

## WAYS & MEANS

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

**Activity Reports:** prepare and present a report at the board meetings. Email a copy to the Webmaster by the submission due date.

**Prior to the State Meeting:** For the March/April issue of the Presidential Papers write an article reminding the clubs about their basket donation and that it is properly labeled with the club's name and contents. Minimum value of \$25. An additional 50/50 raffle is conducted to raise funds for the Eleanor Siegel Fund

- Confirm with the State Meeting Chair the tables needed preferably near the State Meeting Raffles area.
- Coordinate with the State Meeting Raffles Chair the color of tickets you are using
- Purchase a sufficient supply of tickets (25 pre-numbered tear-offs preferred). The double-ticket rolls may also be used.
- Provide containers to drop tickets in.

**At the State Meeting:** On Friday, set up tables near the registration/raffles area. Collect the baskets and identify each one with the club's name. Make sure you have a committee member 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 report of sales activity and hand all monies collected to the Treasurer.

**Midterm Executive Board Meeting:** Present a report and announce the theme for the next year's State fundraiser.

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

**Expenses:** Submit a voucher form, 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.