

Ticket Committee Spaghetti Supper Tuesday October 16, 2010
Class of 2013

COMMITTEE CO-CHAIRS

Sarah Hart
Catherine Poirier
Carolyn Stein

TIMETABLE

First week of school (or before school starts if Supper Date is in early October):

- 1) make up the tickets and other paperwork to be distributed to students;
- 2) get a class list from school, by homeroom, so you can make up labels for ticket packets; and
- 3) set up time with school for student meeting re ticket sales (date for meeting is date ticket packets are distributed to students).

Three weeks before Supper Date—student meeting to distribute tickets; deliver envelope with tickets to Fern's for them to sell.

One week before Supper Date—deadline for students to return tickets (pick-up from homerooms).

Wed through Mon before Supper Date—count money and tickets and tally results; if you receive a significant number of unsold golden raffle tickets back in the packets, send out email to class letting them know there are still golden raffle tickets available for sale.

Monday before Supper Date—announce winners who sold most tickets at waiter/waitress training.

Supper Date 4:30 to 8:00 pm—sell tickets at door.

Post-supper—do final tally.

THE COMMITTEE

You need two or three chairs for this committee. You then need only one or two extra parents to help at the ticket table on the night of the supper.

The chairs get the tickets printed, revise and copy the instruction and tally sheets for the students' ticket packets, run the ticket training meeting with the students at school, collect ticket packets from homerooms, and sell tickets on the night of the supper.

STUDENT PACKETS

Each child gets a small-sized manila envelope with his/her name and homeroom teacher name typed on the label. Also typed on the label is the day that ticket packets should be returned. The kids should return their money and tickets in that same envelope.

Include: 12 adult tickets
12 child/senior tickets
5 six-packs of raffle tickets
2 golden raffle tickets
student instruction sheet
ticket tally sheet
spaghetti supper newsletter

TICKETS

We have used the same ticket design for the last couple of years and it has worked very well. All you need to do is change the date and class, and, for the golden raffle, the prizes. You will need to identify a parent in the class or the school who has the software to make the changes to the ticket. This year Mary Lynn Bohn, who had done it last year, updated them for us. It is not a big job, but you need the right software.

We then emailed the updated ticket files to Budget Printing who cut and printed the tickets on the colored paper we had chosen. We printed fewer tickets than last year because there had been so much excess. We printed the following numbers for a total cost of \$220:

1500 adult meal
1500 child/senior meal
4000 regular raffle
300 Golden Raffle

Once the tickets are printed and cut, they still need to be stapled and grouped for the students. This takes a fair amount of volunteer time. We stapled 6 regular raffle tickets for each six-pack and paper-clipped together the 12 child meal and 12 adult meal tickets each child received in his or her packet.

We printed enough tickets to fill each student packet and have extras for Ferns, sales at the door, and for kids who came back for more.

The only tickets we limited were golden raffle, as we had represented that no more than 300 would be sold. We distributed 2 goldens to each child. Children would then let us know if they had more golden ticket buyers ready and were given additional tickets. Kids who wanted extra meal or regular raffle tickets could have as many at a time as they wanted.

If you receive a significant number of unsold golden raffle tickets back in the kids' packets, we would suggest sending an email out to the class letting them know there are still golden tickets available and encouraging them to contact you if they can sell anymore during the week. We did not do that and still had a large number left to sell at the dinner. We did manage to sell most of those, but it took some energetic selling by the raffle committee members.

INSTRUCTION SHEET & TALLY SHEET

A sample instruction sheet (very similar to that used in past years) is included in the folder. A sample tally sheet (also very similar to that used for the past several years) is included in the folder.

Most of the children returned their packets to homeroom on the day they were due, and virtually all the rest turned them in the following day. Committee members go to the homerooms right as the kids are arriving at school; the teachers will help you collect the packets and give out the candy prizes. Some of the tally sheets come back beautifully filled out, others partially completed, and others virtually blank. Remind the kids at the initial meeting of the importance of turning in a carefully completed tally sheet, and then send out an email to the parents shortly before the tickets are returned reminding them to review their children's tally sheets. We gave the kids a prize (a snack-sized bag of m&ms or skittles) for turning the packet in on time.

PARENT CONTACT FOR QUESTIONS/EXTRA TICKETS

The co-chairs are the parent contacts for questions and extra tickets. The parent contacts field questions by phone and email from parents and kids and distribute additional tickets to kids upon request. We distributed extra tickets by telling parents they could swing by our homes and pick them up or by wait for the next school day at which time we (or our children) would drop it by their child's homeroom. Expect a fair number of calls/emails by eager sellers the first few days after you give out the packets. After that, the calls/emails are steady, but lighter.

INCENTIVES

We told the kids from the beginning that there would be a small prize for turning in their envelope on time (we just got small packs of m&ms and skittles), and that there would be prizes for top sellers. We kept what the prizes would be a surprise.

We gave a prize of a \$15 itunes gift certificate plus a packet of regular raffle tickets to each of the top 3 sellers. We gave it to the 3 top overall sellers rather than the top from each homeroom as we thought that was fairest (we announced that from the beginning). We waited to see the sales distribution before deciding exactly how many prizes to give. That turned out to be a good choice as there were 3 sellers whose numbers were considerably higher than the next grouping. In some years a concern has been raised that having incentive prizes would create too much competition among the children. Each year's committee should decide for itself what it thinks is best. But we found the competition to be only light-hearted and fun, not at all negative. And the wonderful thing is that each year everyone has been pleasantly surprised by who wins the prizes; often the children who excel at selling and get really into the ticket sales are not who you might suspect beforehand.

OTHER SALES LOCATIONS

FERNS-- Ferns is always an important location for sales. This year we gave them 100 adult and 100 child/senior meal tickets (they do not sell raffle tickets). They created a barcode and treated the tickets like regular merchandise. We stopped by a few times to make sure they still had

tickets but not to collect money. They sold about 1/2 of each type. Afterwards, they wrote a check for the total amount they owed us. It would be very helpful to advertise more that tickets are available at Ferns (particularly after the kids hand in their packets). It seems Ferns does not want to put up a sign that says "spaghetti supper tickets sold here," but you could note that they will be sold at Ferns on the Spaghetti Supper sign board on the center island or in other publicity material.

AT THE DOOR-There are always a fair number of meal and raffle tickets sold at the door, so be prepared with change and with 2 committee members at a time to sell. Remember to keep track at least roughly as you sell at the door of how many adult, child/senior, regular raffle and golden raffles you are selling. You will need those numbers for the final total tally. The tally is needed not only for the benefit of future suppers, but for the tax returns the Supper Co-chairs have to file on the raffle.

CSA FAIR-We had a table with spaghetti supper (meal and raffle) tickets available for sale at the CSA fair.

STUDENT SALES MEETING

You only get a short time with the kids, so you need to use it well. Basically, you are introducing them to the ticket sales process. Waiter/ Waitress training and other details about the actual dinner come at a later meeting.

One of the ticket committee co-chairs first said a few general words about the supper, getting the kids excited about what the money is for and why we do it. Then the ticket co-chairs gave the kids brief instructions about what they will be getting in their packets, details of tickets (how much they cost, taking cash or checks, etc), the importance of getting names and phone numbers for raffle tickets, when to turn the packets in, and what the incentives were. We reminded them as representatives of their class and the school about being polite, who they might sell to, how they might ask, etc.

A big part of the meeting is getting the kids enthusiastic about the dinner and particularly about selling tickets. We answered lots of good questions and reminded the kids that a full set of instructions was included in the packet and that they could call us with any further questions. We would encourage you to hand out the packets at the end of the meeting, after all the talking, so the kids will not be distracted by looking at their packets during the presentation.

EXPENSES

The primary expenses were printing (\$220) and the cost of the itunes prizes (\$45). The costs of the envelopes and the small candy prizes were covered by the co-chairs, but you could seek reimbursement.

FINAL REPORT

You will need to do a final tally of ticket sales in each category and turn the money over to the treasurer. We used a spreadsheet. Tallying the money and unsold tickets from the students takes a bit of time and needs to be done right after they are turned in because the chairs need to now

how many people are coming, and you need to announce the top winners. So plan on spending a number of hours between the day the tickets are turned in and the day of the waiter/waitress training (when the top sellers are announced) to count the money and tickets and enter the results into your spread sheet.

We turned over the money and results to the treasurer in two stages. First, most of the money and the preliminary results were given to the treasurer a few days after packets were due. Second, after the dinner, we turned in the final money (from late students, Fern's, and door sales) and the final tally.

Our final results were:

	By Students	\$	At Door:	\$	At Fern's	\$	TOTAL \$:
Adult Tickets:	578	4624	82	656	45	360	5640
Child/Senior Tickets:	418	2090	65	325	53	265	2680
Reg. Raffle 6 pack:	381	1905	99	495	0		2400
Single Raffle:	178	178	0	0	0		178
Golden Raffle:	221	4420	78	1560	0		5980
Donation:	83	83	0	0	0		83
TOTALS:	1859	13300	324	3036	98	625	16961
							16961

PLEASE CALL

If you have any questions or need more details, please don't hesitate to contact this year's co-chairs.

Ticket Tally Sheet

Name _____

Instructions:

Each time you sell a ticket, cross out a \$ price in that category. For example, if you sell an Adult Meal Ticket, cross out one \$7. that will help you keep track of your sales as you go along, and make your final tally easier. If you need more tickets, please contact Michele Robinson at mrobinson123@yahoo.com or 978-287-4666. Record the # of extra tickets you receive in the "Extra" space for that category of ticket. When you are finished selling, please add up totals for each category as well as the grand total.

Adult Meal Tickets

\$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8

#sold _____ # unsold _____ #extra received _____ total (# tickets sold x \$8) \$ _____

Child/Senior Meal Tickets

\$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5

#sold _____ # unsold _____ #extra received _____ total (# tickets sold x \$5) \$ _____

Golden Raffle Tickets

\$20 \$20

#sold _____ # unsold _____ #extra received _____ total (# tickets sold x \$20) \$ _____

Six-Packs of Raffle Tickets

\$5 \$5 \$5 \$5 \$5

#sold _____ # unsold _____ #extra received _____ total (# tickets sold x \$5) \$ _____

Single Raffle Tickets

\$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1

#sold _____ # unsold _____ #extra received _____ total (# tickets sold x \$1) \$ _____

Grand Total Checks Cash Collected \$ _____

Total in Cash \$ _____ Total in Checks \$ _____



**The Class of 2013 Spaghetti Supper
Tuesday October 19th, 2010**

It's your turn to help run the Sixth Grade Spaghetti Supper! Before we can start serving spaghetti, you need to sell tickets! Here are your instructions and all of the information you need.

In your sales packet you will find:

- 12 Adult Meal Tickets - \$8 each
- 12 Child/Senior Tickets - \$5 each (child tickets are for kids 8th grade or younger; seniors are 60 or older)
- 5 six-packs of Raffle Tickets (total of 30) - \$1 per ticket or \$5 for a six-pack
- 2 Golden Raffle Tickets - \$20
- Ticket Tally Sheet
- Spaghetti Supper Newsletter

Selling Meal Tickets:

When you sell tickets, you are representing your class and our school, so make sure to be courteous at all times and to thank people for supporting the Class of 2013.

Sell to people you know such as family members, neighbors, and friends. Be creative in thinking about people to whom you might sell: the families of your brothers and sister's friends, families from your sports teams and far-away family members who cannot attend the dinner, but could buy raffle tickets.

When you sell tickets, have some change available (at least 5 one-dollar bills). Carry a pen for filling out raffle tickets and marking off your tally sheet.

You do not need to buy a ticket for yourself. Sixth graders receive a free spaghetti supper.

Ask an adult at home to review your record keeping and the money you collected before turning in your envelopes.

Selling Raffle Tickets:

Ask the buyer to write his/her name, telephone number, and e-mail clearly on each ticket. If someone buys a book of tickets, be sure he or she fills out all six tickets. The raffle will be drawn on the night of the supper, but you do not have to be there to win a prize. Winners will be contacted.

ALL CHECKS SHOULD BE MADE PAYABLE TO "THE CLASS OF 2013"

Please return your envelope to your homeroom on Tuesday, October 12th with:

- Complete Tally Sheet
- All Raffle Tickets (completed and any unsold)
- Any Unsold Meal Tickets
- All Money (cash and checks)

If you have any questions or need more tickets, please contact:

- Cathy Poirier, 978-371-9139, cjpoirier@comcast.net
- Sarah Hart, 978-371-1101, sarahphart@earthlink.net
- Carolyn Stein, 978-287-4718, carolyn.stein@comcast.net

Good morning and welcome to the Class of 2013 Spaghetti Supper Meeting!

My name is Mrs. Hart, I'm Peter's mom. I'm here with a few other parents to talk to you about the spaghetti supper and ask you to go out and sell supper tickets and raffle tickets. You will not do this alone, you have your parents to help you and they will help a lot. The Spaghetti Supper is a big tradition in this town, so people love to buy tickets and come to the dinner.

Thank you to your -

Principals: Ms. Mehaffey and Ms. Hurley

Teachers: Ms. Gray, Mr. Gale, Ms. Stack and Mrs. Rooney

We have several parents here today that are in charge of the Spaghetti Supper -

Josephs's mom - Mrs. Poirier

Natalies's - Mrs. Stein

Does anybody know why we have the Spaghetti Supper?

To raise money for your class activities over the next three years.

- the 6th grade outdoor ed, coming up this spring
- the 7th grade play
- and the 8th grade graduation activities:
 - beach party
 - graduation dance
 - class trip (last year they went to NYC)
 - graduation on the plaza
 - class gift

All of those fun activities cost money and the money we raise from the Spaghetti Supper will help pay for them.

Each year the Spaghetti Supper generates between \$13,000 and \$15,000 dollars!

Each year the 6th grade class sells 12 -1500 dinner tickets. That means you guys will be serving over 1,000 people dinner that night!

And each year the 6th grade sells about six to seven thousand dollars worth of raffle tickets!

This year the Spaghetti Supper is **October 19th** which is the third Tuesday in October and an early release day. That's only 3 weeks away!

Here's how it works:

Today you will go home with your ticket envelopes. We will hand them out by homeroom at the end of this meeting.

In the packet you will find:

12 adult meal tickets - red

Cost \$7 and are for 9th grade and up

12 child/senior meal tickets – green - free for you!

Cost \$5 and seniors are for anybody who asks for one

Raffle tickets – VERY IMPORTANT to get name, address, phone and email address on all tickets!!

5, 6 packs of raffle tickets (a total of 30 raffle tickets)

Cost \$1 each or \$5/6

3 golden raffle tickets each worth \$20

There are only 300 golden tickets because these are big prizes and we want people to have a good chance of winning.

Some examples of golden items this year are

Red Sox tickets!

An Apple ipad!

And an EMS kayak!

In addition to your tickets, you'll find:

An instruction form - yellow sheet

A Spaghetti Newsletter

And a request for raffle items

A ticket tally sheet – VERY IMPORTANT to fill out completely!

If you need more tickets, you can call any of us. Our email addresses and phone numbers are on the yellow sheet. Once you have sold all your tickets, you return them to you homeroom teachers. There are prizes for the top sellers. They must be in by **Tuesday, October 12^h**, that's just over two weeks away.

Any questions?

Please line up by homeroom to receive your tickets.