

RAFFLE PROJECT TIMELINE

10 Weeks Prior

- Present Raffle idea to Club
- Check with City to find out if there is a maximum of money that can be awarded before the Club has to obtain a permit to conduct a raffle.
- Check with City to get approval for raffle.
- Obtain bid quotes from local printing companies for raffle tickets
- Ask a local company to sponsor the raffle; they pay for or offer a discount for the printing of the tickets in exchange for putting their logo on them.

8 Weeks Prior

- Write Club information that will appear on ticket
- Design Tickets
- Set goal of tickets sold for each Member
- Don't offer too many tickets because it decreases the buyer's odds of winning and makes the raffle less attractive.
- Have tickets printed in books of five tickets each

6 Weeks Prior

- Determine how and when Winners will be drawn.
- Decide how Winner will be notified and how prize will be delivered.

4 Weeks Prior

- Develop community calendar blurb to send to local newspapers.
- Send press release to local media
- Spread the word about the raffle. Word of mouth is great publicity for the activity!

- Divide tickets between Club members.
- Create spreadsheet or form for tracking tickets sold (buyer, seller, ticket number)

Week 1 of Sales

- Find container to hold tickets before and during drawing
- Include progress report in Club newsletters to Members; include which Members have met the tickets sold goal.
- Handle ticket money and give to Club Treasurer to deposit in Club account.
- Keep a thermometer or goal poster and fill in new total of tickets sold at every meeting.
- Sell, sell, sell at every opportunity (family, friends, church members, coworkers, other Club Members, etc.)

Week 2 of Sales

- Contact local grocery stores, drugstores, etc. to see if Club can sell tickets outside establishment,
- Visit local businesses and ask employees to buy tickets
- Send press release update to local media
- Discuss progress and how many tickets left to sell at meeting.
- Pay invoice for ticket printing or contact local business that sponsored the printing and make sure invoice is paid.
- Update thermometer or goal poster.
- Give additional ticket money to Club Treasurer to deposit

Week 3 of Sales

- Make push for last sales. Consider Club challenge
- Update thermometer or goal poster
- Give progress report to Club including Members that have met the tickets sold goal.

- Handle ticket money and give to Club Treasurer to deposit in Club account

Week After & Follow-up

- Keep list of winners and prize amounts.
- Contact Winners and present Checks
- Invite winners to Club meeting and future activities – include invite letter with check
- Print winner's name in Club publications.
- Optional – Present a prize to the Club Member who sells the most tickets (anything from a lollipop to coupon for a local restaurant.)
- Present total amount of funds raised to Club.
- Consider doing a Fundraising Community Project Activity (CPA) book for your Club to submit for District judging. (Information provided on OI website)
- Do a club evaluation of the project to determine the success of the project. Is this something the Club will do again?