

Pioneer Quilters Guild

Quilt Show Raffle Basket Chair

1. Summary description of position/committee responsibilities

Responsible for working with the guild to get at least ten donated themed baskets for the Quilt Show Basket Raffle. Keep track of the themes that are being donated (to avoid duplicates) and the contact person for each basket. Organize and wrap the baskets that are donated in an unwrapped condition. Create a list of basket contents, if one is not provided. Create an attractive basket display at the quilt show. Draw the winning number for each basket at the quilt show, and notify the winners immediately.

Approximate time commitment

- a. Weekly – Varies by time of year - Little if any activity until May/June
 - b. Monthly – Varies by time of year – Approximately one hour a month May – September. The majority of effort occurs during October and November.
 - c. Yearly – Overall time spent throughout the year is approximately forty hours, which includes time spent at the quilt show
2. Number of members on position/committee: Committee Chair (this can be done as a team effort)
3. Forms used: The only form used is the Reimbursement Request Form for reimbursement of supplies purchased.
4. Detailed description of tasks/responsibilities:

May – August make an announcement at the general meeting requesting basket donations. Write a newsletter article for May – October then a final article after the show

September & October

Collect basket donations
Wrap as necessary
Prepare the content list for each basket
Decorate ticket jars
Check with the Reception to ensure there is an adequate number of raffle tickets

November (Quilt Show)

Decorate the Raffle Basket Area
Sell tickets
Keep track of income and prepare money for pick-up by treasurer
Keep track of number of tickets sold for each basket (historical purposes)
Arrange to get baskets to winners
Clean up the raffle basket area and store all leftover supplies for use next year.

5. Financial Information:

Budget – Estimate the budget necessary for raffle basket supplies