, CHANNEL 15
News15@abc15.com

SanTan Sun News
News@SanTanSun.com
http://www.santansun.com/santan_home.htm

***This list has not been updated since approximately 2014 since we no longer have a Publication Committee.**

Guidelines Reference

AZ Blankets 4 Kids welcomes all new handmade blankets. Whether you crochet, knit, quilt, hand or machine sew, we welcome your donation.

Sizes

Infant - 38" to 40" square

Toddler - 38" x 44" to 40" x 46"

Child - 40" x 48"

Teen - 40" x 56" to 42" x 60"

Sizes are approximate, but should not be smaller than the suggested sizes.

AZ Blankets 4 Kids strives to keep our blankets a uniform size for the various age groups and for easier distribution.

Our website offers a variety of patterns and helpful links for knit and crochet, no-sew fleece and quilts for beginners or experienced sewers.

www.azblankets4kids.com

Please use age appropriate prints of 100% cotton fabric. Blankets should be machine/hand quilted every 4-6 inches or tied every 4 inches with a square knot. Use Pearl Cotton or embroidery thread to tie. Please do not use yarn.

Your TLC will mean so much to a child in need.



Materials & Construction

Fabric blankets should be made of three layers: a pieced cotton (or flannel) top, batting in the middle and a backing of either cotton or flannel. They are machine or hand quilted, or tied using pearl cotton. If tied, quilts should be secured every four inches (or about the width of a woman's fist). Please keep in mind that these blankets are well used and need to be durable and washable. Color choice is also important. Consider the age group of each blanket being made. New fabric, in infant, toddler, child or teen appropriate colors and patterns are the best choices.

Crochet or knit blankets should be made of washable acrylic yarns. Blankets should be closely knit to prevent tiny fingers poking through or becoming intertwined. These blankets should be at least 40" x 40" in size.

Fleece blankets should have a border or be tied according to pattern directions. If the edges are knotted, please adjust the tension and position so the blanket lies flat when completed. Colors and patterns should be age appropriate and the size should be at least 40" x 40".

**Providing something
that medicine alone
cannot –
LOVE**

Be A Volunteer

Special Requests: We sometimes receive requests for blankets suitable for boys or in gender neutral colors and patterns, especially in the teen size. Thank you for keeping our teenaged recipients in mind.

Kits: If you are using a kit provided by AZ Blankets 4 Kids, please follow the sewing directions provided, using 1/4" seams, to ensure consistent finished sizes.

Drop-Off Locations: Many quilt shops throughout the Valley generously accept blankets you've made for AZ Blankets 4 Kids. Please thank them for their support with your patronage. For a full list of drop-off locations, please visit our website at www.azblankets4kids.com or leave a message on our blanket line at (480) 283-8746 and we'll call you back and help you find the location nearest you.

What Happens Next? Once we receive your donations, the blankets are sorted by size and prepared for delivery. The blankets are then distributed to our recipient agencies, who then get the blankets to the children they serve.

AZ Blankets 4 Kids is a great service project! Help get your community involved — schools, sewing and quilting clubs and youth and senior groups are excellent places to find blanket donors.

Anyone, any age, can help.

~ **MINUTES** ~

Introduction

This section is to set up to hold Board meeting minutes, agendas and related forms/reports received during each meeting so they are all in one place for your easy reference.

The Member may use discretion as to what to place in this section and how many sets of minutes to keep, etc.



~ SECTION FOR MEMBER'S USE ~

Introduction

This section was provided to contain whatever paperwork is you may need to use for your current Board position.

It was designed so you can easily add or subtract the paperwork you use for each Board position you may hold during your tenure as a member of the Board of Directors.

The use of this section is completely at the Member's discretion.

