

Class of 2015
2012 Spaghetti Supper Raffle Committee Report
Co-Chairs: Pam Ely, Laura France
Committee Members: MJ Cramer, Kevin Flavin

Summary of Raffle responsibilities:

It is the responsibility of the Raffle Committee to:

- research and approach donors.
- acquire and track items.
- Store items before the event.
- Distribute items at the event and the following day.
- Supply lists of donors for thank you letters. This year, the Raffle Committee created the document containing donor information necessary for the 6th graders to send Thank You letters.
- Supply Tax information (complete winner information) on all items valued over \$25.

Before the Raffle:

It is very important to collaborate with the Tickets and Publicity Committees early on to determine what deadlines they have and when the raffle database will be due.

- Ticket Committee needs to know Golden Raffle items early so they can be printed on the tickets.
- Publicity Committee needs full list of all Regular and Golden raffle items for the Spaghetti Supper Program. This information should be available by the first week in October.

Permitting Procedure:

- A raffle permit (\$20.00 fee) must be applied for at the Town Hall. This year, we applied for the permit during the summer. The permit needs to be ready before tickets go on sale and must be hung at the event.
- **Tax forms will be sent to the permit holder and they must be filled out within 10 days of the event. If you don't receive them they can be printed out on-line or picked up at the Town Clerk's office.** Recipient names and addresses of prizes valued over \$25.00 must be reported to Town Hall and we pay taxes to the State Gaming Commission on all proceeds from the raffle. If you are late, fines start being added to the process.

Organization of Raffle Items:

- 54 regular raffle items - prizes under \$200.00
- 11 golden raffle items - prizes over \$200.00 There has been some debate in the past over whether to limit the number of Golden Raffle tickets sold. We did not place any limits this year as we felt we had enough big prizes to make the Golden Raffle exciting without limiting ticket sales.

We approached Carlisle parents and locally owned businesses in surrounding towns (Chelmsford, Acton, Billerica and primarily Concord).

We worked on getting the Golden Raffle items first because that information needed to be printed on the raffle tickets. Several of the Golden Raffle items were group bought by 6th grade parents. We identified several parents and asked them to put together group gifts. We also received cash donations from some of the 6th grade parents. We used these cash donations to increase the value of some of the Golden Raffle Items.

We supplied each donor with a Spaghetti Supper Information Sheet. It detailed for businesses the scope of the fundraiser, provided a tax-exempt number and raffle committee contact information.

We then started with last years raffle database that listed donors and the item they donated. Next we set the database up on Google Doc so all four of us could access it. We separated the list by town and then spent several days personally visiting each donor, reminding them of previous donations, providing them with the declaration letter, and asking them for a donation. Before leaving, we collected a business card and contact name from every place. The same day the contact information was entered into the database. If the contact made a donation then arrangements were made to collect the item (try to get it when you are there) some businesses needed time to put together raffle items. **Follow up was very important - it sometimes took several follow-up phone calls to secure the donation.** We all utilized the Google database to stay on top of stuff. Leaving each other on-line notes as to pick-up changes or questions. Kevin and Pam both worked the phones calling all the 6th grade parents to help drum up more cash donations or group prizes for the raffle.

A note about when to start soliciting raffle donations - earlier is better. Several businesses have mentioned that they set aside a budget for charitable contributions early in the year and when it's gone it's gone. You may want to start pulling together the Golden Raffle prizes in late spring.

This year because of a shortage of volunteers, the Raffle Committee offered to contact parents directly about volunteering for committee positions. Going forward it would be a good idea to call parents once in the spring to ask them which committee they wanted to join if they hadn't signed up already and at the same time if they would prefer to donate a small prize, contribute cash toward a big prize or go in on a prize with some friends on their own for the raffle. In the fall, a simple follow-up phone call or email to confirm the donation pick-up/drop-off, etc.

One person should be responsible for tracking items and crosschecking the database to make sure all entries are entered and complete. This person also organized the items alphabetically by donor and when all of the items were collected assigned a number to each item. Many items were gift certificates and as they came in they were filed in an accordion filing system by donor. If the item was an actual gift as opposed to a gift certificate an envelope was still put in the file with the information on it and the number of the item and the gift was also labeled with the same information.

We supplied a complete list of donors to the Publicity Committee a week prior to the event to allow them time complete the program.

The Day of the Event:

We arrived at the school at 4:00pm and set up a table with all the items. Two committee members "manned the table". There were several people "working" the line the night of the event. Find people who are willing to be aggressive and have fun with it.

Some real thought should be given as to how to best manage the money the night of the event. This year, all money and ticket sales went through the meal table. So, potential raffle ticket buyers had to wait in line with others buying meal tickets and waiting to be seated. Many who would have bought more tickets chose not to wait in line. Adults and students did work the line and it was unclear how tickets and money was handled with "line sellers".

The event is from 5-8pm. This year regular raffle tickets were sold until 6:15 and then we started drawing names. We did use an emcee announcing the winners, with some of the 6th graders drawing the names. The raffle ticket table was set up outside the cafeteria, and we couldn't hear the winners that were drawn. Next year, it would better if the prizes could be drawn outside (perhaps silently) and recorded on a laptop that could be set up to run a slide show of the list of winners in the Cafeteria.

We also printed out large size sheets of all the raffle items and we filled in the winner's names next to the item and then hung the sheets in the main hallway as they filled up. This year, we did not pick extra tickets as back up. We gave all the sold raffle tickets back to the Ticket Committee after the event.

As tickets were drawn they the corresponding item was written on the ticket. So each winner was associated with a number.

As items were picked up, we collected the winning ticket and made sure all the information was written in full. It is important to collect all winners' names and addresses if possible because winners of items over \$25.00 need to be reported to the town. Try and distribute as many items the night of the event.

A committee member took all of the remaining raffle items home. The next day the committee went through and recorded all winners name and contact (from the tickets) information onto the sign-out sheets and then distributed all items to people's homes, mailing them when necessary.

A note about how many volunteers are needed for this committee: In the past there have been as many as 20 and as few as four. Four was tough. We definitely needed more people the night of to watch the table, sell tickets, conduct the raffle and give committee members a chance to eat. I would suggest no less than six people for this committee - more if possible - soliciting raffle prizes and donations took up a lot of time.

Suggestions for Improvement Areas:

- Encourage the kids selling the raffle tickets to have them filled out completely. If addresses aren't printed on the regular ticket - the person checking out items **MUST** record the complete address information. This will help in distributing the items.
- Provide additional training for sales of raffle tickets. There was some confusion about who the students were able to sell tickets to. Also, the Raffle and Ticket Committees should provide more opportunities for group selling in the community. We could try many more places than just the transfer station. We suggest Kimballs, the Farmer's Market, Fern's and at games and practices.
- There should be some real thought about ensuring that the Raffle and Ticket committees report to the same chair. They are inextricably related and there needs to be excellent communication between the two to ensure a smooth event.
- Keep good records for the Town report and the for tax purposes. Be sure to record full addresses of donors at the time it is entered into the database.
- Comments on when to end ticket sales:
- We stopped selling regular raffle items at 6:15 and golden raffles at 7pm. It was suggested that we continue to allow people to buy tickets with the understanding that the prize pool is smaller than at the beginning of the raffle. The earlier the prizes are drawn, the more likely that the winner will be present. **It took several days this year to deliver all the unclaimed prizes.**

Please feel free to contact either Co-Chair with any questions.

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