

QUEENSLAND COUNTRY WOMEN'S ASSOCIATION.

STATE KNITTING AND CROCHET COMMITTEE.

HINTS FOR DIVISION CONVENORS.

1. Notify your state contact as soon as you are appointed to this position and **please keep in touch with her. State Contacts for the Division will be printed in the next Express after your appointment.**
2. Interest Branches in having a contest and encourage them to raise some extra money, Other that entry fees or to give a donation of cash. Donations are also most gratefully received.
3. Ensure Branches fill in the Result Form correctly with full name, address, and number of MEMBERS AND NON-MEMBERS in the Branch and that they return them as directed with a description on the Result form that is on the web site.
4. Arrange Division Finals with the division Executive.
5. Convenors to arrange Judge for Finals Day. **MAKE SURE THAT THEY COMPLY WITH YOUR DIVISION BY-LAWS.** Make sure that they receive a copy of the Hints for Judges and competitors and a copy of the Schedule before the day.
6. See that yarn labels are attached to entries with Name, Branch, Division, Section & Class Number. This should be on a piece of material measurements 21/2inch wide by 5inch long (we will have some at Conference if needed) and folded in half so that the Judge cannot see the name. This should be pinned to the inside of the garment with a small safety pin.
7. Make sure financial amount on each of the forms are for the same amount. Division Treasurer is to attach a Cheque or Internet Banking for money raised on the financial form and send one copy to the State Committee Treasurer and the other copy to the State Chairman This must be done straight after the finals day to be included in our financial statement. Their name and address are at the bottom of the form.
8. Send a copy of DIVISION RESULT FORM AND DESCRIPTION LIST OF ENTRIES (eg Pink Cable Patterned Child's Cardigan). **To the State Chairman separately.** Your items can be delivered to State Conference when notified nearer to conference.

9. Please prepare a Knitting & Crochet Report for inclusion in your Division Minutes. This is a great way to keep all your branches informed.
- 10. Pass on all information and forms etc, to the incoming convenor and assure her of your assistance.**
11. Division Convenors are to be responsible for delivering entries to State Conference and pick up when announce with time to check items and sign off. If Division Convenor can't bring or pick up item at conference please let us know who is going to pick up the items.
12. The Division Convenor should be responsible for prize cards for Branch and Division. You can ask the State Chairman for Prize cards as well
- 13. Please pass on the black booklet that is given to the Division Convenor with all information in it as this booklet is the property of the State Knitting & Crochet Committee so should be passed on**

Above all enjoy what you are doing and never be afraid to ask for help from your State Chairman or your previous convenor. All will be only too happy to help you. Read the chairman's report in the Express.

The Chairman and members of the State Knitting and crochet Committee appreciate your interest and efforts in helping to conduct the state Knitting and crochet competition. Our sincere thanks to you

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