

Quilt Return Job Description

Sunday 4:30-6:00 PM

1. Use tables from Opportunity Quilt and Membership for Quilt Return.
2. Make sure tarps are clean and tape tarps to floor and layout Alpha initial signs around the outside of each tarp.
3. Tape envelopes on worker's side of table for them to put claim checks in.
4. Review Procedures for returning quilts with the committee members before returning begins. See **Quilt Returning Procedures**.
5. Make sure person picking up the quilt has a claim check. If no claim check, get a signature and driver's license number and have person sign designated program. DO NOT release any quilt without identification.

After Quilt Show

6. Return tarps to locker if in good condition to reuse next year.
7. Keep the envelopes with the signed claim-checks for a few months in case of a problem.
8. Quilts that have been not been picked up should be given to Committee Chair to make arrangements for the owner to pick up later.