

Job Description Christmas Boutique Raffle Basket Chair

9/2021

The Raffle Basket Chair is responsible for organizing the preparation of the baskets and the sale of the baskets at the Christmas Boutique.

Roles and Responsibilities:

Circulate a sign-up sheet which assigns a coordinator and contributors for each basket.

Assist the coordinators in collecting items as necessary

Designate a time and place for the coordinators to bring the baskets for wrapping. This has been done after the November General Meeting.

Deliver the baskets to the Boutique and set up the baskets for sale.

Oversee the sale of the baskets during the boutique and the drawing. You may get volunteers to help on the day of the sale.

Contact the winners and arrange for them to pick up their baskets.

Steps to a Successful Basket Raffle

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Start early - end of year pass around sign up for basket coordinators and donations. Finish Sign up in September. There should be about 5-6 people donating to each basket and one person collecting the items and getting the basket.

Everyone should participate. Cash donations are welcome.

Have members bring items to the October meeting if they don't get them directly to the coordinator.

Baskets are collected on or before the November Meeting for wrapping.

Margaret Collins has been very generous by printing and organizing the envelopes and raffle tickets.

At the Boutique use bags or jars to collect tickets for each basket. It helps to put something heavy in the bottom of the bags to weigh them down.

List the contents of each basket to display on each basket.

Make a festive numbered sign to be placed on each basket and its associated jar or bag.

Sign up 2 members for each 2 hour shift to sell tickets at the Boutique. Sign up sheets are at the November meeting.

Record the winners and call them. Set a time for them to collect their baskets the next morning.

Vendor Suggested Places to ask for Donations:

Shop Donations in the past

The Audubon Shop- Madison	(private boardwalk for 10 at Hammo)
Van Wilgens- Branford	(2-3 gift cards (\$25 each)
Guilford Greenery	(\$50 gift card)
Acer Gardens- Deep River	(\$50 gift card)
Country Farms- Guilford	(\$20 gift card)
Flutterby - Guilford	(\$25 gift card)
Breakwater Books - Guilford	3 books
Page's Hardware- Guilford	Whale stuffed toy
Jodie's Toy Shop- Guilford	Soleno Toys
Just Hatched- Guilford	(\$10 Gift Card)
Massage Savvy	(\$51 gift certificate)
Skinsenations	(\$30 gift certificate)
Heads Together	(\$50 gift certificate)
Sarah's Nail Nook	(\$34 gift certificate)

Amarone's Restaurant

(\$25 gift card)

Raffle Baskets for Christmas Boutique

Update of Volunteer Names

A BIG thanks to everyone whose name appears below.

Now it's time to call ALL HANDS ON DECK!!

If you have not had the chance to sign up for a basket, you may do so now
by emailing (put your email here)

or

by simply bringing your donation(s) to the Wednesday's Garden Club
meeting.

Donations will be collected at the door,

Please note that all baskets will be assembled and wrapped after the
November meeting, which is why the big push is on for all the donations for
this Club wide activity.

Thank you all in advance!!

Italian Basket

Coordinator:

Contributors:

Christmas Basket

Coordinator:

Contributors:

Wine Basket

Coordinator:

Contributors:

Baby Basket

Coordinator:

Contributors:

Children's Toys Basket

Coordinator:

Contributors:

Garden Basket

Coordinator:

Contributors:

Bird Lovers Basket

Coordinator:

Contributors:

Cat Lovers Basket

Coordinator:

Contributors:

Dog Lovers Basket

Coordinator:

Contributors:

Spa Basket

Coordinator:

Contributors:

Chocolate Lovers Basket

Coordinator:

Contributors:

Patriotic Basket

Coordinator:

Contributors:

Basket of your choice Basket

Coordinator:

Contributors:

Your name here

Email sent out in September:

Welcome back! ___ and I are sending out this note prior to our September meeting to give you all a chance to think about which Christmas Raffle baskets you might like to donate to or act as a coordinator for. Donations should be a new item, a store gift certificate or a monetary donation if you prefer. We are asking members to see this as an opportunity for everyone to participate in this successful moneymaker for our club. An early start on this project will give basket coordinators time to organize their baskets. The baskets are as follows.

1. Italian basket
2. Christmas basket
3. Baby basket
4. Children's toys basket
5. Garden basket
6. Cat Lovers basket
7. Dog Lovers basket
8. Spa basket basket
9. Chocolate basket
10. Bird Lovers basket
11. Wine basket
12. Basket of your choice

Clipboards will be at the September meeting for you to note which basket you will be donating this year, as well as a space for coordinators to sign up. All coordinators will be supported by ___ and I. Consider getting together with a few friends for this project!

Warm regards,

Your names

Email sent out in October to Coordinators:

Final Reminders to all Coordinators:

All completed baskets are due at the November General meeting. Please make arrangements for someone to bring your basket and the typed list if you are unable to attend this meeting.

Baskets will be assembled and wrapped directly following the meeting by the wrapping committee.

Please remember to include a typed list of all your basket items. Indicate any gifts/certificates donated by a vendor so that a thank you note can be sent.

Any extra items brought in by members at the November meeting will be incorporated into the appropriate basket.

Please let us know if you still need a basket and we will provide one.

Thank you for all your work and all those little extras you incorporate into your baskets.

1. Italian basket - Put coordinator's name after each basket
2. Christmas basket
3. Baby basket
4. Children's toys basket
5. Garden basket
6. Cat Lovers basket
7. Dog Lovers basket
8. Spa basket
9. Chocolate basket
10. Bird Lovers basket
11. Wine basket

12. Basket of your choice

Email sent in October to members:

Date

Basket friends:

Friendly reminder that all baskets must be delivered to the November Garden club meeting.

Please include your list of your basket items. If a gift certificate or basket gift has been donated by a vendor, note this so we may send a thank you note.

Add anything else that you need to tell members.

Basket Raffle Tickets
Sign up
for Selling tickets

10-12 pm

12- 2pm

2-4 pm

4-6 pm

6-8 pm

Other information:

Margaret Collins: cell: 203-506- 7949
home: 203- 457- 9288