

Raffle Ticket co-chairman duties:

Mitzi our co-chairman of the quilt show had the initial run of raffle tickets printed and delivered them to me. The membership chairman had printed labels the name of each quilt club member.

I coordinated approximately 6 people to come to my home one evening in April, and we stapled the tickets together in books of six, Put two books in each envelope, and adhered a label to each envelope. These envelopes were put in alphabetical order and brought to the next two quilt guild meetings (May and June) for members to pick up. What was not picked up from members at these two meetings were mailed to members. In the mailing was a self-addressed envelope, so members could return their sold tickets stub and check. All the returns were sent to Joyce Dawson, the other raffle ticket chair person. She would keep track of on a spread sheet, how many tickets were sold by each person. This was because who ever sold the most tickets won a prize.

Tickets and the quilts were set up in each of our two local quilt shops over the summer.. Mitzi our show co-chairman oversaw this phase, if a store needed more tickets she would ask me to provide them. Just prior to the quilt show, Mitzi took the quilt and more tickets to Green Mountain Quilt Guild, which she displayed and sold more tickets for. Also about a month before the quilt show Mitzi had more tickets printed to sell raffle tickets at the quilt show.

I bought envelopes and stamps for the purpose of distributing the tickets and would send the receipts to our treasurer for reimbursements*

The Volunteer chair person, was able to find enough people to oversee the raffle ticket area during the quilt show. It is good idea to check this out before the show to make sure you are needed at that area of the quilt show, at any time during the quilt show. The quilt show chairman at the beginning of the quilt show provided a money box, to have available ~~during~~ quilt show time.

Once the names of people are chosen, and they are not at the quilt show at the time, it is the responsibility of the raffle ticket chairperson to contact the winners and make arrangements for delivery.

*When turning in receipts to the treasurer for reimbursement. I would go to the internet, find a blank copy pf the receipt. Print it up and use that as a means of sending to her a copy of the particular expense.