



Upcycling Chairperson shall:

1. Communicate the event and encourage donations at the general meetings
  - a. Provide status on collection of items to at monthly executive board meeting
  - b. Determine venue location & reserve
  - c. Prepare event flyer & distribution
    - i. Advertise on social media: Facebook and Instagram on a periodic basis
    - ii. Advertise on classified advertisement websites (Craigslist/Penny Saver) or local newspapers
    - iii. Advertise event to local quilt shops, other quilt guilds
2. Collect donations; provide donation tax forms upon request
  - a. Package and price donations
3. Coordinate volunteers for day of event (set up, tear down), greeters, and bake sale support (if applicable)
4. Encouraged to attend monthly Executive Board meetings when possible

***Estimated Time Monthly: 1.5 Hours***