

Shanley Dinner/Auction Raffle 2012 Recap

Laurie McKeever, Raffle Co-Chair

527 tickets Sold - \$10,540 Raised

What worked well:

- Very successful...not much room for improvement
- Ending before live auction
- \$5 gift card for all students; gift card for top sellers
- Having 2 people responsible for the money

Suggestions for Next Year:

- Allow student to have 10 tickets at a time (previously 5 tickets at a time)
- Liked having only 2 gift card prizes

Supplies needed:

- Stickem (to count money)
- Paper Clips
- Rubberbands
- Clip boards (10)
- Envelops
- Calculator
- Pens
- Credit card slips
- Tickets

To Do:

Prior to Evening

- Recruit another parent volunteer to help at the event.
- Count out tickets (by 10) in bundles of 100. Suggest counting out 500 tickets (not really necessary until event night)
- Make Raffle Talley Board (use a bar graph for individual and thermometer for total sales)

At the Event/ Raffle Ticket processes

- Put together packets for each student team: Packet includes 10 tickets, \$50 in currency change, pen, credit card slips, and envelopes. Attach to clip boards...each student team will be given a clip board to sell Raffle Tickets
- Student team will receive clipboard with packets.
- Sell tickets.
- Once student sells ticket, they keep $\frac{1}{2}$ of the ticket and give the other $\frac{1}{2}$ of the ticket to the person that purchased the ticket.

- After the 10 tickets are sold, student returns cash for tickets and ticket stubs for drawing and then gets more tickets to sell
- Student will update the Raffle Talley Board...marking down 5 tickets per person on the team
- Drawing for prizes is at approximately 7p.m., 8p.m., and after Live Auction

End of the Evening:

- Thank students for their help, give them all their gift card. Announce winners of the Raffle Sale contest
- Count Cash (2 people needed)
- Complete the Deposit form and put in secure cash bag