

# 2013 Shanley Dinner/Auction Raffle & Paddle Sales Recap

Raised \$13,200 in total. Approx \$8500 in raffle and \$4700 in paddles

## What worked well:

- Very successful...not much room for improvement
- \$5 gift card for all students; gift card for top sellers
- Having 2 people responsible for the money
- Having 1 volunteer handle the paddle sales & having 1 volunteer handle the raffle tickets allowed us to keep money separate

## Suggestions for Next Year:

- Have Holiday Inn put a small table in room (probably a 6 ft rectangle will work best) for transaction of paddles and tickets

## Supplies needed:

- Stickem (to count money)
- Paper Clips
- Rubberbands
- Clip boards (10)
- Envelops (2 different colors – to keep to fundraisers separate)
- Paddles
- Stickers
- Calculator
- Pens
- Credit card slips
- Tickets

## To Do:

### Prior to Evening

- Create contest board
- Attend Ambassador Meeting
- Get Ambassadors assignment sheet from Pam B

### 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 envelops. Attach to clip boards...each student team will be given a clip board to sell Raffle Tickets & paddles
- Student team will receive clipboard with packets.
- Sell tickets & Paddles
- Once student sells ticket, they keep ½ of the ticket and give the other ½ 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
- For paddles, students return with \$200 and give to volunteer. Students will get more paddles to sell
- Student will update the contest board
- 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