

Class of 2020 Spaghetti Supper Raffle Report  
Suzan Baldoumas, Rebecca Besthoff, Jennifer Fingado

## **Summary of Responsibilities:**

- Assemble committee Spring of 5th grade
- Apply for Raffle permit at town hall beginning of 6th grade
- Set up database to track prizes
- Collect 20 Golden Ticket Raffle Prizes
- Collect 60+ Regular Raffle Prizes
- Secure advertisements for menu
- Record all prizes, value and donor information on data base
- Coordinate and Communicate with ticket committee
- Set up raffle and oversee at the dinner
- Help to sell additional raffle tickets at the dinner
- Pull and announce raffle winners at the dinner
- Distribute items to winners at the dinner and Deliver or mail prizes to winners who are not present
- Give list of donors, addresses, thank you notes and postage to LA teacher for 6th graders to write thank you notes

## **Before the Raffle**

### **Committee**

We recommend that you have a committee of 5-6 people. We had 3 and it was a challenge. Recruit early! Each committee member can then be in charge of a town or two. If you get your team together in the Spring, you can begin to ask for prizes over the summer.

### **Raffle Permit**

The raffle permit takes about one week to be processed so go to the town hall to do this the first week of school. The town clerk will help you fill out the Gaming Permit Application. You will then be required to get the signatures of three PTO members. These can be the parents on your committee. Raffle tickets can not be sold before a permit is acquired and the ticket will need to know once you have the permit in hand.

### **Meet with Tickets and Publicity**

The 3 committees should work together to determine the following:

-The deadline for ticket and menu printing.

-Who will sell the ads and how much will you charge? Our committee handled this. We sold 1 ad for \$1000 to the Laura B team.

-Will some or all of the prizes be printed on the ticket? We decided not to do this but in previous years, a few big prizes were listed.

-Will the raffle winners be able to choose their own prize? This year we let the golden ticket winners choose their prize but the regular prizes were given randomly. More on this later (see golden ticket change) but this needs to be decided because the kids will need information in order to sell tickets.

-Help to write a sales script for the 6th graders and send a raffle committee member to the training.

## **Prize Collection and Documentation**

We recommend that you work on securing the Golden ticket items first. In our case, this was the prizes valued at over \$200.

Start by sending an email to the 6th grade parents at the beginning of the school year. We also posted on social media and received several prizes this way.

If you have the recommended 6 members on your committee, the best way to get prizes is to ask each member to secure 10-15 prizes and assign everyone an area. As an example:

Westford, Acton, Concord/Carlisle, West Concord, Littleton, Chelmsford.

Be sure to have your request in writing with the Spaghetti Supper or school logo and tax id number available to be handed to or emailed to the owner.

A document should be create to keep track of all donations ask for and received. We used google docs and included a column for notes so that we could see what others were doing at a glance. That way we could follow up on each other's requests as necessary.

Once all of the prizes have been collected the committee members should meet to organize everything and prepare for the display. We numbered all of our prizes and prepared a list for easy tracking. We bagged and put red gingham ribbon on all of the golden prizes. We also put a description and donation information in plastic frames for these prizes. If you would like to use these frames, email [Suelueb@comcast.net](mailto:Suelueb@comcast.net).

## **Golden Ticket Change**

This year we decided to try something new. We let people put their golden tickets in a container next to the prize they hoped to win. In the past, all of the golden tickets have been mixed together. The reason we decided to do this was twofold. The first is obvious. Many of these big, wonderful prizes are very specific (American girl doll, child's bike, Clark Farm share, game tickets) and we wanted the winners to be thrilled to win something they really wanted. In years past, we have heard of these prizes never being used and so we thought it would be fun to keep that from happening again. The second reason for the change was out of courtesy to the donor. We felt it was much better advertising for a business if we created a kind of buzz around what they so generously contributed.

Unfortunately, the ticket committee was not onboard with this idea so our new plan was not explained to the 6th graders. It would have been better for them to have known so that they could include this in their sales pitch. The kids turned in all of the tickets sold. We had a "will call" table at the Supper for people to retrieve their golden tickets. This way they could put them

in front of the prizes they hoped to win. If you choose to this again this year, we strongly encourage you to have a script for the 6th grader to use explaining this to them. For those tickets that were not claimed, we divided them evenly and put them in prize cups ourselves.

In the end, we were very pleased with the change and received lots of positive feedback from Supper goers. The will call table was not nearly as challenging as we expected it might be. It was also exciting to see people leaving with prizes that they were thrilled about winning.

## **At the Spaghetti Supper**

### **Set up**

We set up in three sections of the hallway. Please check with the decorations committee about your intentions first. You will request tables and tablecloths from them. We had our will call/ golden ticket collection table right inside the door so that we could catch everyone coming in. On the other end of the hallway, just before the entrance to the cafeteria, we had two tables with all of the regular prizes and a big Spaghetti pot to hold the tickets. If you don't have a really big lobster size pot, you may need two spaghetti pots.

Then in the middle of the hallway we displayed all of the Golden Ticket prizes. We used this space to showcase everything by wrapping things up individually, framing the description and donor information and providing a cup for the tickets. This gave ample space for each to be seen. You may need 3-4 tables if you choose to do it this way.

The publicity committee printed prize winner posters that we hung on the lobby window next to the cafeteria entrance. Please double check this against the prize table before calling out winners.

Post the raffle permit at one of the tables.

### **Volunteers**

We had one person sit with the ticket committee, two at will call and one at each of the prize tables. You will need at least two more volunteers when you begin drawing names.

We stopped selling tickets at 7:30.

### **Drawing Names**

We had several high school students help the whole evening and they called out 10-15 winners of the regular raffle prize every 15 minutes starting at 6:30. In between calling out winners, these names should be recorded next to the prizes on the posters as well as on a separate document. At 7:30 the golden ticket prizes were drawn. The middle school principal did this for us. The two most important things here are to record the winners as you go and send home as many prizes as you can. So, track people down before they leave if they don't come to you first!!

### **After the Raffle**

Divide up the uncollected prizes and distribute to the winners.

Complete the tax return forms with the class treasurer. You must do this within 10 Days! A copy and check must also be given to the town clerk. If you have any questions, they will help you.

Provide raffle donor information to Supper chairs and LA teacher for thank you notes. They will be written in class.

If you have questions or need help, just send me an email or give me a call.

Suzan Baldoumas

[Suelueb@comcast.net](mailto:Suelueb@comcast.net)

508-726-4854