

The Role of the Chairman

The Raffle Chairman is the leader of the Charity Raffle Project. You have responsibility for the total project including keeping record of sales, ticket distribution, motivation of members to sell tickets, and preparing the final report.

1. Ask the members for help when you prepare the letter and tickets for all members. Ask members that attend meetings or events to take the envelopes for Brother Knight they know, work with, or live close to them.
2. Ask the member for help just before the convention when they stamp or write the council number on the back of the tickets. They should also check each ticket to make sure all tickets in a book have a name and telephone number with area code. Open this meeting up to family members.
3. Members that help with #1 and #2 become your raffle team. Start and end the meeting with a prayer. Take a group picture and use it in your newsletter or on your web site.
4. Set a goal for your sales. It should be a dollar number and represent a growth in sales from last year. Remember you are raising money for your CHARITY.
5. When you give tickets to members and they either sell, buy, or both they are the seller and get credit for the sale. Record how many books of tickets each receives, and the dollar amount returned. It is not necessary and a waste of time to record ticket numbers.
6. A second goal is how many members participate in the Charity Raffle Sales. By keeping track of the Knights that return money, you know what percent are active member of the project even if they cannot attend meetings.
7. It is very important for you to work with your Financial Secretary to turn in money and checks often. This keeps down the number of checks that bounce.
8. You will also need to fill out the State Raffle Sales Report with total dollar amount of tickets sold and list the charity (charities) to receive checks.
9. If you hit your goal early, set a new [stretch goal] target and reach for it. Do not sell yourselves or the council short.
10. The Raffle Chairperson should attend the Convention as a delegate or alternate delegate, turn in the raffle report, check, and answer questions about the report. Consider it a reward for your leadership in a very important fund raiser.