

WWN Policies and Procedures Manual
Section 28
Ways and Means
March 18, 2025 Rev 3

Duties, Policies and Procedures Pertaining To: Ways and Means

A. Duties

The Ways and Means Committee will consist of a chairperson, co-chair and members deemed necessary by the Chairperson.

The committee will be responsible for the following:

1. Raising funds by raffles, auctions, or any way deemed feasible.
2. Submit funds raised and requests for reimbursements for each activity to the Treasurer on an Income and Expense Report.
3. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedure

1. Conduct a “Fifty-fifty” raffle at Club meetings. Be prepared to start selling tickets at the meeting prior to raffle.
2. Conduct a “Fifty-fifty” raffle at activities.
3. Conduct the annual auction held at the October meeting. (See attached special instructions.)
4. Have \$60.00 petty cash for making change when necessary.
5. Fifty-fifty raffle notes:
 - a. Purchase raffle tickets. Submit receipt to Treasurer with an Income and Expense Report for reimbursement.
 - b. Raffle ticket prices are: 1 ticket for \$1.00, 3 tickets for \$2.00, 5 tickets for \$3.00, and 10 tickets for \$5.00. It is best to have strips of 10 tickets prepared before members start to arrive.
 - c. Conduct drawing when requested by the President.
 - d. Divide proceeds as follows:
 1. Remove the \$60.00 petty cash before counting the money.
 2. 50% given to Treasurer.
 3. Divide the remaining prize money at the discretion of Ways & Means Chairperson.

C. Annual Picnic

Coordinate with the Picnic Hosts to be present to take care of the 50/50 drawing. If you are unable to attend, find someone to take your place and give them the tickets, etc. 100% of the money collected is given out the membership at the discretion of the Ways and Means Chairperson.

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D. October Auction Procedures

1. In July, begin to promote the auction by writing an article for the Newsletter and announcing the upcoming auction at the meetings.
2. Be sure to emphasize that the auction is a bake goods and crafts auction,-not a rummage sale. Also, start the bidding at 10:30 AM.
3. Chairperson to determine: the auctioneer, auctioneer helper, cashier(s), and runners to watch for bidders.
4. On the day of the auction, arrive by 9:00 AM to have tables for auction articles ready. Have the following items ready to log in items:
 - 5 x 3 cards
 - Copies of attached log sheets
 - Change for the cashiers - just use the \$60.00 from raffle petty change.
5. Log items as follows:

When an item arrives, it will be accompanied by two 5 x 3 cards describing the item. Assign it a number from the log-in sheet. Write the assigned number on both 5 x 3 cards. Place them with the item. If possible, tape or pin the cards to the item.
6. The auctioneer will start the auction and accept bids in whole dollars only. When an item is sold, a runner gives one of the cards to the winner, the cashier notes the winning bid and bidder, and the item is returned to the table. Winners can claim their items at the end of the auction. Cashiers note on the log-in sheets the amount and form of payment. This allows for the proceeds to be balanced.
7. Total amount taken in is calculated and given to the Treasurer on an Income and Expense Report.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.