

## WAYS & MEANS

The Chair organizes this NYSOMOTC fundraiser at the annual State Meeting. They collect the donations from the Member Clubs represented. They may initiate other types of fundraisers with the approval of the Executive Board.

**Midterm Executive Board Meeting:** Plan to attend this meeting and present a written activity report. Provide eight (8) copies for the Officers and the Minutes Approval Committee. Announce the theme for the next year's State fundraiser.

**Before the State Meeting:** For the March/April issue of the Presidential Papers write an article to remind the clubs about their donation to the State Raffles. Minimum value of \$25.

- Confirm with the State Meeting Chair the tables needed preferably near the State Meeting Raffles area.
- An additional 50/50 raffle will be conducted to raise funds for the Eleanor Siegel Fund
- Purchase a sufficient supply of tickets (25 pre-numbered tear-offs preferred). The double-ticket rolls may be used.
- Provide enough containers to drop tickets in.

**At the State Meeting:** On Friday, set up tables near the registration/raffles area with the appropriate items. Collect the baskets and identify each one with the club's name. Make sure you have someone to assist at the sales table. If tables are in an open area, all items must be moved and stored in a safe location. If in a room, be sure doors can be locked. Count and record all monies collected. If available, place the money in the room's safe deposit box.

- **Friday Executive Board Meeting** - submit an activity report. Inform the President, should you have to work the raffle table and not be able to attend.
- **Saturday General Meeting:** During the lunch break draw all the winners; print the ticket numbers on poster board or paper. List of winning tickets may be circulated during the afternoon session. Announce where and when the winners can collect their prizes. You need extra help at this time.
- **Sunday Executive Board Meeting:** present a report of sales activity and hand all monies collected to the Treasurer.

**Newsletter Articles:** Submit articles for the Presidential Papers as required.

**Expenses:** Submit a voucher form, with receipts attached, to the President. Keep a copy for the file.

**File:** copies of reports, expense vouchers, unused raffle tickets and badge are returned to the Procedure Manual Chair at the end of your term.