### FUNDRAISING CHAIR

Procedures (Raffle Tickets):

1. Submit a ticket design for raffle drawings.
2. Coordinate to have tickets printed and arrange for distribution. Any costs related to printing will be charged to Fundraising Committee.
3. Notify the winners and Convention Chair so arrangements may be made with the hotel’s Master Account.
4. Have 1800 raffle tickets printed up, cut, collated and stapled on stub side.
5. Print raffle tickets on 20lb paper so if more have to be printed they can be printed on regular home printers.
6. Hand out books of tickets to Region 6 Representatives at Spring Assembly. In addition distribute raffle tickets throughout Region 6 for the pre-Convention drawing.
7. Keep record of names, phone numbers, email addresses and number of books taken. Make follow-up calls approximately one month prior to Fall Assembly to remind people to forward money and stubs for drawing. , Draw is held at Fall R6 Business Assembly just prior to Convention. Notify the winners and R6 Convention Chairs.
8. Oversee raffle drawings for the pre-Convention distribution/selling of raffle tickets throughout Region 6. Prizes usually include: 1.) Convention room/meal package and registration fee; 2.) set of Convention recordings; 3.) Convention registration fee. *Note: it is recommended to start selling raffle tickets at the Spring Assembly prior to the convention*.
9. Oversee Region 6 fundraising-sponsored events and/or items for purchase on or before the Convention. Any excursions or merchandise, e.g. shirts with the Convention logo, would be listed on registration form and paid for in advance.
10. Prepare and submit a budget for fundraising items for inclusion in the Convention budget.
11. All stubs/money should be collected prior to drawing at Fall Assembly.
12. Drawing of raffle prizes occurs at fall assembly prior to convention.
13. Maintain complete financial records and turn them in at the close of the convention.
14. Prepare a wrap-up report with information on Fundraising Committee work to be submitted to Region 6 post-Convention.