Tuolumne County Newcomers Club

JOB DESCRIPTION
FOR
RAFFLE Chair

POSITION DESCRIPTION

The object of this position is to generate money at our dinner programs to enrich our general operating funds. Its intent is to keep yearly dues from rising.

MAJOR AREAS OF RESPONSIBILITY

Attend all dinner meetings or designate someone to conduct the raffle in your absence. Set up a table for raffle donations in a visible location and/or mingle among attendees during the social hour.

Suggested donations are $1.00 for 1 ticket, $5.00 for 10 tickets, and $10.00 for 25 tickets. At a time convenient to the program, conduct a drawing for 1st, 2nd and 3rd prizes. Prepare "Cash Verification Form" for transfer of monies to Treasurer (or designee). There are several ways to choose prizes:

Currently we are using a 50/50 prize money method of determining prizes:
    50% to TCNC (Treasurer)   25% to 1st 15% to 2nd 10% to 3rd
All amounts are rounded to the nearest $ to avoid having to have change.

In the past volunteer member(s) have donated prizes for the dinner meetings and raffle money donators put their tickets in raffle jars in front of the prizes they want to win. At a convenient time a ticket is drawn from each raffle jar and the prizes are awarded to each ticket holder.   This method may generate more money for the club, but requires a lot more time and coordination.

SKILLS AND ABILITIES NEEDED

Be outgoing, energetic and have skills in handling money. Be ready to select an assistant to help when it gets busy and to verify cash.

Cash Verification Form

After having counted the proceeds for the raffle donation, verify:

Amount Collected: _____

1st Prize _____

2nd Prize _____

3rd Prize _____

Amount to Treasurer _____
(or Designee)

Signature of person counting the funds: _____

Signature of person counting the funds: _____

Cash Verification Form

After having counted the proceeds for the raffle donation, verify:

Amount Collected: _____

1st Prize _____

2nd Prize _____

3rd Prize _____

Amount to Treasurer _____
(or Designee)

Signature of person counting the funds: _____

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