

Operating Guidelines Raffle Chairperson

1. Attend general meetings to conduct 50/50 raffle. If unable to attend, you are responsible to find your substitute to conduct the raffle.
2. Sell tickets before the general meetings. Ticket price is up to the chairperson—traditionally anywhere from 3 to 5 tickets for \$1. Tell members to write their names on the back of each ticket before placing in the squirrel cage.
3. Maintain the Losing Ticket Container and bring to the Anniversary Dinner in February for the end-of-the-year grand prize drawing. The winner must be present to win.
4. Purchase the end-of-the-year raffle prize to be given away at the Anniversary Dinner. Check with the Treasurer for the allocated budget for this prize. Submit bill for the purchase to the Treasurer, using a “Request for Reimbursement” form.
5. Contact the club president for assistance with any questions not answered in this guideline.