



# Mountain Garden Club Position Description Form

**Position Name**

**Raffles Chairperson**

Date Created: Jan 24, 2017

Form Creator Name: DD Warren

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Committee Name: \_\_\_\_\_

MGC Raffles & Door Prizes

## Position Overview:

The Raffles Chairperson would ideally work with another member to create three to four raffles for each program and luncheon during the MGC year (total of 10 events). The raffles significantly subsidize the operating costs of the club and should be of such a quality to convince members they want to buy tickets, while at the same time being relatively inexpensive to the club to purchase. Also, 10 to 12 door prizes are provided twice a year at the Holiday Luncheon and the Annual Luncheon.

## Skills/Abilities/Other Requirements:

If possible, some of the raffles should coincide with the program subject or time of year (e.g. Thanksgiving) each month. They should all be garden related or be MGC, NH Federation of Garden Clubs (NHFGC) or National Garden Clubs (NGC) merchandise, such as a logo coffee mug, tote bag, shirt or apron, or NGC jewelry. The items that are purchased should be relatively inexpensive, found at such places as garden shops, TJMaxx or Christmas Tree Shop. Sometimes members or local businesses donate items for the raffles and can be used if they are relevant to what you are doing that month. At each event, in addition to the raffles, the raffles committee will need a cash box (provided by the treasurer), raffle tickets and a basket for the tickets. A club member should be asked to sell tickets prior to the business meeting and during hospitality break. Two people will be needed to call the ticket number and hand out the raffle prizes.

## Essential Position Functions:

1. The raffles committee should enjoy shopping for quality items at bargain prices (the less money spent, the more the raffles net for the club's operating expenses).
2. They should have a creative flair for arranging theme baskets (e.g., an MGC coffee mug with coffee or tea, decorative napkins and cookies), planted containers (e.g., herbs with edible flowers or a flowering plant in a decorative container) and groupings of items (e.g. books written by the speaker or having to do with the program subject).
3. As we are attracting more and more male members, some of the raffles should appeal to the masculine side of gardening (i.e, tools, instructional books, landscaping, hardscaping).

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Raffles Chairperson**

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Rev. 2017



# Mountain Garden Club Time line Template

**Event/Publication**

**Raffles**

Date Created: Aug 5, 2016 Form Creator Name: D. D. Warren

Event/Pub Date: (appx) Aug 5, 2016 Form Creator Tel.: \_\_\_\_\_

Date to Begin By: Aug 5, 2016 Form Creator Email: \_\_\_\_\_

Committee Name: Raffles Committee

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Anytime	Always be on the look out for bargain items that would appeal to the members as a raffle item.	TJ Maxx, Walmart, Ocean State Job lots, Christmas Tree Shop etc. provide fertile ground for good raffle items.
1 Mo. ahead	Discuss with other members of the committee what the upcoming theme is and what kinds of items you already have. Decide on what you are going to put together.	
2 Wks. ahead	Touch base with committee members to see where everyone is with their items and if anyone needs help.	
2 Days ahead	Verify with the Treasurer that you need a cash box and raffle tickets at the meeting.	Review the possibility of bundling items together to gain a more favorable response to ticket sales.
Day of	Set up the raffle items in a conspicuous place. Ask some members to sell tickets before the meeting and during the break. Ask someone to draw the winning tickets and someone to hold the ticket container.	Bring the items to the meeting.

Rev.

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