

## **Raffle Quilt Marketing Committee**

Bi-Annual Gift for 'Ohana (MultiCare Breast Center)

**The Raffle Quilt Marketing Committee** is the custodian of our Raffle Quilt, upon completion by the Raffle Quilt Crafter's committee until it is presented to the raffle winner at or after the Quilt Show. This committee is to arrange for the sale of raffle tickets, while maintaining detailed records for ticket sales.

The Raffle Quilt Marketers Committee includes the Chairperson and one or more YVQG member volunteers who will meet to begin arrangements for marketing about a year in advance of the Quilt Show. Many additional member volunteers will be needed for this project's success.

The Committee Chair or appointed committee Member will receive the completed named raffle quilt by early June and will provide safe storage of the quilt when not on display until it is raffled at the quilt show. The Raffle Quilt Drawing is held at 3:00pm on the last day of the YVQG's Quilt Show.

The Committee will work with the Raffle Quilt Crafter Chair, to research printing sources and choose the vendor on basis of quality, cost, and printing time. Order 5000 tickets, stapled into booklets of 10. Information to be included on the tickets can be found in the Raffle quilt Marketing notebook, to be found in the file cabinet in the guild's storage unit.

### **Selling Tickets:**

The Committee is responsible to make a spreadsheet to enable accurate tracking of the 500 booklets of ten (10) each. These records are necessary to comply with the laws concerning non-profit organization fund-raising. These records, including all ticket stubs and receipts, must be retained for one (1) year in a file in YVQG storage unit.

The Committee will locate the display stand (usually stored in the YVQG storage unit), obtain the money box, locate the folding table and two chairs in YVQG storage unit and gather all other necessary supplies and equipment for the marketing display at the marketing location.

The Committee will search for locations to sell tickets: call local stores to set up times and dates for ticket sales. (All 3 Wray's Markets, Red Apple in Selah have been used.) When working with these locations, arrange for the display to be indoors. Winter Bazaars, the Home Show in the Sun Dome, Harmon Senior Center Bazaar, etc. are other possible locations. When not being marketed, the Raffle Quilt will be on display at MultiCare Breast Center as much as possible or displayed in a YVQG member's shop.

The funds raised through the sale of tickets for our Raffle Quilt benefit MultiCare Breast Center to assist funding Breast Health Services. Sharing this fact with prospective ticket purchasers promotes sales.

The Committee will create a signup sheet for shifts to sell tickets to circulate at YVQG General Membership meetings. Plan to have members always work in pairs.

The Committee will assure the Raffle Quilt, display stand, money box with \$40 in change, the folding table and two chairs, and any YVQG display items are ready to set up for sales at scheduled locations. At the end of each sale day, assure the Raffle Quilt, ticket stubs, and other items are delivered for safe-keeping to the Raffle Quilt Marketing Chair (or their representative) until the next sale.

Monies collected should be given to the Treasurer as soon as the sale day is completed. Retain a receipt for monies of each sale day with your records.

Check that all ticket stubs have at least a name and telephone number, including area code. Record ticket stubs and monies collected on the spreadsheets. After the ticket stubs are recorded, remove the staples and store in a safe place until the drawing at the Quilt Show.

After the Quilt Show and the Raffle Quilt is delivered to the winner, the Committee will make sure all equipment and supplies are put away and returned to storage.

Each YVQG member is encouraged to sell at least one \$10 booklet of tickets. The member will pay for the tickets upon receiving them to simplify record-keeping. The member may re-sell the tickets or put their own names on the stubs.

Thank you for accepting the Raffle Quilt Marketing Committee Chair.