

Duties and Responsibilities Of the Raffle Chair

At the monthly general membership meeting, raffle prizes are offered to raise funds for the Club operation. Three to five items are offered, and tickets are sold for \$1 (**6 for \$5**). **The Chair** is responsible for selecting items **for the** raffle and collecting the money. Funds are available to purchase items if necessary. The approximate yearly budget for raffle items is \$250. When an item is purchased by **the Chair**, the receipt is **forwarded via** email **to** the **treasurer** for reimbursement by check.

Frequently, donations **for the raffle** are made by the public **or club** members. It is the raffle **Chair's** decision and process to manage donated items. **Items can be held back** for future **raffles or can be placed** on the "free table." if deemed appropriate.

As part of that fund raising effort, more significant items are offered using a "**square board**." **Those** attending can buy space on the sheet for that evening. These "more significant" items are **often** donated by club members and their value may be in the \$50 - \$300 range. Thus **the** "square" process. The square **boards** are created by raffle **Chair**. Poker chips **are** used for the drawing **and** when the **board** is full **the drawing is completed**. The total number of squares can vary so **it is necessary to have** the correct chips **for each drawing board**. The number of squares and cost per each should total a value agreed to by **the** board and raffle chair.

After each meeting, the money is counted and given to the Treasurer for processing. The money **is placed in** an envelope and **total noted for raffle or square, as** applicable.

The Raffle Chair is responsible for keeping the cash box, \$100, and accounting for its contents.