Dated: 7/2/2026

Opportunity Quilt Sales Coordinator(s)

ONLINE RESOURCES: *(Access requires the current RCQG password)*

- Website Links to BYLAWS and POLICIES
  https://www.rivercityquilters.org/documents-forms.html
- Website Link to MASTER TIMELINE
  https://www.rivercityquilters.org/master-timeline.html
- Raffle Ticket Printing Resource. Include crash numbering, perforation, and date of drawing
  https://www.admitoneproducts.com/Raffle+Tickets/Budget+Color+Raffle+Tickets/
- Attorney General: Non-profit and Raffle Status
  (Search by filling in River City Quilters Guild in field for Organization Name)
  https://rct.doj.ca.gov/Verification

PURPOSE / TERM:

Purpose of this position is to sell raffle tickets for the Opportunity Quilt and to promote our show. Also acts as liaison for other guilds who request to display their Opportunity Quilts at our general meetings.

RESPONSIBILITIES:

- Work with the President to encourage and confirm approval for raffle ticket sales (see link above)
- Work with Guild Graphic Designer who creates the raffle tickets (see link above)
- Receive tickets and rack cards from Guild Graphic Designer, Quilt Show Chair and/or Guild President
- Bundle tickets for sale
- Receive Opportunity Quilt from Quilt Show Chair and/or Guild President
- Attend and display quilt at Guild Meetings
- Attend Quilt Show Planning Meetings and provide sales status.
- Mail or deliver rack cards to local Quilt Shops – early in year, and also nearer to show as appropriate
- Develop/update list of potential guilds to visit – Info from Guild President or outgoing Coordinator
- Confirm meeting dates, times, addresses and any special information for RCQG visits to other guilds.
- Accept requests from other guilds to bring their Opportunity Quilty to our general meeting and coordinate with the RCQG Program Chair accordingly.
- Find volunteers to take the Opportunity Quilt to events and other guilds.
  - Arrange with volunteers for pick up and drop off of quilt, raffle tickets, and promotional items.
  - Explain how to display the quilt at the event and provide talking points for the presentation.
  - Brief volunteers on the sales and recording of tickets sold and money received
  - Verify the ticket sales and money received upon their return
- Turn in ticket sale monies monthly
- Write monthly article for newsletter with updates
- Provide webmaster with details about the quilt and any information needed on the website.
- Speaks at Guild meeting monthly to encourage sales.
- Receives requests from other guild's to display their Opportunity Quilt and coordinates with the Program Chair to have a place for their display at the appointed General Meeting. Provides a list of the upcoming visiting guilds to the Newsletter editor.

RELATIONSHIP TO OTHER RCQG POSITIONS:

This is an annual volunteer renewable position working directly with the Quilt Show Chair or Fundraising Chair and the Graphic Designer to print the raffle tickets.