

## Raffle Quilt Ticket Sales Committee

### 1) **General duties for all standing committees:**

See "General Duties for All Standing Committees" document.

### 2) **Raffle Quilt Ticket Sales Committee job description:**

- a) The chairman of the Raffle Quilt Ticket Sales committee will be selected by the **October** meeting for the following year.
- b) Follow instructions in the raffle ticket sales instructions notebook.
  - i) Obtain raffle ticket license for Peoria County.
  - ii) Design tickets and write letter to members:
    - a) Obtain current membership list from Gems website member area to mail tickets to those who don't pick up tickets. Check with membership chairman to see if there are any recent new members.
    - b) Arrange for picture of quilt to be included with the tickets and send one to the website coordinator for the website.
    - c) Make needed copies of tickets, letter, and picture.
    - d) Stuff a labeled envelope for each member with letter, photo, and 12 tickets.
  - iii) Have members pick up tickets; announce in the newsletter as well as at every Gems meeting. After a few meetings, mail envelopes that are not picked up.
    - (a) Receive and log in tickets/money as returned.
    - (b) Give monies to treasurer with Income/Expense form.
  - iv) Arrange for quilt to be on display at local quilt shops.
  - v) Deliver tickets, ticket box, etc. to August Gems Quilt Show and monitor ticket supply.
  - vi) Have control of the raffle quilt for showing at meetings, quilt shops, quilt show and any other place it needs to be shown.
    - a) Drop off tickets to shops that desire to sell them.
    - b) Pick up sold ticket stubs and money from the shops.
  - vii) Conduct ticket drawing at the December meeting; deliver/mail (certified with return receipt) quilt to winner.
  - viii) Turn in expense receipt with Income/Expense form to treasurer for reimbursement.
    - a) Obtain total sales (gross) amount of the raffle from treasurer.
    - b) Complete and return "Report for Raffles Conducted" to county clerk(s).
  - ix) Maintain a record to be passed on to the next program chair on the committee report due to the president in October.
  - x) Archive year's activity in notebook.

Reviewed/Revised: December 2016