LOQG Raffle Table Job Description and Procedures

1. There are 4 buckets to hold tickets purchased. Each bucket goes with group of items to be given to winning ticket.
2. The night before the meeting, make four piles of items (6-7 items per pile.) Try to divide the four piles evenly with a variety of items. Put each pile in a plastic bag (like Walmart bags) and place in the raffle table tote.
3. The night before the meeting, make up ticket packets. Each packet has 10 tickets. Fold and paper clip.

At Meeting

1. Arrive by 9:15 a.m. to set up table in back of room.
2. Take items out of bags and put on table. Place a bucket behind each pile.
3. Tickets are 2 for a dollar or each packet of tickets is $5.00
4. Tickets are sold before the meeting and during the break.
5. After the business meeting, items are given away by drawing a ticket.

After the Meeting

1. Add up the sum of money collected and submit Income Expense form to treasurer as in accounting procedures. Put cash back in the drawer, pack up sign, buckets, etc. and put in tote.
2. Make sure the chairs are put back in the back in the row.
3. Throw away any trash on table and the floor.

Reimbursement for purchases

Keep all receipts for reimbursement. Submit Expense Reimbursement Form to the treasurer for reimbursement. The forms are on the web site and in the left side pocket of the notebook. You can generally wait until you have 3-4 receipts before turning in to treasurer. Print a copy of the receipt directly off the website after you place your order. That way you are guaranteed to have a receipt to turn in.

Donations

Periodically, members donate items from their stash at home (fabric or notions.) Since these items are donations, no cash is given; so no receipt is necessary.

Tickets

1. Tickets are 2 for $1.00
2. When you run out of tickets, you can purchase another roll at Walmart.

Websites to Order From

1. Missouri Quilt https://www.missouriquiltco.com/
2. Madam Sew https://madamsew.com/
3. JoAnn Fabrics https://www.joann.com
4. Nancy's Notions https://nancysnotions.com/
5. Annies https://www.annies.com/
6. Shabby Fabrics https://www.shabbyfabrics.com/
7. Fat Quarter Shop https://www.fatquartershop.com/
8. Any other site