

Sandy Zinke, December 5, 2010

2010 Raffle Recap

Before the Raffle

- Very important to collaborate early with Tickets, Publicity and Thank You Letter Committees to map out key dates when Raffle info and database will be due
 - o Ticket Committee needs to know Golden items to be printed on tickets
 - o Publicity Committee needs full list of all Regular and Golden items for SS Program
 - o Thank You Letter Committee will need complete Raffle database with contact names and mailing addresses so 6th graders can send Thank You letters within 2-3 weeks after the Raffle.

Raffle Committee Sub-Groups

- Sales Team (6-8 people)
 - o We had six people on the Sales Committee and this worked well. They need to be the right people who will truly be accountable.
 - o Team members were each assigned one or two towns to cover so people have a defined "territory".
 - o It worked well for us to send the following documents (attached) with an email message:
 - Letter to potential donors describing history and purpose of SS
 - Raffle Item Acquisition Form
 - o Raffle team should brainstorm together to develop list of fun items and categories
 - o Try to think of items that 6th graders will be excited to sell (e.g., iPad worked well this year to generate interest because everyone wanted to win it)
 - o Sales Team members can keep Raffle items until the weekend before the event. Then bring all items to one person's house to organize alphabetically.
 - o **2011 Raffle team should work from 2010 Raffle Database to contact all 2010 donors by email.**
- Database Manager (1 person)
 - o This is a big job and it's really important to find the right person. You need someone who is comfortable with excel and very patient!
 - o This person entered all info about donated items in the one excel database and sent the database at the end of each week to the members of the sales team.
- Raffle Item Organizer (1-2 people)
 - o We chose one person who volunteered to have all Raffle items delivered to her house the weekend prior to the SS.

- She had a long (4 hour) meeting with three members of the Sales team and the Database Manager to go through the Raffle database and the items in hand to make sure there was an actual item for each line item. She arranged all items (many of which were gift certificates) in alphabetical order for easy access during the Raffle.
- She and one other member of the Raffle Committee delivered all items to the school around noon on the day of the event.
- Raffle Management Team (10-12 people)
 - This group managed the logistics of the Raffle including selling tickets the night of the Raffle, picking and announcing Raffle winners, recording the winners' names next to each item and giving items to winners.

Day of the Event – Raffle Management Team

- “Work the line” – It worked great for us to have a person wearing a homemade Golden Raffle ticket “sandwich board” and selling Golden and Regular Raffle tickets to people while they were waiting to get into the SS. Find someone who is willing to be aggressive and have fun with it!
- SS is 5-8pm. We sold Regular tickets until 6pm and then started to draw names of Regular Raffle Winners (only) at about 6:15. We decided to sell Golden Raffle tickets until 7pm or until all 300 tickets were purchased. Then we started to pick Golden Raffle winners after 7pm. Working the line and waiting until 7pm helped us to sell almost all of the Golden tickets.
- Choose someone to manage/guard the large bins of tickets and another person to be the emcee/announcer.
- **Involve the 6th graders and other kids** – Kids of all ages had lots of fun picking tickets for various items and announcing the winners on the microphone.
- Pick extra names as back-up in case they are needed. This year we picked 5 extra names from the Regular tickets and two extra names from the Golden tickets. We did this in case people returned their items. For various reasons, three winners of Regular Raffle items could not use the items, and we gave these to the first three “alternates”.
- Be aggressive to get Raffle winners to pick up their items the night of the SS. The Raffle Item Organizer took home at least 50% of the items and had to contact these people over the next few days.

After the Raffle

- The Raffle Item Organizer contacted people who had picked up their items. She waited until the Friday after the event and sent all small items and gift certificates to winners by mail to minimize playing phone tag and having to coordinate pick-up times.

The Raffle is lots of work and typically contributes 50% of the funds raised. Have fun with it!

**Carlisle Public School
Class of 2013
6th Grade Spaghetti Supper**

Tax Exempt No. 046130387

It has been a tradition for many years in the Carlisle Middle School to hold a town wide Spaghetti Supper fundraiser for the 6th grade class. On October 19 our school cafeteria will become an Italian restaurant, and diners buy tickets for the meal and an exciting Raffle 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 several school field trips
- 8th Grade class gift to the school and various graduation expenses

Typically about 1200 people are seated for dinner and buy raffle tickets for approximately 70 raffle items. All donated raffle items are listed in the program give to every diner. Donated items and corresponding winners are announced and displayed throughout the evening.

About 170 parents will volunteer their time to organize donations, train the students to plan, make and plate 1200 dinners (complete with salad, bread, spaghetti, dessert, beverage and coffee), and wait tables and serve the meals. The students don red aprons and take orders at each table. During dinner, much attention is focused on the calling of the raffle winners - item by item, donor by donor, oooh by aaah.

Raffle donations include products for display on our raffle table and gift certificates for goods and services. We would love to add your business to our donor list in our program. Please keep in mind that this is a non-profit venture for our students and a tax ID number will be provided to all donors. Also, please remember that

- Carlisle residents depend on businesses like yours
- 1200 programs listing each donor and items donated will be given out
- Programs will be in the hands of about 25% of Carlisle residents!

I will contact you early next week to discuss a donation to the raffle. Thank you in advance for your consideration to support the Carlisle 6th Grade Class of 2013!

The Carlisle Public School 6th Grade Class of 2013

CARLISLE PUBLIC SCHOOL
6th GRADE SPAGHETTI SUPPER CLASS OF 2013 FUNDRAISER
RAFFLE ITEM ACQUISITION INTAKE FORM
PLEASE PRINT

1). Donor/Business Name *(As you would like to have it listed in the supper program)*: _____

2). Contact information

2a). Name of donor: _____

2b). Mailing address (street, city/town, zip code): _____

2c) Email address: _____

2d). Phone number: _____

3). Donated item name _____

4). Is this a gift certificate?

Yes – (Ask for the gift certificate and attach to intake form.)

No

5). Description of donated item to be used in the supper program. _____

6). Anonymous? Yes/no _____

7). Expiration date for item? (Should be one year or less). _____

8). Is the donated item a service?

Yes – Please describe _____

No

9). Will date(s) the item is available need to be agreed upon by the donor and winner?

Yes – Skip to question # 11

No

10). What dates will this item be available? (we need all items by 10/1/09) _____

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11). May we package this item with other auction items?

Yes

No

12). What is the donor stated value of this item? _____
(We will include this in our thank you letter to acknowledge your donation and provide winner info if applicable.)

13). Will promotional material(s) be used for display purposes?

Yes - Please describe: _____

No - Skip to question #15

14). Availability of promotional materials for display.

14a). Are promotional material(s) available now?

Yes - (Please take with you.)

No - (They will need to be available by 10/1/09. Someone will contact your about pick-up.)

14b). Will promotional material(s) need to be returned?

Yes - Please describe materials to be returned: _____

No

15). Will promotional material(s) be part of the winnings?

Yes - Please describe materials to be returned: _____

No

17). Other? _____

18). Name of Acquisitions Person

Email address

Telephone #



Sept, 2010

oMangia! Biggest fundraiser for the **Class of 2013!**

With the start of 6th grade, many people are hard at work to prepare for the 6th Grade Spaghetti Supper on Tuesday, October 19. At this event a complete Italian dinner will be served by the 6th graders to over 1,000 Carlisle residents. Remember that the funds raised at the SS will be used by the class of 2013 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 Raffle is one of two fund raising components to the SS evening, and the Raffle Committee needs your help! **The Raffle generates a great deal of excitement and more than half of the funds, so we are reaching out to parents and students again to ask you to think of some really cool and fun raffle items! We need your suggestions for specific items or for people we should contact. Please send an email to either of us at the addresses below. We welcome all ideas!**

Ideas for Regular Raffle items (under \$250) include:

- Goods and services from businesses you know and like (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)
- 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, like an Apple iPad, Kindle or Nook.

The special Golden Ticket items have a higher value -- \$250 and up. Some ideas are:

- Family vacation homes/destinations
- Multiple tickets for sports events
- Group donations (e.g. a group of families plans to pool funds to donate a kayak)

We already have ten items for the Regular Raffle and three items for the Golden Raffle. All 6th graders will be selling Regular Raffle tickets (\$1 per ticket and \$5 for 6 tickets) and Golden Raffle tickets (\$20 per ticket) in September and October. All donated raffle items and donors' names are listed in the program given to all diners (about 1,200 last year!). Donated items and corresponding winners are announced throughout the evening.

If you have questions or Raffle ideas please contact us any time between now and **Sept.24**.

Thanks for your support to make the Spaghetti Supper and the Raffle fun and successful.

Sandy Zinke
Cathleen Joyce

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August, 2010

**Raffle Committee for 6th Grade Spaghetti Supper
for Carlisle Class of 2013**

Cathleen and I would like to organize three sub-groups within the Raffle Committee. We welcome your participation in any or all of them, but we have taken a stab at assigning you to one of the sub-groups below. It would be great if you can confirm that you have received this message and are ok with the assignment we have given you. Here are the sub-groups:

Sales (Raffle item acquisition)

Sandy and Cathleen will both work with this group.

We have assigned Kelly C., Sue & Sam P and Chuck F to this group.

This group will have responsibility for identifying, securing and completing the paperwork for the 60 items for the Regular Raffle and the 10 items for the Golden Raffle. We will give each member of the group a list of previous item donors to call, and we will encourage you to also think of new items/donors. The work for this group will be heaviest in September and the first two weeks of October. I will send you all a separate email with some additional information about the names to call and the paperwork that must be completed.

I'm happy to say that we already have commitments for several Regular Raffle items and we expect many of last year's donors to support us again. We also have commitments for some great Golden Raffle items including the following:

- Winter weekend (non-holiday) at a ski house in Killington, VT that sleeps six people
- 4 tickets to a Red Sox game
- EMS kayak with paddle and life vest

I encourage all of the members of the Raffle Committee to think of fun items for the Raffle -- fun for the 6th graders to talk about when selling tickets and fun for people to win! As you have ideas for people to contact for Raffle items, please send them to me and Cathleen so we are both aware of them and can follow up.

Database management / Raffle item storage

Sandy will be the primary contact for this group, and Kris Gines will provide some guidance since she has created the current database.

We have assigned Jane M, Leslie & Rick A and Gail B to this group.

Someone in this group will need to take primary responsibility for capturing the info about all Raffle items in a database (already created) and then the group will take the lead to store the Raffle items prior to the SS and deliver the Raffle items at or after the event. It would be great if one of the members of this group can send me and Cathleen an email to volunteer to be the primary person to manage the database.

October 19 Raffle Management / Logistics

Cathleen will be the primary contact for this group.

We have assigned Shirley S & Isaac C, Sheila H, Patricia S, Melanie S, Karen R and Sandy N to this group.

You will have responsibility for organizing, staffing and managing the actual Raffle at the SS on October 19. Cathleen has been involved in this activity in a previous year and will be a good resource. Others on the Raffle Committee will be asked to help as needed. Again, it would be great if one of the members of this group can send me and Cathleen an email to volunteer to be the primary person to manage the Raffle logistics.

That's it for now. It will help Cathleen and me if you can each respond to this email to let us know you have received it and also let us know if you are ok with the group to which we have assigned you. We will be in touch with more information about your sub-group before the end of June. Thanks in advance for your help, and save a few bucks this summer for Raffle tickets in September!

You have the very good fortune to have been selected to be on the Raffle Committee for the 6th Grade Spaghetti Supper on October 19. Cathleen Joyce and I are co-charing this committee, and we're looking forward to working with you. I recognize that 5th grade just ended on Thursday and you are looking forward to having the summer for a variety of activities and trips (and probably just some down time). Just the same, we want to outline the duties of the Raffle Committee so you can see what lies ahead in September.

The Spaghetti Supper (SS) has raised an average of \$16,000 for the 6th grade class. These funds are used for a variety of class events and trips that happen from 6th through 8th grade. About half of the SS proceeds come from meal ticket sales from an average of 1,200 people who come for dinner. The other half of the proceeds come from the Raffle. Last year's Raffle raised almost \$8,000 through sales of \$1 tickets for the 60 Regular Raffle items and \$20 tickets for the Golden Raffle (10 items valued at \$250+ each). All 6th grade students will be asked to sell Raffle tickets in September and October.

2010 SPAGHETTI SUPPER

RAFFLE COMMITTEE

Sandy Zinke Raffle chair zinkea@bsci.com

Leslie Amodei
Gail Bernardin
Kelly Challenger
Shu-Yun Shirley Sun
Chuck Farrow
Sam Pietropaolo
Sheila Heen
Patricia Su
Rick Amodei
Isaac Chou
Jane Mosier
Sue Pietropaolo
Karen Ringheiser
Melanie Schiefele

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Sandy Nash ??

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Amodei	Amelia
Bernardin	Clark
Challenger	Grace
Chou	Ethan
Farrow	Jordan
Pietropaolo	Daria
Richardson	Benjamin
Su	Amy
Davis	Margaret
Ringheiser	Alden
Schiefele	Elena
Zinke	Katherine

Nash Whitney ??

