Overview: The role of the WeeCare Chairperson is to facilitate the SAGA national service project, WeeCare, and to promote that program amongst the SAGA membership. During the course of your service to SAGA as WeeCare Chairperson you will be in possession of proprietary SAGA information, which is to be kept in confidence both during and after your SAGA service.

• SAGA Board Relationship
  • Function as liaison and/or resource for WeeCare information requested by members, non-members, and the Board
  • Coordinate information concerning individual chapter WeeCare programs
  • Assist chapters with establishing or improving their WeeCare programs
  • Responsible to set up WeeCare exhibit at convention
  • Contact and make arrangements with hospital(s) located in city where the annual National Convention will be held to receive WeeCare gowns at the convention
  • Work with the SAGA Stitches Chair to broaden WeeCare offerings
  • Provide articles, information, or ideas to the SAGA News Editor for featuring WeeCare in at least one issue annually
  • Work with Region Representatives to collect numbers of donated wee care items from chapters for annual report (for time period September 1 – August 31)

• SAGA Membership Relationship

• Communications
  • Maintain communications with the Board and fellow SAGA members to progress SAGA business
  • Provide a Board report to the Vice President by the 5th of the month stating:
    • Information about new WeeCare programs or projects
CONVENTION WEECARE TASKS

Unless otherwise specified, all tasks are the responsibility of the WeeCare Chairperson or her local designate. All committee members should report planning progress to her monthly.

Sit and Stitch
Objective: To provide about 150 (?) smocking and embroidery kits for preemie items to be distributed in the hospitality room or at the registration desk. It is hoped that people will share stitching time together in their free moments and return the completed items by the end of convention.
• Decide on the project(s) and write up instructions for kits
• Contact chapters through the appropriate Region Rep to see who would volunteer to provide the materials for and make up 10-20 kits. Kits should include all materials and instructions needed for completing the project.
• Set deadline for completion of kits. Determine if they will be mailed to the WeeCare Chairperson or brought to convention.
• Determine logistics for distribution and collection of items at convention with the Meeting Coordinator.

Chapter Sponsored WeeCare Workshop
Objective: To teach a technique or process or to share stitching time in a group setting.
• Contact the president of a local chapter in the convention city with a request to put on a workshop. Determine with her (or the local WeeCare chairperson) what the chapter would like the workshop program to be (past programs: gown assembly, Isolette cover assembly, bonnet sit and stitch)
• The chapter is responsible for providing materials and handouts for the workshop through purchase or donations and for organizing and presenting the workshop at convention
• Work with the Meeting Coordinator to determine the location and time of the workshop. It is usually held in conjunction with the market and should be located in close proximity to it in order to maximize attendance.

Gown Collection and Presentation
Objective: To collect gowns and other preemie items stitched by SAGA members for distribution to a local hospital(s) and to present token gowns to a contact person from the hospital. These items may be mailed or brought to convention.
• Contact the local chapter and ask them to determine a hospital(s) to receive the gowns. Have them establish a contact person at the hospital who will come to the luncheon for the presentation. Have them notify the contact person of the time and date and get this person’s address.
• Arrange with the local chapter for someone to pick up the donated items at the close of convention and deliver them to the hospital. The items should be delivered in person by a SAGA member(s).
• Send the contact a formal invitation two weeks prior to the luncheon.
• Through the local chapter, find someone who will receive mailed gowns and bring them to the convention. Publish this address in the convention brochure and request that donors include adhesive address labels for raffle tickets (1 per item). This person should see that these labels are put on tickets and placed in the WeeCare Basket raffle box.
• Arrange with the hospitality room staff for the collection of gowns and distribution of raffle tickets. Tickets should be a different color from purchased raffle tickets (who provides the tickets?)
• Arrange with the meeting planner for space and boxes for the collected items and display space for some of the items.
• Make a count of the collected items as close as possible to the time of the business luncheon.
• At the luncheon, announce the number of items received so far and present token gowns to the hospital contact(s).
• At the close of convention (late Saturday afternoon or Sunday morning), count all of the donated items and divide among the hospitals. Give to the designated pickup and delivery person(s).

Raffle Basket
Objective: To assemble a basket full of sewing goodies as a reward/incentive for members donating gowns and other preemie items at convention. Each donated item earns one ticket that may be used for any raffle basket, but only these tickets may be used for the WeeCare Basket (they need to be a different color from the regular raffle tickets).
• Contact the local chapter to find someone to receive the donated items, purchase and assemble the basket, and bring it to the convention on Tuesday. The basket should be protected with tulle or a plastic wrap. SAGA will reimburse her for the cost of the basket.
• Develop a list of potential donors (e.g., SAGA business members, vendors). Develop a chart for keeping track of the donors, items received, and thank you notes sent.
• Write a solicitation letter and get approval from the VP.
• Send letters by early June with a July 30 deadline for receiving the items.
• Send email reminders around July 15.
• Consider posting of items received on the Heirloom Sewing and Smocking website to encourage participation.
• Print a list of donors and items to display with the basket.
• Send a list of the donors to the Meeting Coordinator by August 30 for publication in the on-site brochure.
• Determine who will ship the basket if it is won by someone not present. At the close of the banquet, make sure this person gets the basket. Get the name of the winner.
• Write thank you notes to donors after convention, including information on the number of preemie items donated.

Publicity
Objective: To make the membership aware of WeeCare convention activities.
• Information about the Sit and Stitch, Chapter Workshop, and gown donation (including address for shipping) should be included in the convention brochure (January 15 deadline).
• Reinforce publicity in Region Rep letters and later issues of SAGANews.

Expenses
• Shipping of raffle basket to winner (if necessary)
• Printing and postage for solicitation letters and thank you notes
• Basket for raffle items
• Labels, box, archival bags for trunk show in alternate years