

Chapter Ways & Means Raffle Fundraiser Chairman's Planning Guide September 14, 2009

Planning

1. Primary Purpose

To raise money for Charleston Jaycees Ways & Means.

2. Brief Description

The chapter must raise money every year for the yearly operating costs, known as Ways & Means. Although funds are acquired through membership dues and a percentage of charity fundraisers must go to chapter Ways & Means, without specific Ways & Means fundraisers the chapter will end the year with less than the start of the year. Ideally, the chapter should end the year even or with more funds in the bank.

Raffle rules: Raffle tickets go on sale at the monthly membership meeting on August 3, 2009. Drawing shall be held at the monthly membership meeting on September 14, 2009. Cost per raffle ticket is \$1. No limit to maximum purchase. Open to Jaycees and non-Jaycees. Need not be present at drawing to win. Cash only payment method. 1 winner shall win tickets for 2 on the Spirit of Carolina dinner cruise. Tickets include cruise and dinner. Alcohol, dessert and gratuity not included. Reservations required.

This project relates to the US Jaycees Areas of Opportunity:

- *Area of Opportunity:* Business
- *Commission:* Financial Management

Specific and measurable goals:

Goal A: To raise \$500.

3. Manpower Assignments

Chapter Vice President/Director Amber Wright / Molli LeMin
P.O. Box 30446
Charleston, SC 29417-0446

management@charlestonjaycees.org

Duties: To provide assistance toward the project as required by the Chairpersons.

Fundraiser Chairpersons Amber Wright
P.O. Box 30446
Charleston, SC 29417-0446

management@charlestonjaycees.org

Duties: To implement and evaluate project; to oversee all aspects of the project and to make sure that the project goals are met.

Chapter Communications Vice President:

Michelle Quaranto
P.O. Box 30446
Charleston, SC 29417-0446
communications@charlestonjaycees.org

Duties: To publish event details in applicable local newsletters.

SCJC Communications Director: Haley Stuhr
South Carolina Jaycees
P.O. Box 2865
West Columbia, SC 29171
scjc.communications@yahoo.com

Duties: To publish event details in applicable SCJC newsletters.

Chapter Finance VP Brian Clarity
P.O. Box 30446
Charleston, SC 29417-0446
finance@charlestonjaycees.org

Duties: To accept / deposit money raised into chapter checking account on or before 09/30/09.

4. Materials, Supplies, and Resources

Quantity	Description	Person Responsible	Date Needed By	Purchase/ Donate
500min	Double raffle tix	Jennifer Davidson	08/03/09	Donate
1	Event fundraiser flyer	Sara Roth / Amber Wright	08/03/09	Donate
1	Prize	Amber Wright	08/03/09	Donate

Community Contact

SpiritLine Cruises
360 Concord Street, Suite 201
Charleston, SC 29401-6305
843.722.2628
www.spiritlinecruises.com

Assistance: Prize donator.

5. Potential Problems and Solutions

Problem: Meeting goal, to raise \$500.

Solution: Delegate the selling of tickets to members/chapter friends. Extend sales to state-wide.

**6. Proposed Budget
Income**

Item	Proposed
Cash Income	
Appropriation from Chapter	\$0.00
Raffle tickets sales	\$500.00
Total Cash Income	\$500.00
Donated Items	
Raffle tickets	\$0.00
Flyers	\$0.00
Prize (Approximate Value)	\$100.00
Total Donated Items	\$100.00
Total Income	\$600.00

Expenses

Item	Proposed
Cash Expenses	
	\$0.00
Total Cash Expenses	\$0.00
Donated Items	
Raffle tickets	\$0.00
Flyers	\$0.00
Prize (Approximate Value)	\$100.00
Total Donated Items	\$100.00
Return of Appropriation	\$0.00
Total Expenses	\$0.00
Total Projected Profit	\$500.00

7. Specific Steps

Deadline	Action
07/15/09	Amber Wright accepts chairperson position
07/25/09	Post fundraiser details with CJC Communications (Michelle Quaranto)
08/03/09	Create/print fundraiser flyer
08/03/09	Receive prize
08/03/09	Receive raffle tickets
08/03/09	Begin selling and MMM
08/25/09	Post event with SCJC Communications (Haley McBride)
09/14/09	Tickets sales end / Drawing held at MMM
09/14/09	Money turned over to chapter Finance (Brian Clarity)
09/30/09	Money deposited into the chapter checking account
09/30/09	Chairperson completes CPG

Implementation and Evaluation

8. Revisions to the Original Plan

Date	New Action
n/a	n/a

9. Changes and Recommendations

1. Selling raffle tickets was difficult. A common phrase heard was in reference to having no cash on hand. I'm not convinced allowing credit/debit card purchases would have remedied this. Possibly if a buyer would want 10 or more tickets, then credit/debit purchases could be allowed via Paypal. Keep in mind that Paypal deducts a service charge so know what that charge is before allowing this purchase option
2. Raffle tickets should have been offered at any/all events other than meetings. A ticket sales representative could have been delegated so that all events could be tickets purchase points. This should include other chapter events so delegates should include members of other chapters. Posting in the SCJC newsletter is not enough. Proactive selling in necessary.
3. Local companies were not offered the opportunity to participate. Emails and fax numbers are readily available. Possibly a flyer for these companies could have been made and emailed or faxed and then follow up visit or phone call should be made. However, solicitation laws must be considered.
4. It's a constant frustration that Jaycee members do not understand why Ways & Means (money in the chapter checking account) is necessary for a successful chapter to provide upfront funding for large events and to treat our members with benefits. Large events are requested and enjoyed by this chapter but without funding these events are difficult or even impossible. All chapter members require understanding of the financials of the chapter. Our chapter is a business that only a few, mainly the Executive Team, only confront on a regular basis. Chapter members need quality, but easy to understand, instruction about chapter Ways & Means. Chapter members need to know more of the business aspect so that they feel more responsibility and pride to assist in fundraisers as this. It may be too drastic to begin schooling our members with an actual training class but to begin a simple Board Report from the chapter Finance department could assist at Monthly Membership Meetings as well as simple articles for the chapter newsletter.

10. Results and Impact

Goal A: To raise \$500.

Result: \$116 was raised. 23% goal accomplished.

Impact on Chapter: The chapter gained income. This is helpful to fund future projects.

Impact on Individual Members: The raffle provided some excitement for the individual members. Some members learned how projects are funded and why its important for our chapter to conduct Ways & Means fundraisers.

Impact on Community: ~~The non-Jaycees in the community were introduced to the~~ Charleston Jaycees if they didn't already know of the organization.

Final Budget**Income**

Item	Proposed	Actual
Cash Income		
Appropriation from Chapter	\$0.00	\$0.00
Raffle Ticket Sales	\$500.00	\$116.00
Total Cash Income	\$500.00	\$116.00
Donated Items		
Raffle tickets	\$0.00	\$0.00
Flyers	\$0.00	\$0.00
Prize (Approximate Value)	\$100.00	\$100.00
Total Donated Items	\$100.00	\$100.00
Total Income	\$600.00	\$216.00

Expenses

Item	Proposed	Actual
Cash Expenses		
	\$0.00	\$0.00
Total Cash Expenses	\$0.00	\$0.00
Donated Items		
Raffle tickets	\$0.00	\$0.00
Flyers	\$0.00	\$0.00
Prize (Approximate Value)	\$100.00	\$100.00
Total Donated Items	\$100.00	\$100.00
Return of Appropriation	\$0.00	\$0.00
Total Expenses	\$100.00	\$100.00
Total Profit	\$500.00	\$116.00

6. Proposed Budget

Income

Item	Proposed
Cash Income	
Appropriation from Chapter	\$0.00
Raffle tickets sales	\$500.00
Total Cash Income	\$500.00
Donated Items	
Raffle tickets	\$0.00
Flyers	\$0.00
Prize (Approximate Value)	\$100.00
Total Donated Items	\$100.00
Total Income	\$600.00

Expenses

Item	Proposed
Cash Expenses	
	\$0.00
Total Cash Expenses	\$0.00
Donated Items	
Raffle tickets	\$0.00
Flyers	\$0.00
Prize (Approximate Value)	\$100.00
Total Donated Items	\$100.00
Return of Appropriation	\$0.00
Total Expenses	\$0.00
Total Projected Profit	\$500.00

Final Budget**Income**

Item	Proposed	Actual
Cash Income		
Appropriation from Chapter	\$0.00	\$0.00
Raffle Ticket Sales	\$500.00	\$116.00
Total Cash Income	\$500.00	\$116.00
Donated Items		
Raffle tickets	\$0.00	\$0.00
Flyers	\$0.00	\$0.00
Prize (Approximate Value)	\$100.00	\$100.00
Total Donated Items	\$100.00	\$100.00
Total Income	\$600.00	\$216.00

Expenses

Item	Proposed	Actual
Cash Expenses		
	\$0.00	\$0.00
Total Cash Expenses	\$0.00	\$0.00
Donated Items		
Raffle tickets	\$0.00	\$0.00
Flyers	\$0.00	\$0.00
Prize (Approximate Value)	\$100.00	\$100.00
Total Donated Items	\$100.00	\$100.00
Return of Appropriation	\$0.00	\$0.00
Total Expenses	\$100.00	\$100.00
Total Profit	\$500.00	\$116.00



DINNER CRUISE FOR TWO ABOARD THE SPIRIT OF CAROLINA!

Tickets: \$1.00 each

Drawing: 9/14/09

***Raffle to raise money for the Charleston Jaycees
by the Charleston Jaycees Management Team***

- **Prize: 2 tickets for the dinner cruise aboard the Spirit of Carolina (a SpiritLine yacht) touring the Charleston Harbor (donated by SpiritLine Cruises); alcohol, desserts and gratuity not included.**
- **To purchase tickets contact any Charleston Jaycees member or email management@charlestonjaycees.org**
- **Tickets will be sold Aug 3rd -Sept 14th**
- **Drawing to be held on Sept 14th at the Charleston Jaycees Monthly Membership Meeting (need not be present to win)**
- **Raffle is open to Jaycees and non Jaycees**



**FORT SUMTER TOURS
SPIRITLINE CRUISES**

Charleston's Premiere Cruise Fleet