

## JOB RESPONSIBILITIES BY POSITION

### Project Chair

- Present raffle idea to Club
- Check with city to get approval for raffle
- Check with city to find out if there is a maximum of money that can be awarded before the Club has to obtain a permit to conduct raffle
- Determine how and when winners will be drawn
- Decide how winner will be notified and how prize will be delivered
- Design tickets
- Write Club information that will appear on ticket
- Don't offer too many tickets because it decreases the buyer's odds of winning and makes the raffle less attractive
- Set a goal of tickets sold for each Member
- Divide tickets between Club Members
- Find container to hold tickets before and during drawing
- Contact local grocery stores, drugstores, etc to see if Club can sell tickets outside establishment, make sure to have membership information on display!
- Develop community calendar blurb to send to local newspapers
- Send press release to local media
- Discuss progress and how many tickets left to sell at every meeting
- Include progress report in Club newsletters to Members, include which Members have met the tickets sold goal
- Contact winners and present checks
- Invite winners to Club meeting and future activities – include invite letter with check
- Print winner's name in Club publications

- Optional - Present a prize to the Club Member who sells the most tickets (anything from a lollipop to coupon for a local restaurant)
- Consider doing a Fundraising Community Project Activity (CPA) book for your Club to submit for District judging. (Information provided on OI website)

### **Finance Coordinator**

- Get bid quotes from local printing companies for tickets
- Consider contacting a local company to sponsor the raffle, they pay for or offer a discount for the printing of the tickets in exchange for putting their logo on them
- Have tickets printed in books of five
- Create spreadsheet or form for tracking tickets sold (buyer, seller, ticket number)
- Handle ticket money and deposit ticket money in Club account
- Pay invoice for ticket printing or contact local business that sponsored the printing and make sure invoice is paid
- Keep a thermometer or goal poster and fill in new total of tickets sold at every meeting
- Write winners' checks
- Keep list of winners and prize amounts
- Present the total amount of funds raised to Club.

### **Everyone**

- Spread the word about the raffle. Word of mouth is great publicity for the activity!
- Sell, sell, sell at every opportunity (family, friends, church members, coworkers, other Club Members, etc.)
- Visit local businesses and ask employees to buy tickets
- Do a club evaluation of the project to determine the success of the project. Is this something the Club will do again?