

29. Miscellaneous QOV Forms

The forms provided in this manual may be printed and manually filled. If you wish to use an electronic fillable version, they are also available on the shared drive in the Forms folder.

These generic forms have been created with the approval of the QOVC Board and are intended to be used as is.

Representatives are requested not to amend these forms or create new forms to suit their own purpose. This will ensure that as an organization everyone is using the same forms.

Should you have a need for a specific form or wish to request a change to an existing form, please contact your Regional Coordinator for assistance.

Certificate of Appreciation

- Use this form to recognize significant volunteer contributions to Quilts of Valour.

Inventory Transfer to QOVC Representative

- Use this form to track inventory sent between representatives – for example: brochures, banners, posters, pins, etc.

Quilt Identification Label

- Use when accumulating completed, unlabeled quilts. Fill out this form and pin it to the quilt so you do not lose the information pertaining to the quilt.

Sign Out of Kit/Quilt for QOVC

- Use this form when you have a kit or quilt that someone is going to take home to complete. It will help you track how many you have signed out, to whom, and for what purpose.



CERTIFICATE OF APPRECIATION

Presented to:

**Thank you for your support to
Quilts of Valour – Canada**

Presented by: _____

Date: _____

Supporting our ill and injured Canadian Armed Forces members past and present, with quilts of comfort.



**Quilts of Valour – Canada
Inventory Transfer
To QOV-C Representative**

Sent To: _____

Sent By: _____

Date sent: _____

The following inventory items have been provided for QOVC purposes.

Item	Quantity	Description

RECEIVED BY:

Name (Please Print)

Date

Signature

Please return a signed copy to the sender as acknowledgement of your receipt and keep this copy for your records.

Quilt Identification Labels

QOVC - Quilt Identification Label
Quilt Serial
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

QOVC - Quilt Identification Label
Quilt Serial #
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

QOVC - Quilt Identification Label
Quilt Serial #
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

QOVC - Quilt Identification Label
Quilt Serial #
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

QOVC - Quilt Identification Label
Quilt Serial #
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

QOVC - Quilt Identification Label
Quilt Serial #
Quilt Measurements:
Name of Pattern:
Made by:
Print and attach to quilt

Sign out of Kit/Quilt for QOVC

Sign out of Kit/Quilt for QOVC	
Name:	
Phone #:	
Email:	
Description:	
What are you doing? (Please Circle)	
Assembling kit	Assembling quilt top
Quilting	Binding Labelling

Sign out of Kit/Quilt for QOVC	
Name:	
Phone #:	
Email:	
Description:	
What are you doing? (Please Circle)	
Assembling kit	Assembling quilt top
Quilting	Binding Labelling

Sign out of Kit/Quilt for QOVC	
Name:	
Phone #:	
Email:	
Description:	
What are you doing? (Please Circle)	
Assembling kit	Assembling quilt top
Quilting	Binding Labelling

Sign out of Kit/Quilt for QOVC	
Name:	
Phone #:	
Email:	
Description:	
What are you doing? (Please Circle)	
Assembling kit	Assembling quilt top
Quilting	Binding Labelling

Retain form for your information