

Raffle Guidelines

December-

Compose a donation letter asking for donations to this raffle and thanking donors who have donated to this in the past. The Extension Office can put this letter on 4-H letterhead to look more professional. Remember to have contact information mentioned in the letter.

January through mid-February-

Go around to businesses asking them for donations. (You might check with the silent auction committee donor list to avoid overlap.) Have a 4-H member or two along with you. It will be more difficult for these businesses to say no in-person and with a youth along. Hand the donation letter out when asking for donations. *Try to get donations that are fun and family-oriented.* It is helpful to have donations that are certificates that can be mailed to the winners. It also helps to have a few copies of last year's donors along if some places would like to see it.

Past 2012 donors (for possible future donations):

- 1.) \$300 cash donated by *Frey Livestock*
- 2.) 2, \$100 FdL Chamber of Commerce certificates donated by *Dean Birschbach of Agromatic*
- 3.) Holiday Inn, FdL 1-night stay and \$50 dinner
donated by Holiday Inn, Fond du Lac
- 4.) *Brandon Meats \$100 gift certificate*
- 5.) *\$50 gift certificate from Bluemke's, Rosendale*
- 6.) *\$50 Pampered Chef gift certificate, donated by Shelly O'Leary*
- 7.) *Ten games of bowling, donated by Ledgeview Lanes, FdL value \$35*
- 8.) *A cooler with scoops and gift certificate for homemade ice cream, Donated by Kelly's Creamery*
- 9.) *Skyline Comedy Café tickets (Appleton)- four, admit two tickets value\$20 each*
- 10.) *\$20 (2- \$10 each) Pizza Ranch gift certificates, donated by Pizza Ranch*
- 11.) *Four miniature golf games donated by Fondy Sports Complex*
- 12.) *\$15 (3, \$5 gift cards) to Jimmy Johns, FdL*
- 13.) *2 movie tickets, donated by Fond du Lac Theater*
- 14.) *A La Roma \$10 gift certificate, donated by A La Roma, FdL*
- 15.) *\$10 gift certificate to RagSpun Studio of Brandon*
- 16.) *\$5 gift certificate to Gilles and 2 A&W small Slushie certificates*
- 17.) *\$5 gift certificate to Rolling Meadows Restaurant*

February- *Get raffle license renewed. Raffle licenses are good from May 12th to May 11th- and needs to be renewed every year. A new license number will need to be printed on the raffle tickets, too. All raffle tickets should include the following information (legally): The date, time, and place of the raffle, the name and address of the group holding the raffle, the license number, as well as the cost and number of the ticket.*

February- *Obtain price quotes from a couple different printers. Make sure they are able to print our tickets by the due date of March 1st. Contact other members on the Adult Leader Board to approve the choice of the printer. Make sure the printer gives you a proof sheet of the raffle ticket to verify all information on the ticket- date, time, place, raffle license number, etc. Have Board Members help verify that all information is correct. In 2012 we had 10,000 tickets printed. In 2013 we had 9,000 tickets printed.*

February- Compose a letter of expectation that will get included with every club's raffle tickets. Any changes will need to be communicated through this letter. Letters from previous years are on file and can be edited with changes for the new year.

March 1st- Pick up raffle tickets from the printer and have a bill sent to the Adult Leader Association, UW-Extension, 400 University Drive, Fond du Lac, WI 54935. Some printers will have this bill enclosed with the tickets. Verify the tickets when you pick them up. In the meantime, the tickets will need to be separated:

1.) Sort tickets so each club gets \$10 of tickets per each member. The Extension Office will have a list of each club and the number of members in them. The tickets will need to be sorted so each club will have the correct number. It works well to assign ticket numbers alphabetically by club name.

2.) Record the numbers that you give each club and turn them in with the remaining tickets into the Extension Office. The ticket sorting should be done before the March leader meeting so they can be distributed to the 4-H clubs. Make sure to include the letter of expectation with every club's stack of tickets. Use rubber bands or small boxes to separate tickets that you assign to clubs and have them labeled correctly.

March Adult Leader Meeting- Hand out the raffle tickets, club inventory sheet, and the letter of expectation which should explain when the ticket stubs, money, and unsold tickets need to be turned in to the Extension Office. In 2013 the tickets are due back on July 8th.

FdL County Fair- July-

Make sure tickets are available at both locations where tickets will be sold- the Adult Leader Food Stand and next to the Silent Auction table. Verify that ticket bins are set-up in the Expo and the recreation buildings to attract people to buy raffle tickets. (You will need to get the bins before the fair) A money pouch should be at each location, but just verify that it is during the fair.

The Silent Auction committee will schedule volunteers for raffle ticket sales in the Rec Building in conjunction with manning the silent auction. The food stand committee will coordinate raffle ticket sales in the Expo Building in conjunction with manning the food stand. Coordinate with both of these committees.

Help during the Raffle Drawing- recording who gets which prize. Compile a list of winners to post in a couple different areas so those who were not present during the drawing can pick up prizes before the end of the fair. Turn the list and leftover prizes to the Extension Office, where winners will be notified that they can pick prizes up there.

Box up the sold ticket stubs to be stored at the Extension office as they must be kept for the certain period of time as required by the raffle license.

After the FdL County Fair- Make sure thank you's get sent to donors. Without them, this raffle would not be possible.