Spaghetti Supper Committee Report Form
(2009 – Class of 2012)

Committee Name: Raffle
Co Chairs: Annie Hill, Bonnie Sellew

Summary of Responsibilities

Assemble a team of parents to acquire and track raffle items from initial research of prospective donors to calling donors, keeping track of item descriptions, value and location, pickup and housing of items before the Supper, delivery of items to the Supper to recording winners and making sure prizes get to winners. We used email and a customized database to help people communicate, stay informed and keep everything up to date. The use of these tools helped people fit in the work to their unique schedules, and still share information and stay up-to-date. It was well worth the effort up front to define and build a database to handle all the information.

Defining Scope and Raffle Theme

Our goal was to obtain 50-60 regular raffle items and 8-10 Golden items ($250 minimum value) from Carlisle parent, artists, farm-type businesses and locally-owned businesses in surrounding towns (Chelmsford, Concord primarily. With a group of three people, in addition to the chairs, soliciting items, we ended up bringing in a total of 61items; 10 of which were Golden items.

Defining Success

Our revenue was a little under $6900 which for 2009, represented about half of the entire revenue of the Spaghetti Supper. Our revenue was nearly all profit, as we have few costs, since the prizes are donated, the ticket printing costs are minimal and the raffle permit costs $20 at Town Hall.

So from the perspective of raising $6900 with a relatively small number of people (8 total) working through September to Oct 6th, it was a success The big question are: What is the right balance of types of prizes…kid-oriented prizes, gift certificates, handmade, high end, etc? How many prizes should be targeted? Does the number of prizes, perceived value of prizes or balance of prizes affect ticket sales? If more than 50-60 regular raffle items are offered, will that sell more tickets at $5 for 6 tickets/or $1 each? If we have more than 10 Golden raffle items, will that sell more tickets at $20 each?

It is recommended that a Raffle Committee consider the balance of the offerings against effort and time necessary to prep and run the raffle the night of the Supper.

Where to best expend your energy

Build a good team from people who are willing to learn, take risks and try something new. In Raffle Comm we created jobs in which people with various backgrounds and skills contributed greatly. Outgoing people can approach businesses and acquire donations. People who enjoy keeping things organized can work as donation trackers or work that night pulling prizes. People who don't like to ask for donations can track the information about the donations or type up the winners on the night of the supper. Some jobs are best done independently; others are natural to be done in teams, with one calling on donors and the other keeping track of the donations history. Look for people who have these kinds of skill sets:

10/21/09
A.Hill & B.Sellew

- self-management
- organization/administrative
- bookkeeping/detailed
- team building/coaching/problem solving

The Raffle Comm can accommodate a variety of parent schedules with jobs that can:
- be completed very early in the cycle (e.g. acquisitions)
- be done during evenings only (e.g. trackers)
- be done during days only
- be set up to team up with another parent as partners
- be completed by end of September (software engineering)
- start up in late September
- start up in October (pickup and storage of prizes)
- be completed just the evening of the Supper
- be completed just the day of the Supper (set up of prizes)
- be completed during the days after the Supper (contacting winners, delivering prizes.)

Building the Team

We had 8 people total, and could have used a couple more, to lighten the workload of some of the team. People don't flock to the Raffle Committee possibly because it appears overwhelming, like a lot of work, etc. It's essential to have enough people to pitch in. The reality is that Raffle Comm is not a 2 hour shift sort of job, as are many other parent jobs. But the effort is an important one and helps bring in so much money for the 6th grade. Once parents have a clear understanding of what the jobs entail, and when they fee comfortable that it's not going to consume them, our experience was that they were willing to try. Everyone on the team accomplished a lot...and some team members who were hesitant at first ended up exceeding their own expectations! (The adage, "You don't know until you try" comes to mind.)

Acquisitions of Donations

It's important to have a team to acquire and track the items as they are promised by donors. An acquisitions person (or "salesperson" would make the upfront calls and use a form (included) to complete info about the donor and item; the tracking person entered info into the database, made sure that all pertinent data is added.

Compiling and Recording Donor info

NOTE: This info is used for the state and for the kids to write the thank you notes.

NOTE HERE: we should add a field in the database for the Name of the donor...so kids can write to Ms. Or Mr. Smith at Winston Florist to thank them for the orchid.)
All the donor info (names, addresses, item description, location, status, terms and other details) is important to keep track of and to capture up front, and keep current. This information is continually being updated, as more info is learned about the donations (e.g. pick up status, getting all names and spellings of names in group donations, form of donation (e.g. gift certificate or gift item.)

We created lists of past donors and identified potential donors. We created "territories" so that raffle "sales" people would not duplicate effort.

NOTE We made an agreement with the food acquisitions team to NOT go to markets, meat sellers, etc. to ask for donations, as they would be approached by the purchasing team.

We approached retail places primarily in Concord, Chelmsford and Acton, as these were the territories that the team was familiar with. The team also got a few great donations from talented friends and relatives outside of town. . We had 2 acquisitions people divide up these territories. We did not call on every 6th grade family; instead we put a slip in the ticket envelopes to remind parents to donate. (How many parent donations did we get... should we have pursued more?) The Chairs submitted the blurb in the SS Newsletter that is put out by Publicity team. This is an important way to inform all 6th grade families of interesting donations to date and encourage families to donate. (Should we have done more?)

Donation Database

At the end of Grade 5, we recruited a software engineer 6th grade parents to build a custom, web-based database. David Scarbro used zoho.com to build this database. The software requirements document (telling the engineer what the software should do) is in a separate included document. He used zoho.com; and we had free usage of this application.

One of the biggest requirements was to be able to keep track of each item from our homes by logging into the same data on a website. This database was customized to use for the raffle project and set up so that all of the team could log in and add an item, change information about the item, send emails with questions from the database, etc. For example, some raffle items are straightforward (e.g. a $25 gift certificate for a restaurant.) Some raffle item data is changed or corrected (e.g. the iPod needs to be picked up; or a donor name needs to be added or corrected; or the bike helmet is a youth helmet, etc.)

NOTE: Some items had to be combined to raise the value to about $20 for a combined item.

FOR HERE ON ID DID NOT EDIT...

Donations Recommendations
- Ask donors who are likely to give. Some donors wish to be called on each year (Elite Hair Design, Westford) Some regular raffle items are "regulars" (Kimball's at Bates Farm, EMS, Carlisle Kids' House, Carlisle Rec Comm.) Go over the donor list (included) to see if some of the businesses would like to repeat their donations. Thank them for their past donations when you approach. (All donors are thanked by individual letters handwritten by the 6th graders at the end of October.)
- Some donations require more time and effort. Weigh the benefits of spending more than a reasonable amount of time getting one donation. Usually if someone thinks it's a good idea and wants to give, they respond positively right away. If they don't, consider moving on. Have a letter handy to leave with a prospect. Don't expect to "sell" the idea of donating.
- Always give the donor an idea of how many people will be reading the program listing the donors. For ex, over 1100 people dined at the Supper in 2009. The business donor's cost to this exposure is relatively low, to get over 1000 people to see their name listed as a donor in the program. Having copies of last year's program to show prospective donors is recommended.

- Set a reasonable start time and finish time for acquiring donations. Start in the summer if possible. Setting a cut off time is necessary so you can make sure you collect and inventory items.
- Don't call on food suppliers other Committees are calling on for the supper needs (e.g. Trader Joe's, grocery stores, etc.) for raffle items too. There are plenty of other retailers to call on.
- If you raffle away the table decorations, find a different way to track them and to raffle them or award them.

Logistics Recommendations/What Worked/What Didn't
- Come up with a system to call winners and drop off items….wer had most items delivered that night and all items delivered by mid-day next day in 2009.
- Delivery of items that night is a reasonable goal. It was because of the database (which we brought on a laptop to the Supper) that we could easily record winners. We called people from the Supper and made sure that we awarded as many items that night as possible. Keep an alphabetized Certificate file at the Supper
- Set up raffle table to pull winners in second hallway in Corey. We decided that it was too busy, noisy and confusing in the Caf
- Because of the annoying sound system in the Caf, we used no announcer;
- We had a simple posting system…used a white board and also posted printouts of the database in large font on the Corey glass walls. (We brought a small printer with the laptop.)
- Start raffle early; gear to be finished by 7:15-7:30. We started too late and didn't finish until after 7:30. Starting earlier could mean a greater chance of awarding more prized that night.
- The dilemma we had was when to start pulling winners and when to stop selling tickets. In the past the Ticket Comm would keep selling, after the pulling of winners began. This decision is up to the Raffle Chairs, Ticket Chairs, and the Chairs of the Supper.

The Night of the Event
We had the whole team and a volunteer the night of. Some worked part of the night, some worked it all.

We arrived at school around 5PM, with all the items. All the items were stored in the Corey hallway and then we arranged with Ticket Comm to display items on long tables in the outer foyer. Set up took over 2 hours. Tickets were sold through 6:30; and this was announced to diner and people in line. A Chairperson was selling Golden Raffle tickets to 6:30 and that boosted sales. It helped seeing the items, as well as having a good quantity, with only 300 tickets printed. A total of approximately 245 Golden Raffles tickets were sold in total.

Purchased Items
The only cost to this Committee was the $20 Raffle Permit application fee (see below.) Ticket printing costs were handles through the Ticket Comm.

Raffle Permit
As early in September as possible, go to the Clerks Office at Town Hall for the necessary paperwork required to hold a raffle in town. Go early because the Clerk has some processing time before she can legally give the school the approval to hold a raffle. It takes several days to apply and have the clerk review, submit paperwork to the state and then get the certificated signed by the Police Chief.

10/21/09
A.Hill & B.Sellew

The Town Clerk will explain the process and help out. (Charlene Hinton, Town Clerk has devised some instructions for these types of raffles.) Within 10 days after the event, a form is completed by the Raffle Chair and a list must be submitted of the names of all winner of items valued at $25 and over. A form is completed and goes to the Mass State Lottery Commission.

oMangia! Class of 2012!!

Sixth Grade SPAGHETTI SUPPER

Get psyched for the biggest fundraiser for our class...

For all families new to this Carlisle tradition, the 6th grade class will hold a town wide Spaghetti Supper extravaganza on October 6, 2009. Our school cafeteria will be transformed into an authentic Italian restaurant, filled with the aromas of Mama's own kitchen. All parents and students traditionally take part in this fun event.

The funds are used by the class throughout middle school for:
- 6th grade Outdoor Education trip transportation and scholarship
- seed money for the 7th grade play
- transportation and entrance fees for a number of school field trips
- 8th grade class gift to the school and many memorable graduation activities

The two components to the evening are a complete dinner served by the 6th graders and an exciting raffle.

We are writing you about the raffle portion of this exciting evening. Golden raffle tickets ($20/ticket) and regular raffle tickets ($1/ticket) are sold by students prior and during the event. All donated raffle items and donors' names are listed in the program given to every diner. Donated items and corresponding winners are announced throughout the evening.

The raffle generates a sizeable amount of the funds, so we are reaching out to the class in search of some really cool and fun donated raffle items! Raffle item ideas include:
- goods and services from businesses (i.e. spa treatments, restaurant gift certificates, movie tickets, sports store gift certificates, acupuncture treatments...)
- group donations (e.g. themed baskets of food, wine, recreational or healthy products, etc.)
- creative donations (e.g. hand made driftwood benches, gift baskets of your favorite snacks, bunches of organic garlic, event tickets, teaching someone how to compost...)
- cash contributions for the Raffle Committee to purchase raffle items

The special Golden Ticket items have a higher value, $250 and up. Some ideas are:
- family vacation homes/destinations
- sports events/tickets
- group donations (e.g. a group of families plans to pool funds to donate a kayak)

We thought we would send this letter out early so that you can all get your creative juices going over the Summer, ha!

If you have questions or wish to donate now to this special event please contact us any time between now and **Sept.22** and we will be rockin' and ready to include your item in the raffle.

Thank you and *Ciao Bella!*

Bonnie Sellew   318-0698   pbsellew@comcast.net
Annie Hill   369-9491   aj@jacksonhill.com

Spaghetti Supper (SS) 2009
Raffle Committee Procedure Update (Time Line):

Co Chair: Annie Hill
Co Chair: Bonnie Sellew

Committee Members:
David Scarbro/ Shannon Hill- Database producers
Meri-Sue Nuzum- Database Input/Maintenance
Laurie Engdahl- Procurer of Raffle Items
Dawn Petipas-Procurer of Raffle Items
Ellen Materne-Procurer of Raffle Items
Mary Lynne Bohn-Publicity/Helper on night of Spaghetti Supper
Laura Schofield-Helper on night of Spaghetti Supper

General Time Line of Events:

June of 2008 (end of 5th grade)- Composed a letter requesting (see attached letter #1)
Raffle Item Donations from families of the class (sent letter to parents via e-mail, room
parents of class can do this), same information was also included in the last Carlisle Buzz
of the 2008 school year.

Early September 2009- Developed Database to track all raffle items. Our goal was to
obtain 10 Golden raffle items (value of $250 or more) and 60 regular raffle items (value
less than $250). The purpose of the database was to do the following: (see sample page
of database attached, #2)
   1) Each raffle item is entered into the database and assigned a distinct number by the
      computer program.
   2) Sometimes editing of the raffle in the database would be required if we were to
      bundle items together (i.e. we received 10 passes to an auto museum, each pass
      was bundled w/ a $10 gift certificate to Soccer stuff, so the item raffled off would
      be an auto museum pass and a $10 gift certificate)
   3) The information in the database is utilized by the 6th grade students to write
      thank-you notes to each of the donors.
   4) The total dollar value of the raffle items and who won the raffle items needed to
      be kept in the databases for tax reporting purposes.
   5) The status of the items were kept in the database (ie. item is at Annie's house,
      who has won the raffle item and has the item been delivered to the winner?)
   6) One laptop was utilized on the night of the SS to record winners and if someone
      was at the dinner and was able to pick-up their raffle prize, this was also updated
      in the database.

Early September-end of September 2009- Assign 4-5 people to obtain raffle items.
Each person is given a territory (ie. Concord, Chelmsford and Acton). Each person is
responsible for the following:

1) Contact a possible donor and give them the letter which describes the SS fundraisor (see attached letter #3).
2) If the donor is ready to donate an item complete a Raffle Item Acquisition Intake From (see attached letter #4) If not, a return call or visit may be required.
3) Give Acquisition Intake Form to the data entry person for input to the database.

4) Obtain the actual raffle item and deliver to the designated Co-Chair's home or make sure the item gets to the SS! Some of the donors donate sports tickets which are not "in-hand" yet (the actual date of the event needs to be agreed upon by the donor and the winner). So we needed to create certificates for them (i.e. 3 tickets to a Boston Breakers game the following Spring or some donors just don't have gift certificates so we actually created one for them) Just make sure you agree all information on the certificate w/ the donor.

Note: We stopped taking new raffle items a day before the program, which lists all donated items was sent to the printer (around 9/30/09).

5) Oftentimes, class member families would contact one of us about donating an item. The same procedure occurs, we would complete the Raffle Item Acquisition Intake form, get the form to the database input person (co-chairs could also enter information to database) and whoever got the donation had to be sure to get the item to the designated co-chairs house or to the SS.

End of September (9/30/09):
Co-Chairs and Database entry person met to do the following:
1) Review all items in database and make any necessary edits. Specifically, need to be sure all donors are listed, so that the list may go to the "Program" people to be printed and included in the program. (There was on-going contact w/ the "Program" people to do any editing to the final list of donor items)
2) Some items needed to be bundled (i.e.. 10 auto museum passes were separated out and bundled w/ smaller gift certificates), thus creating 10 more raffle items. In the program we just included the 10 auto museum passes as one donation from one business or family.
3) Determined which raffle items were physically "on-hand" at the co-chairs' house and which items still needed to be obtained from the procurer and/or were to be delivered directly to the SS.
4) Assigned a number (which was automatically assigned by the database) to each physical item on hand. We stuck a little sticker w/ the assigned number on the actual item.
5) Discuss night of Spaghetti Supper and the process to be followed and any items needed for that night. (ie. chalkboard to post winners, computers, supplies (tape, markers, staplers, etc) Determine who will be working that evening and the various jobs which need to be done (see 'Night of Spaghetti Supper below).

Note: All raffle ticket sales are totally handled by the "Tickets" committee. Tickets are sold prior to the SS and also during the SS (pretty much the entire night).

Night of Spaghetti Supper: October 6, 2009

Following jobs were created:
1) "Preppers": "Prep" during the day (2-3 people), bringing all items to the school, setting up display of items, making sure all items have numbers on them, setting up computer area, setting up the "winner" board, etc. (approx. 2 hours prep time). We had two tables displaying all of the raffle items in the foyer and another table in the area in front of the auditorium for our operations (computer, bags of tickets to be picked and a place for all of us to sit).
Note: The computer guys generated 3-4 hard copies of the list of all raffle items prior to the night of the supper. In addition, they also printed out 2 listings of all items in VERY LARGE PRINT. One large listing was taped to a chalkboard (from the Music Room). The chalkboard w/ the large print listing of items was placed in the dinning room and winners were recorded on the list, so that guests in the dinning room could see whether or not they won. Another large print list was also taped to the outside windows in the foyer which was also used to record winners for guests to see. We also brought a binder w/ those plastic sheets which kids use to collect baseball cards. This was used to put the actual winning tickets in.
2) "Pickers": "picking-out" winners, giving winning tickets to computer guys for input to the database and noting the winner on the physical computer generated print-out of all items. (2 people)
3) "Puters": Computer guys (2): Updating the "winners" on the database, updating "status" of the items (ie. still at school to be picked up by winner or already picked up by winner)
4) "Posters": Getting the information of "who won" from the "Picker", the "Poster" will use another hard copy computer generated list to note who the winners are and note the "winners" on the list of items on the chalkboard in the dinning room and another list taped to the outside window in the Foyer.
5) "Parcel Posters": Deliver item to winners (may require delivering the item the following day or week)
6) "Post Mortemers": Organize paperwork, create list for "thank-you" notes, update procedure for next year, tax reporting, basic wrap-up. Probably co-chairs job.

The Process: 5pm-8:00pm
1) We had two shifts, so that parents on our committee could eat their SS. Approx. 5 people per shift.
2) The ticket people gave us all of the tickets already sold, golden tickets and regular raffle tickets were separated into two bags. (tickets were sold throughout the evening, so we kept on adding new tickets to the bags)

3) We selected approximately 20 regular raffle tickets and 3-4 golden tickets per hour. The "Picker" and the "Poster" both had hard copy lists of all raffle items, we picked the items in the order that they appeared on these hard copy lists (starting from item #1 thru item #70) On the lists we noted which were regular vs. golden items. The "Picker" would pull out the ticket (either regular or golden), depending upon the item on the list and note the winner on the hard copy list, simultaneously the "Poster" would note the winner on her list and then post the winner to the large list taped to the chalkboard and the large list taped on the foyer window. The "Picker" would then write the raffle item number on the front and back of the winning ticket and give the winning ticket to the computer guy, who would update the database w/ the winners information and the winning ticket would be placed in the binder w/ the plastic baseball card collecting sheets.

4) Over the course of the evening a good number of winners were at the dinner and were able to pick-up their prize. The winners would come to our table, sign-off on the picker's hardcopy list, indicating that they picked-up their prize and we would give them their raffle item. Some winners were not present at the supper, so we would actually call them that night (using the phone number on the winning ticket) and tell them that they won and sometimes they would actually come to the school and pick-up their prize or we would deliver it to them the next day (or sometime during the week). Try to "unload" as many of the prizes that night!

Mid-end of October 2009

Wrap-up

Raffle Database Requirements
2009 Class of 2012 - 6th Grade Spaghetti Supper

CoChairs: Annie Hill, Bonnie Sellew

Overview

The concept is to have multiple users (6th grade parents using an interface running on their home and work PCs) entering, updating and sharing access to information as raffle items are promised and/or acquired by donors, recorded, verified, updated, with the item attributes recorded and the physical item location(s) recorded, and finally the winners recorded the items delivered.

The main reason to use a database (or at least an excel spreadsheet) is keeping track of donors for thank you notes and keeping track of the winners to report to the Mass Lottery Commission and the Town Clerk. It is better to capture and keep up to date all this information as it is received, rather than have to recreate after the supper.

In the past it has been difficult to keep track of all the raffle items, their locations and mapping the winners to the items in a timely way. Winners are often not present and not locatable live by phone when their names are called at the Supper. All raffle items are not necessarily brought to the supper by the raffle team, due to the number, size, etc. Some items take the form of certificates, or a physical gift, or a combination. Some items are in the possession of the raffle team; some are retained by the donor until claimed. Some may be represented by a photo, as in larger items, and certain Golden Raffle items.

We would like to record and update information for each of about 40 regular raffle items and 10 Golden Ticket items (value over $250.) Item entries and updates are to be performed by 6 to 10 unique users, all 6th grade parents.

The information for each item needs to be recorded in a chain, with the initial user providing some basic info, the 2nd user going into the verify and fleshing out more info and finally, the night of, or after the
Supper, the 3rd user assigning the final info (winner, delivery receipt, etc.) once the item is won and delivered. In addition, at some point a co-chair will want to go into the item on the database to view or make changes.

Users Descriptions

1. **Acquisitions staff** (2-4 parents who initiate getting raffle items through cold calls, etc. These users enter the initial data (donor name, phone or email and item name.) We have 2 of the 4 parents
on board for these jobs. They will need to use this system from home or work location.

2. **Trackers staff** (1 parent) User will take the contact information and verify and

get details from donor, get 1 or 2 sentence description of the item (which will go into the written program at the Supper) get terms and conditions as needed, name, address, contact info of donor, value of donation, etc. (see below for complete list of item attributes.)

3. **Co-chairs**, Julia and Annie will need to access the data at any point described above, as they will be acquiring, verifying and delivering items too.

4. **Database developer**, Softward developer to use a web-based system to track raffle items (spreadsheet-like) that all the raffle staff can see and enter info.

Item Types

Golden Raffle item (goal qty 10)
Value is $250+.
Donor could be an individual, company, family, group, etc.
May possibly have a 3-sentence description in the program.
If a business donor, would want option of 3 sentences
Other attributes are shared with regular raffle items, as described below.

Regular Raffle item (goal qty 40)
Value can be approx $25 to below $250.
Donor could be individual, company, family, group etc.
Requires short description for program.

Possible forms of items
1. Physical item only (basket of goodies, physical gift.)
2. Certificate for an item redeemable alone (e.g. movie passes)
3. Certificate redeemable over a period of time (e.g. custom-made pie 3X per year over 1 year)
4. Certificate redeemable paired w/a physical item (e.g. wine store certificate with boxed wine glasses and opener)
5. Certificate for a service alone (e.g. car detailing)
6. Certificate for a service paired with a physical item (e.g. accounting consult paired w/a copy of Quicken.)
7. Certificate for a service over a period of time (e.g. dog walking 4X per year)
8. Photograph of an item (e.g. Golden Raffle kayak will be donated by a group of families) accompanied by a description.

Item Attributes
1. donor name(s) (Important for the 6th grades to address the thank you letter)
2. donor organization name (get this correct spelling_
3. donor address (required)
4. donor phone
5. donor email (optional)

6. Is donor anonymous (This is an attribute of items every year)
7. acquisitions person who sineditem
8. is item to be purchased by raffle team w/donor contribution?
9. who is buying item
10. when is it entered into inventory?
11. item description (for the program) 1-3sentences describing item
12. where to pick up item?
- before Supper to have on hand at Supper
- to be picked up by winner?
- will be delivered by donor to Supper? To staff member?
13. who picked up/ rec'd item?
14. form of item (see descriptions above)
15. location of item (e.g. Annie's basement, donor holding item, etc.)
16. if certificate, is it written up by us or provided by donor
17. Is item perishable?
18. was item delivered at the Supper?
19. was item held and delivered after the Supper, that night?
20. unique identifier, per item (see section below)
20._____
21._____

Item Status

An item will be entered initially by an acquisitions person and will usually not be complete. This entry needs to have a initial status designation. The tracker will need to be able to access this item and add details, based on their contact with the donor. The item will need to have a status designation:

1. certificated acquired from donor
2. certificate will be sent/mailed by certain date
3. certificate will be picked up, by whom
4. certificate will be written up by staff (we have forms for this)
5. gift acquired from donor
6. gift will be sent by certain date
7. gift to be purchased by raffle staff w/donor contribution
8. _____
9. _____
10. _____

Secure Database Item Access

Co-chairs and tracker will need to be able to make changes to an item. Other users will need access to view items, but not to make changes, unless they are the responsible party to verify or deliver the item. In other words, we don't want any user to be able to erase or otherwise corrupt an item, when all they may want to do is look at it or make a simple change, such as a status location change or to add additional information in the verification stage.