

Raffle Job Responsibilities

Present raffle idea to Club
Club agrees to hold raffle
Set a goal of tickets sold for each Member
Design tickets
Write Club information that will appear on ticket
Get bid quotes from local printing companies for tickets
Consider asking 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
Divide tickets between Club Members
Create spreadsheet or form for tracking tickets sold (buyer, seller, ticket number)
Choose someone to handle money and deposit ticket money in Club account
Find container to hold tickets before and during drawing
Determine how winner will be drawn
Decide how winner will be notified and how prize will be delivered
Develop community calendar blurb to send to local newspapers
Contact local grocery stores, drugstores, etc to see if Club can sell tickets outside establishment, make sure to have membership information on display!
Send press release to local media
Include progress report in Club newsletters to Members, include which Members have met the tickets sold goal
Discuss progress and how many tickets left to sell at every meeting
Sell, sell, sell at every opportunity (family, friends, church members, coworkers, other Club Members, etc.)
Visit local business and ask employees to buy tickets
Contact winners and present checks
Print winner's name in Club publications
Invite winners to Club meeting and future activities – include invite letter with check
Keep a thermometer or goal poster and fill in new total of tickets sold at every meeting
Keep list of winners and prize amounts
Optional - Present a prize to the Club Member who sells the most tickets (anything from a lollipop to coupon for a local restaurant)
Don't offer too many tickets because it decreases the buyer's odds winning and makes the raffle less attractive
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