

Duties & Responsibilities of the Raffle Chair

Raffle prizes are part of the fund-raising efforts for the operation of the club. A raffle takes place each month at the end of a membership meeting. Items can be held back for future meetings or be placed on a “free table” when deemed appropriate. When an item is purchased by the Chair, the receipt is forwarded to the Treasurer via email for reimbursement.

Raffle tickets sell for \$1 each **or** 6 for \$5.

The Raffle Chair is responsible to:

- Obtain items (from donations or purchase) from the public, club members, storefront retailers or online (budget can be used to purchase)
- Deciding how to process and manage these items
- Collect/Count all money from the Raffle after each meeting, place in an envelope with the word RAFFLE on front, the date, amount enclosed and give to the Treasurer for processing. If the Treasurer is absent hold in cash box until next meeting.

A **Square Board** is used to raffle off more significantly priced items. The square board is created by the Raffle Chair and consists of a sheet of paper with squares drawn on it to equal the target total for that item. If the “square” is 10 by 10 and one dollar a square, then a \$100 target for the item. Label the horizontal axis with alpha characters, A, B, C as required, and vertical axis with numeric, 1, 2, 3 as required. Those attending the monthly meeting buy a square(s) on this sheet of paper and put their name on a square(s). A drawing is held when the board is full (all squares are filled with a name) or the Chair decides the Square Board can carry over to the next month’s general meeting to increase the sales of more squares. If after two months and the “square” is still not filled out the Raffle chair has an option to go forward with a drawing to complete the process. The drawing: individual square numbers, A1, A2, A3 etc are noted on poker chips which are placed in a basket. A poker chip is drawn to win the item.

After the drawing is complete the Raffle Chair is responsible to:

- collect/count all money from the Square Board after the meeting, place in an envelope, with the word SQUARE on front, the date, amount enclosed and give to the Treasurer. If the Treasurer is absent hold in cash box until next meeting.
- Make an entry on the **Yearly Raffle Log** for amount collected in the envelope.

Cash Box/\$100: Chair responsible for this and accounting for its contents.

NOTE: Please see the annual budget noted on financial report from treasure for the Raffle and the Square Board item yearly goal totals.

Raffle - Yearly Log

Year	Raffle Tickets	Square Board	Treasurer Received
	Total \$ Amount	Total \$ Amount	Total \$ Amount
January			
February			
March			
April			
May			
June			
July			
September			
October			
November			
December			