

QUILTS OF VALOR • Who Does What Task

- **Quilt Top Intake – Rosie Mott** (all Quilt Tops should go through Quilt Top Intake)
 - Backing Preparation (if backing is NOT provided)
 - Batting Preparation
 - Obtains QOV number from Linda Robinson
 - Arranges for Quilting (Rosie maintains roster of quilting volunteers)
 - Arranges for Binding (or returns quilt to top maker if requested)
 - Gives completed quilts to Jean Callaghan
- **Quilt Requests with Recipient Information – Jean McCullough**
 - Obtains and disperses all QOV recipient request information
 - Send QOV quilt request information to Jean McCullough
 - Information dispersed:
 - Master Spreadsheet – Linda Robinson
 - Quilt Inventory – Jean Callaghan
 - Labels – Carol Haynes
 - Cards/Letters – Robin McIntyre
- **Master Spreadsheet – Linda Robinson**
 - Assigns number for each quilt
 - Quilt Intake --- Rosie Mott
 - Completed Quilts given directly to Jean Callaghan (that do not go through Rosie)
 - Assigns quilt for requests
 - First-in/First-out, unless
 - Specific or Personal Requests
 - Establishes quilts to hold for Honor Flight
 - Maintain awards, report to National for the National Database
 - Maintain master file of all Photographs
- **Inventory Control – Jean Callaghan**
 - Receives completed quilts:
 - From Rosie Mott
 - From individual quilt maker
 - Stores and manages completed QOV's in numerical order
 - Arranges and assists with photography of each completed quilt
 - Receives completed quilt label, card, and letter for requested quilts
 - Sews on embroidered quilt label
 - Includes pillow case
 - Provides completed presentation materials to appropriate individual
- **Photography – Kitty Squire**
 - Photographs all completed QOVs for master file
 - Sends jpg to Linda Robinson for Master file
 - Sends jpg to Robin McIntyre for card/letter
- **Quilt Labels – Carol Haynes**
 - Prepares embroidered quilt label with information provided by Jean McCullough
 - Provides completed quilt label to Jean Callaghan
- **Cards/Letters – Robin McIntyre**
 - Prepares card and letter that accompanies each QOV with information provided by Jean McCullough
 - Provides card and letter to Jean Callaghan