

QUEENSLAND COUNTRY WOMEN'S ASSOCIATION.

STATE KNITTING AND CROCHET COMMITTEE.

HINTS FOR BRANCH CONVENORS.

The following hints have been drawn up in the hope that they will provide information and encouragement to branches planning their Knitting and Crochet Competition. This leaflet is to be retained by the Branch secretary (until the new one is printed). And a copy made and given to your Branch Convenor and Stewards. Please pass onto new Office Bearers. Any previous forms should be destroyed and only this one used.

1. Set dates early. Read through Brochures thoroughly. Including small print. Photocopy Brochures and place on Notice Board or in shop windows to encourage participations. (This will be a way to get new members as well). Competitions are open to non-members as long as they live in Queensland.
2. Where convenient nominate a Branch Convenor. She should keep in touch with her Division convenor. Ensure relevant form and prize cards are available. Make sure that hints for Judges and competitors are available for each person who wishes to enter. Fill in Entry form according to instructions on the top of Branch Return Forms. Make sure to fill in your Branch name and your Division.
3. **50 cents ENTRY FEE MUST ACCOMPANY EACH ENTRY.**
4. Make sure Branch entrants name in full (e.g Mrs Joan Smith). As well as postal address and NUMBER OF ENTRIES PER CLASS. Also, the number of non-members as we are interested in where our entries are coming from.
5. **MAKE (3) THREE COPIES OF THE COMPLETED RETURN FORM. SEND (1) ONE COPY TO YOUR STATE CONTACT SEND (1) ONE COPY TO YOUR DIVISION CONVENOR WITH A DESCRIPTION SHEET OF ENTRIES (eg Pink Child's cable patterned cardigan) Send the other copy to THE TREASURER OF THE STATE COMMITTEE WITH A CHEQUE FOR THE AMOUNT RAISED on your competition day.** The Names and addresses should be in your Division Minutes if not on the back of the form.
6. Hold functions (eg Cent Sale, Fashion Parade, Morning tea or Luncheon or stall) in conjunction with your contest day and include proceeds with entry money from Articles and sale of goods.
7. If your Branch does not usually hold a contest and one or more of your members wish to Enter, entries may be judged at a Branch meeting and then forwarded to Division Convenor (See that all the above things are carried out). You may nominate your own classes to Branch level only. **The 50 cents entry Fee still applies.** The extra classes, Winners name and number of entries to be filled in at the bottom of the return form.
8. If your Branch does not hold a contest. Donations are always most gratefully received.
9. **Name of Competitors Sections and class and Branch, Division where Entries TO BE WRITTEN ON A PIECE OF MATERIAL SIZE BEING 2 1/2 INCH WIDTH X 5 INCH LENGTH (NOT PAPER AS THEY COME OFF). THIS SHOULD BE FOLDED IN HALF WITH THE NAME ON THE INSIDE AND PINNED WITH A SMALL SAFETY PIN TO THE WRONG SIDE OF THE ENTRY. (Sewing pins and staples can damage your work and others also. Make sure if more than one piece to an entry that they are securely attached together. YARN LABELS must be attached to the wrong side of entry with another small safety pin.**
10. **RETURN TO THE HINTS FOR JUDGES AND COMPETITIONS TO BE SURE THAT YOU ARE DOING THE RIGHT THINGS.**
11. **Remember that articles in Classes 5 and 19 remain the property of QCWA. They are sold for K&C Funds and can be sold at Branch, Division, or state Level. IF ANY ENTRY IS SOLD IN THE BRANCH MAKE SURE THAT IT HAS A SOLD CARD PINNED TO THE ENTRY and is written on the return form AND THE DESCRIPTION LIST STATING THAT IT IS SOLD.**

12. Read the state chairman's letter in the Express each time it comes, and the division convenors report in the Division Minutes.
13. Encourage younger and non-members to participate (as this is a way to get new members as well).
14. Above all please do not consider holding a contest a chore but rather as a day of Fun.
15. **Never be afraid to ask questions or seek advice from your Division Convenor or you State contact or State chairman. As they are happy to help you**

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