

RAFFLE INSTRUCTIONS

SUPPLIES:

- Double Raffle tickets
- Price signs for raffles
- Raffle prizes displayed on table
- Petty cash/tally sheet
- Volunteers to sell tickets and help hand out prizes
- Buckets from office to collect tickets
- Winners must be present to win

Instructions:

- ★ Verify the petty cash amount with a 2nd person and put a note in the cash box so you know what you started with. (See Cindy for form)
- ★ Post price signs around clubhouse for members to see
- ★ Decide which items will be raffled off at which times.
- ★ Make announcements when you will sell them, usually meal times
- ★ Make announcement when you will start selecting winning tickets
- ★ Pre-select item to be raffled....(not easy to let people choose because they will pick the good stuff first and then others won't buy more tickets because they don't like what is left on the table)
- ★ SELL! SELL! SELL!

Verify final cash amount, back out the starting amount and turn cash into Teri