

RAFFLE CHAIR

Responsible for the overall planning, execution and reporting of the results of the Raffle. Recruits and oversees the various raffle volunteers and ensures that all the details of the raffle are attended to. Fills in for unassigned positions as required.

Qualifications

- A highly motivated, enthusiastic, and detail-oriented individual.
- Comfortable soliciting donations and effective at follow-up.
- Good writing and communication skills.
- Attended at least one previous BMDCA National Specialty.
- Familiarity with how raffles are conducted. (Previous experience organizing a raffle or other fundraiser is highly recommended by not required)
- Experience in planning of events and the ability to apply the following basic management skills: (e.g. setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people).

Time Commitment

This is at least a one-year assignment, with busy periods occurring at the beginning for selecting the location and soliciting donations, and from about three months before the show until the last raffle item is gone. There is also a two-week period after the Specialty when letters of appreciation should be sent.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, Fundraising and Raffle, noting all details of the position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Investigate city/state gaming laws and notify Show Chair of any requirements or permits.
- Work with the Show Chair to develop the budget.
- Coordinate fundraising efforts with other Committee chairs to avoid duplication.

At least One Year Prior to the Specialty

- Plan on attending preceding year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- Confirm location, determine type of raffle and develop preliminary rules and equipment needs.
- Develop budget and advise Show Chair of forecasted income and expenses.
- At the prior year's specialty, begin soliciting smaller items from vendors and regional clubs.
- Work with Fundraising Chair to prepare direct solicitation letters (Chapter 39 A-2).
- Solicit donations throughout the year from all-breed club vendors, specialty stores that sell Swiss or dog-related items, and other dog-related companies that might be willing to donate a large item (or large quantity = 500+) in exchange for the opportunity to put a flyer or brochure in the welcome packet. This would be mutually beneficial to not only the BMD host club, but also the merchant.

Six Months Prior to the Specialty

- Send requests for raffle donations via letters/ads to the regional clubs for inclusion in newsletters and various e-mail lists.
- Send reminders to individuals that agreed to donate asking for their donation.
- Submit copy to the Planning Book and Website Content Chairs, proofing and returning comments by the prescribed deadlines.

Three Months Prior to the Specialty

- Find volunteers to set-up and sell raffle tickets. Selling can often occur at the table, through the crowd ringside or at social functions.
- Submit raffle donor acknowledgement ad to the Catalog Advertising Chair.
- Finalize rules of the raffle and apply for any necessary permits. Submit Raffle rules and procedures to the Specialty Website Chair.

One Month Prior to the Specialty

- Create signage and purchase authorized budgeted equipment and supplies.
- Confirm volunteer's availability (day(s)/time).

Two Weeks Prior to the Specialty

- Make two tags for each raffle item, which includes the raffle item number, description of the raffle item and name of donor. Place one tag next to the raffle item and the 2nd tag on the raffle can (bag, etc.).
- Schedule volunteers for set-up and each day of raffle, advising each of his/her schedule(s).
- Make signs and Welcome Bag flyers advertising the raffle and all rules which include the hours of operation, cost of tickets, days/times of drawings, policies on shipping (if the ticket holder is not present), claiming prizes and redrawing.
- Contact the Show Chair to arrange for a cash box during the week of the Specialty.

Week of the Specialty

- Oversee transportation of items to the show site, finding temporary storage if necessary.
- Work with raffle committee to set-up on "move-in" day. Clearly post rules.
- Train staff on raffle rules and any laws that need to be adhered to.
- Oversee raffle ticket sales and operations, remaining available in the raffle area throughout the event hours to manage arrival of new donations, give breaks to volunteers, etc.
- **Submit payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form** (see Chapter 6 Attachment A-3).
- Submit daily deposits to Treasurer on the prescribed form. (See Treasurer Attachment A-2 in Chapter 18). Prepare cash box for the next day.
- Supervise raffle to ensure all raffle rules are adhered to, reporting problems to the Show Chair.

Last Day of Raffle

- Conduct any necessary re-draws for unclaimed prizes.
- Clean-up and secure raffle area and conduct verification walk-thru with Grounds Chair.

Within Two Weeks of the Specialty

- Send thank you notes to volunteers and corporate donors (with copy of catalog ad if mentioned).
- Prepare any financial reports required to be filed for local jurisdiction raffle licenses/permits.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Types of Raffles Offered
2. Ticket Prices