

Ticket Committee -- Spaghetti Supper -- October 18, 2011

Class of 2014

COMMITTEE CO-CHAIRS

Catherine Fink (978-369-3827) and Margaret Franklin (978-318-9821)

TIMETABLE

First week of school (or before school starts if the date is in early October)—make up the tickets and all the materials that are to be distributed to the students; get a class list from the school (by homeroom) so that labels can be made for ticket distribution to students; and set up a time with the school for a student meeting regarding ticket sales (contact the sixth grade team to see what the teachers' preferences are).

Three weeks before the Supper Date—have student meeting with the sixth grade; deliver envelope to Ferns with tickets for sale.

One week prior to the Supper Date—deadline for students to return packets to their homeroom teachers.

Supper Date—4:30 to 8 p.m—sell tickets at the door.

Post Supper—do final tally and report to class treasurer.

THE COMMITTEE—We had a lot of luck with a committee of two, with additional help selling on the night of the Supper. The chairs get the tickets printed, revise and copy instruction and tally sheets to meet the circumstances, run the training meeting for ticket sake, deliver the pep-talk to the sixth grade about the importance of the Spaghetti Supper, collect ticket packets from homerooms, and sell tickets on the night of the Supper.

STUDENT PACKETS—Each child gets a small manila envelope with his/her name and homeroom teacher name typed on the label. The date for return should also be prominently displayed on another label. Encourage the kids to keep everything related to their tickets in the envelope and have them return 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 and Spaghetti Supper newsletter (obtain that through the Spaghetti Supper chairs—they will have been working on that with the publicity people).

TICKETS—We used the same tickets as had been used in the prior few years and it worked very well. All you need to do is change the date and class, and for the Golden raffle, the prizes (coordinate with the raffle chairs on this). Our tickets were designed by Mary-Lynne Bohn, who was generous enough to allow us to use her design and to actually make the changes for us. (Go Mary-Lynn!). We then emailed the pdf's to Budget Printing and in the next few days went down to Budget to pick the colors for the tickets and the paper stock. We used paper stock, and not card stock this year, as it was cheaper. The tickets held up well and we thought it was a good cost savings.

We printed the following at a cost of \$146.00:

1100 adult meal; 1100 child/senior; 4000 regular raffle; and 320 Golden Raffle (selling only 300, but having a few extra in case of mishaps). These numbers allowed for the envelopes to be filled as noted above, for 100 of each meal ticket type sent to Ferns, and for kids who look for extra tickets.

Once tickets are printed and cut they need to be stapled and sorted for each envelope. The raffle tickets were stapled in groups of five, and each type of ticket was paper clipped with its group. We put a rubber band around the whole thing to keep things from flying out of the envelope when the kids (naturally) wanted to look at them on the bus on the way home.

The only limited tickets were Golden Raffles, which have traditionally been limited to 300 (although in our enthusiasm, we accidentally sold one extra the night of the Spaghetti Supper!). Each child was given two to start, but were told that they could get others if they wanted them. All other tickets were available in whatever denomination they requested.

One thing that we learned was that it was very important to have pretty tight procedures on the distribution of additional tickets. Because many of the kids have difficulty in the tallying process in their envelopes, it makes the overall project of tallying a bit easier if you can keep some of the variables constant.

Once the ticket envelopes are back, try to do an initial assessment about what you have left over for tickets, particularly Golden Raffles. Try sending out an email to the class to say that there are additional Golden Raffles left. People are very generous in picking these up.

Something else that went very well this year was a joint effort between the raffle people and the ticket people on the night of the Supper. The raffle chairs had some of the eighth graders walking the line of people on the stairs up to the cafeteria. We were cautious about it at first, but the kids were EXCELLENT sales people and did a great job that night. We had a few adults out with them as well. Just make sure that you have the kids do a money drop to the selling table every once in a while. Again, it's just a good thing for helping the tallying process.

INSTRUCTION SHEET and TALLY SHEET

Samples of the sheets that we used are included in the sample manila envelope in the side pocket of the binder. Given the fact that tallying seemed to be an issue for many of the kids, a sample suggested new tally sheet is attached. Catherine thought that color coding the sheet might be helpful so that the kids actually get the right ticket tally in the right slot. Again, just a suggestion.

Most kids returned the envelopes on the day that they were due, and the vast majority within a day or two. We each took two homerooms on the first day and had the kids drop their envelopes in with us so that we knew who had turned in the envelope. We then took turns on the subsequent two mornings going to each homeroom. The teachers were very helpful and Melita Early sent out emails for us each day. We had to track a few down by direct email to the parents. Earlier years gave out a candy prize for turning in the envelopes on time, but the school is actively not in favor of food prizes. Check in with your teacher contact on that matter for updates.

PARENT CONTACT FOR QUESTIONS AND EXTRA TICKETS

The chairs are the parent contacts for questions and extra tickets. We made sure that the kids felt like they had easy access to us by email and phone. We distributed extra tickets through our kids at school, and by driving all over town to get tickets to people. Some folks picked them up at our homes as well. During the first few days you will be overwhelmed by all the extra ticket requests, but it tapers off considerably.

FINAL TALLY

We kept an Excel spreadsheet and just kept updating it as money came in. It was very helpful, but it can be done in any way that works for the particular chairs. The work of tallying is time-consuming, so it is best to get to that task as soon as the envelopes are returned. We turned over cash in a few installments to the class treasurer. We held on to enough money to have a good cash box for the ticket sales at the door.

Our final tally sheet is attached.

GOOD LUCK!!! If you have any questions please feel free to contact either of us.

Catherine and Margaret

Spaghetti Supper Ticket Tally Sheet

Student Name : _____

1. Mark off a tally box when you sell a ticket.
2. Completed Raffle tickets must be returned to be entered in the drawings – do not leave them with your customers.
3. When finished, enter number sold and returned for each ticket type. Enter all totals.
4. Return ALL raffle tickets, ALL unsold tickets, and ALL cash and checks to school on *DATE*.
5. Need more tickets? Contact (*include contact information for committee chairs*).

Adult Meal Ticket (You received 12)

\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7
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Sold _____ # Returned _____ \$ _____

Child / Senior Meal Ticket (You received 12)

\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5
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Sold _____ # Returned _____ \$ _____

Golden Raffle Ticket (You received 2)

\$20	\$20
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Sold _____ # Returned _____ \$ _____

Six-Packs of Regular Raffle Tickets (You received 5)

\$5	\$5	\$5	\$5	\$5
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Sold _____ # Returned _____ \$ _____

Single Regular Raffle Tickets (Open a six pack to make single tickets if required)

\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1
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Sold _____ # Returned _____ \$ _____

Total Cash \$ _____ Total Checks \$ _____ Grand Total \$ _____

**Spaghetti Supper Class of 2014
Transfers to Treasurer Sales Breakdown**

Transfers to Treasurer					
11-Oct	Checks			\$5,767.00	
	Cash			\$2,000.00	
	Check Errors			\$108.00	
19-Oct	Checks			\$2,409.00	
	Cash			\$5,155.00	
	Check Errors			\$25.00	
21-Oct	Ferns			\$349.00	
22-Oct	Check			\$5.00	
	Cash			\$40.00	
				\$15,858.00	
Sales Breakdown					
			Number	Dollars	Sub-Totals
*Golden Raffle	Student Sales		213	\$4,260.00	
\$20	Harvest Fest		6	\$120.00	
	At Spaghetti Supper		82	\$1,640.00	
					\$6,020.00
Regular Raffle	Student Sales		380/88	\$1,988.00	
\$5/\$1	Harvest Fest		21/2	\$107.00	
	At Spaghetti Supper		63/18	\$333.00	
					\$2,428.00
Adult Meal	Student Sales		477	\$3,339.00	
\$7	Harvest Fest		7	\$49.00	
	At Spaghetti Supper		96	\$672.00	
	Ferns		27	\$189.00	
					\$4,249.00
Child /Senior Meal					
\$5	Student Sales		444	\$2,220.00	
	Harvest Fest		6	\$30.00	
	At Spaghetti Supper		103	\$515.00	
	Ferns		32	\$160.00	
					\$2,925.00
Donations	To Students		7		\$236.00
					\$15,858.00

*One extra Golden ticket was sold in error, however, raffle odds were not changed because 24 tickets purchased by one donor were not included in the drawing at their request.