

RAFFLE PROCEDURE

Approved by the Board on 01/21/08

- 1) Raffles will be held at monthly meetings where environments are conducive to selling tickets.
- 2) Selling of raffle tickets begins at the beginning of the meeting with tickets being sold until the raffle drawing begins (usually after the keynote speaker, however, sometimes before the speaker).
- 3) Three (3) tickets sell for \$1; 18 tickets sell for \$5.00. The Membership Chairperson determines which attendees are 'new members' & a set of three tickets are given to these new members.
- 4) It is preferred that raffles prizes consist of prizes that can be used for both genders &/or have equal gender-specific prizes. Season-related prizes are preferred. It is recommended that four-eight prizes are displayed.
- 5) Prizes may be either purchased or received via donations. Donations may be from members or local merchants. It the Raffle Chairperson's responsibility and decision to call, visit or write to merchants to request donations. All donations should be announced so the donor is credited for the gifts (adding that we, as a club, are not 'promoting' the product or company; we are merely acknowledging their donation).
- 6) At the end of the raffle sales, the money collected is given to the Treasurer or designate for accountability. Also the beginning and ending ticket #'s are to be documented.
- 7) Receipts for raffle prizes are necessary and need to be turned in to the Treasurer or designate along with an Event Re-Cap form after the Raffles.
- 8) A \$100/year cash advance advancement will be given to the Raffle Chairperson to purchase prizes and returned to the treasury at the end of the year.
- 9) The Treasurer or designate will reimburse the Raffle Chairperson with a check for the amount SPENT (vs COLLECTED) within seven days of the meeting. The profit will be deposited in the Sitzmarker account.