

MOTHER'S DAY RAFFLE

Procedures and Tasks

1. Acquire prizes and values -- donated, purchased
2. Decide draw date, location, sales timeline, number of tickets -- give info to Barb for License app.
3. Design poster -- photo of prizes- info (see former poster) print (VND or Essay) and distribute
4. Tickets -- update info and print -- Essay
5. Reserve sales location -- New Market, KSCU
6. Organize sellers and schedule
7. Create Ticket distribution/revenues list and get copy of License from Barb
8. Monitor sales and collect revenues
9. Make deposits at KSCU
10. Organize the draw (photo?)
11. Distribute prizes
12. Prepare final revenues/expenses doc for Lottery report