**Kenmore Rotary -Activity Guide- A6 (V3)**

**Trailer Raffle**

**Event- Author- Jim Dalton April 2022**

Organise and run the annual trailer raffle for fund raising in Kenmore area.

**Planning**

There are 11 main steps & a few minor ones, approx. timetable & responsibility is as follows:

1. Book the shopping centre
   * It does not matter who does this but should be the member organising the Raffle
   * Need a decision on the drawing date ( preferably the weekend before our last meeting in December) - we usually sell for 6 weekends up to & including the drawing weekend
   * Needs a copy of Rotary's District insurance ( not usually available until late July or August)- get this from our Club Sec; & email it to the centre when it is available.
   * Ensure rear shopping centre doorway has not changed, can still get the trailer through
   * booking should be done early July
   * Request a table with cover and two chairs be provided. This is now essential for processing EFT payments and recording members sales as between cash and EFT.
   * Sometime before starting, it is necessary to sign some paper work in the centre office ( can be in October)
2. Order the trailer
   * Order the trailer from Just Trailers at Rocklea – Frank Mullane is the contact 3277 0333
   * Specifications are:
     1. 6 x 4 handyman.
     2. 600mm high cage.
     3. 6”swingaway jockey wheel.
     4. 2 new 14”white sunraysia rims fitted with new 185R14C light truck tyres.
     5. Blue in colour.
     6. 12 months Qld registration.
     7. Cost in 2021 was $2,300 including GST
   * Because we now have a trading relationship with them they are happy to send an invoice to the Treasurer for payment
   * nominate a " pick-up date a Month BEFORE the start of selling, to allow for:-
3. delays
4. purchasing contents
5. filling the trailer,
6. ordering  is best done in August or early September and has been stored securely with ian nave in their extra secure car park. Ken Ryan has the tow ball lock and a chain if required.
   * the trailer has to be registered ( Just Trailers do that) in someone's name take the transfer documents ( downloadable) with the current certificate to the winners house & get the forms filled in then. It does not cost anything to transfer the rego. It is also possible to transfer the rego online providing you have the winner’s Qld licence number and name.
   * The Cover for the Trailer should be available from last year. Stored at The Self Storage shed at Indooroopilly . Access Code see Ian Kip[atrick, Pat Cook or Ken Ryan
7. Order tickets

* Determine ticket price, currently $2. Still many supporters buy $2.00 tickets each time they shop and as costs of printing tickets are a minor issue So suggest retain $2.00 tickets.
* Copy Cat Press mailto:nisarg@copycatprint.com.au) printed the tickets this year. I have found them very helpful and efficient.2000 books were printed, and but about 150 were sold.
* Determine advertising banners for beneficiaries and sponsors. May be able to use prior years banners for beneficiaries. Try and make banners generic so they can be reused for several years. Sposors banners will be a one off annual cost.
* Consider small banner for cost of tickets.
  + a decision needs to be made, at committee level, as to whether to have a second prize
  + Book and ticket numbers need to take into account online ticket sales. In 2021 tickets 10000 to 19999 were allocated to online and paper tickets went from 20000 to 30000 Confusing at the draw and in the past explain the second and third prizes is time consuming when the focus is the trailer and selling books
* **Suggestion for putting the numbers in the barrel for the draw at the centre draw makes it more transparent. Alternative of computerised draw can be pursued and then we can dispose of the barrel and numbers that are only used once a year and stored at Indooroopilly self-storage. If computerised system may be able to not have to limit sales to blocks of 1000.**

* Tickets should be ordered by mid-September. Allow 2 to 3 weeks for printing.
* We collected the tickets and Minuteman Press sent the invoice to the Treasurer

1. Set up Online Ticket Sales

This is done through RaffleLink ([www.rafflelink.com.au](http://www.rafflelink.com.au)) the contact person is Belinda Watson ([belinda@rafflelink.com.au](mailto:belinda@rafflelink.com.au)) The raffle web page needs setting up using the template provided. There is a lot of scope to set up a stunning raffle web page. The tickets sequence is determined at this stage.

1. Contact previous sponsors, verbally, e-mail or letter in September to determine if they are willing to contribute again. Certificate of appreciation for each of the sponsors can be framed and photographed. See Ken Ryan/ Paul McLaughlin or Pat Cook re certificate and frames. Alternatively letter of appreciation to be emailed.
2. Write up article for the Local Bulletin with photo to advertise the Raffle. This should be included in the November edition so need to be with barry early October for mid October deadline. Setup Facebook posts on the Club’s Facebook page and also 4069 Community and Surrounds and 4069. News.
3. Contact Kenmore Scouts and Kenmore High to determine if they will help selling tickets. KSHS Year 11 Leadership Group did an outstanding effort in 2020. Scouts should be given the opportunity in 2021.Both need 2 months to organise involvement
4. Fill the trailer

* In 2020 and 2021 he majority of the trailer was filled with goods from Costco Wholesale at Bundamba. You do need to be a member to buy from Costco. I purchased these and got reimbursement from The Treasurer
* Sponsors who provided goods were Mitre10, Amcal Pharmacy, Christian Rowan MP, Ross Evans Garden Centre, Coles and Woolworths
* Café Bliss and Café Fiori provided a coffee voucher for people who purchased a whole book. We printed 400 vouchers for Café Bliss and 200 for Café Fiori, and these were all issued after four weeks..
* Urvi and Sanjay Shah provided goods from The Good Guys, Burleigh Textiles, Pacific Islands International and Badili Hardware.
* In total the value of goods in the trailer exceeded $4,000 due to the generous donations of the sponsors and Urvi and Sanjay.
* It is necessary to stress donations need to be received for timely packing in the Trailer. A couple of donations could not fit in the trailer and were held over to 2021.

1. Find a secure storage place for the trailer from delivery and for the six weeks of the raffle. Martin Grabert provided safe storage in 2021 .
2. Draw up the roster

Ask members to indicate their availability & time preference, then draw it up, the hardest bit is to ensure there is someone who can tow the trailer on Friday am, Sunday am & Sunday pm’

The roster needs to be updated weekly based on members needs. Not all members are prepared to go on the roster.

E-mail updated Roster to members weekly to reflect changes and remind members when they are on duty. Follow up on no-shows.

1. In 2021 extensive use was made of Square Terminal approx. 45% of sales were processed via credit card. This reduced cash handling due to COVID concerns and purchases quite often found it more convenient. Check the Club’s iPad, Square card reader and SIM card are all operational. Jim has custody of these.

**Raffle Operations**

Based on the 2020 raffle the following steps are required:

1. Allocate books to members at the last couple of meetings prior to the start of the raffle. In 2020 each member was given 25 books to sell. A record is kept of the book numbers allocated to each member. Several members returned their books who do not wish to sell. In 2021 consider reducing this number to avoid unsold books being returned.
2. Each day admin members (those not wishing to stand and sell tickets) will process EFT sales and must keep a record of EFT and cash sales by each member using the EFT and Cash Sales reconciliation sheet. An example of this sheet is attached. **It is essential that selling member agrees his/her sales with the admin member at the conclusion of each shift**.
3. It is the responsibility of each member to bank their cash sales promptly into the Club’s Activities Account
4. Non members selling on the day are allocated books and their numbers are recorded by admin. They return their sold and unsold books plus their agreed cash to admin. at the end of their shift. Admin will arrange banking of these cash sales.
5. Those on duty on the last shift for the day are required to cover the trailer and reasonably secure it.
6. **Each night the Club’s iPad and PayPal reader must be recharged**. The use of a battery power pack is required to charge these devices during the day as access to an AC power point is not possible. **The iPad and PayPal reader will fail without battery backup,**

**Based on the 2021 raffle the following step are required and these worked well**

1. Jim and Rosemary had overall control of raffle books. Books were issued to each seller at the start of their shift. Sold and unsold books were returned to Jim and Rosemary. Partly sold books were reissued to following sellers.
2. Each seller’s cash sales money was handed over to Jim and Rosemary and reconciled with their ticket sales. Each seller’s credit card sales were recorded on a spreadsheet by Jim and these were totalled and formed part of the seller’s sales reconciliation.
3. At the end of each selling day, Jim and Rosemary attempted to reconcile all cash and credit card sales with actual tickets sold.
4. At the end of each weekend Rosemary banked all cash sales and the Treasurer was advised of the total of cash banked and credit cards sales processed.
5. **This procedure is a lot of work for those involved but it saves chasing members for sold and unsold ticket books and the banking of cash. In prior years there were some reconciliation issue between tickets sold and cash banked. This was eliminated.**

**Operation-Draw Day**

1. Prior to Draw Day all books are to be returned. This should happen progressively as we had to chase missing books. It is a legal requirement that all issued books are accounted for.

* assemble all butts in numerical order ( to be able to locate the winners name)
* have the barrel ( ?) from which to draw the numbers. See above wrt computerised draw????

1. Conduct the draw at the stated time (get the President or someone else to draw the numbers)

* contact the winners by phone
* deliver the trailer and goods to the winner
* transfer the registration to the winner
* take photos of the winners for the KOG and local media
* post the winner’s first name, suburb, and ticket number on the Club’s Web Home page. Nothing further for privacy reasons. Retain on website for one month.

1. Post drawing
   * Return signage to storage for following year
   * Destroy all tickets
2. **Contacts.**

Kenmore Village Shopping Centre Management- Joe Appleton, Commercial Manager.

Printers- Minuteman Press, Milton, Robert Ferguson

Trailer – Just Trailers Engineering, Rocklea, Frank Mullane 3277 0333

Online Sales – RafflelLink, Belinda Watson, belinda@rafflelink.com.au

**Attachments**

A6-1-Roster Example

A6-2-Sponsors Signage 2020

A6-3-Sponsor Letter

A6-4-Selling Tips

A6-5- Daily EFT and Cash Sales Reconciliation by member

A6-6- Letter of Appreciation to Sponsors