

Dear [Potential Quilt Index Contributor],

Thank you for your interest in the Quilt Index. The Quilt Index is a collaborative project of The Alliance for American Quilts, Michigan State University's MATRIX: The Center for Humane Arts, Letters, and Social Sciences Online and the Michigan State University Museum.

For more information about the types of collections in the Index, and the history and background of the project, please visit <http://www.quiltindex.org>.

As you may know, one of the goals of the Quilt Index is to be an inclusive resource for quilts and quilt information. We are excited by the number of people representing state documentation projects, quilt research projects, and public and private quilt collections who are interested in having their collection data become part of the Quilt Index. We have put into place a structure and process for new collections to join the Quilt Index.

In order to start the process of joining the Quilt Index, each potential contributor must:

- 1) Submit an application form and supporting materials about the collection they are proposing to be included in the Index. Since every collection is different, this set of materials provides the Quilt Index staff with the base information needed to help contributors create a unique work plan and budget for each distinct collection.
- 2) Pay an application fee of \$150 payable to Michigan State University. The application fee covers the administrative costs of setting up the applicant file and the Quilt Index staff time to work with contributors to develop an individualized work plan, budget, and, if necessary, the fundraising strategy to fulfill the budgeted costs for adding the collection to the Index.

We very much look forward to working with you to become a Quilt Index Contributor. If you have any questions do not hesitate to contact us.

Sincerely,

Mary Worrall
Quilt Index Project Manager
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Michigan State University
East Lansing, Michigan 48824-1045
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Quilt Index New Contributor Application

Checklist for submission:

- Letter of interest

- Quilt Index New Contributor Application Form-
downloadable at www.quiltindex.org

- Copy of your collection's documentation or recordkeeping
form

- Sample digital image (if available)

- \$150 application fee, payable to Michigan State University

- Sample record from your database and template or list of
all data fields (if your records are computerized)

- \$150 database assessment fee (if applicable)

- Completed checklist