

Sew and Sew Raffle Committee

1. Summary description of position/committee responsibilities:

Purchase items for a raffle table each month. Work within a budget to offer desirable items for the table. Get to meeting about 1 hour early to set up table. Take money as people purchase tickets. Announce winners after meeting, or midway through meeting. Hand in receipts and money to treasurer.

2. Approximate time commitment – about 6 hours a month, for shopping and the general meeting
3. Number of members on position/committee: Chair and one or two others to help with shopping and help at the table.
4. Forms used: Expense forms for reimbursement and form to turn in money collected to the treasurer. Both are available on the guild's website.
5. Monthly tasks—Purchase items for the raffle. Hand in earnings to treasurer after each meeting. Hand in receipts for reimbursement after each meeting to treasurer. Send announcement of raffle winners to newsletter.
6. Financial Information: Budget is decided at the first of the year budget meeting. Sew and Sew is expected to either break even or generate small income.
7. Transition: At the December guild meeting, new chair person can take home the sew-n-sew bucket of tickets and signs.
8. Other notes: This job is a lot of fun if you like to shop. We went to as many quilters flea markets as we could find---there are great deals out there. Shopping is also necessary for the end of the year drawing—bonus tickets. End of the year items need to be stored until December.