

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
WAYS AND MEANS COMMITTEE
CHAPTER 4 APPENDIX (M)**

I Duties Prior To Convention:

- A. The Ways and Means Committee is formed to raise funds to defray Convention costs.
- B. Arrange to have a full page Program Book Ad, sponsored by your hotel, one year prior to your convention.
 1. This full-page ad should provide you with an exhibit table, where you can provide members with brochures about your hotel, information about local attractions, etc.
 2. Stimulate interest in your convention, obtain gift certificates from your hotel for free room nights, or free meals; offer these prizes in a “fund raiser” raffle for your Convention Host Committee.
- C. Arrange for printing of tickets one year prior to your convention for a drawing to be held at your convention.
 1. Obtain at least three bids from print shops for serialized two part tickets.
 2. First, Second and Third prizes for this drawing have traditionally been money, e.g., \$1,000.00 first prize, \$500.00 second prize and \$200.00 third prize. (Any one can use money, where a trip, TV, or some other item may be difficult for the winner to use or get home).
 3. 15,000 to 20,000 tickets should be printed and ready for distribution to chapters one year prior to the convention. Traditionally the tickets have been sold at 6 tickets for \$5 or \$1 each.
 4. Once the tickets are printed, arrange to have them distributed to each chapter in the Federation. Distribute number of tickets based on proportionate number of chapter members.
 5. Insure there is a forwarding letter which explains the details of the

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drawing, cost of tickets, date by which monies/tickets must be returned, where the monies/ticket stubs should be returned e.g., 30 days before start of convention.

6. Keep detailed records of numbers of tickets provided to each chapter for tracking purposes.
 7. **NOTE:** If you contact a business (such as a pizza parlor) to have the tickets printed, they may pay for the printing in exchange for an advertisement or coupon on a portion of the ticket.
- D. Solicit contributions in the form of gift certificates or tangible prizes may be from businesses such as restaurants, fast food chains, department stores, discount stores, and etc. within the community and chapters within the host district.
1. However, be aware that a person from another area, may not be able to use a coupon which is good at a local establishment and large prizes may be difficult to get home.
- E. Obtain two ticket tumblers: a smaller one for the 50/50 drawing, and a larger one of the Prize drawing.
- F. Request two tables from the Convention Host Committee Facilities Coordinator, preferably located at the entrance of the convention room. Make signs showing "Prize Drawing" and "50/50 Drawing" to hang on the table.

II During the Convention

- A. A 50/50 daily drawing each day of convention is a good source of revenue. Tickets can be sold for \$1.00 each. The daily drawing gives 50% of the ticket sales to the winning ticket drawn while the other 50% goes to Convention Host Committee treasury.
1. Purchase two rolls of tickets for daily 50/50 drawing, each roll a different color. Alternate ticket colors each day the drawing is held. Dispose of each day's tickets after each drawing.
 2. Find four volunteers to staff the ticket tables. Record the time spent working on the committee for redemption of funds to the

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chapters when the convention is over.

- B. Draw the Prize Drawing tickets at the end of the convention.
 - 1. It is suggested that only the cash prizes be drawn at the general session of the convention due to the time involved.
 - 2. The tickets for the remaining prizes can be drawn and posted on a bulletin board outside the general assembly room.
 - 3. Deliver prizes to winners at the convention, or arrange for pickup of prizes by the appropriate District Vice President, or Chapter President, for those people who are not present at the convention.

II Duties At The End Of The Convention:

- A. Prepare a report for the next convention Ways and Means Chair,
 - 1. Which indicates the number of tickets printed.
 - 2. The number and types of prizes obtained,
 - 3. The number of tickets sold, etc.
 - 4. Any information which would be helpful to the next Chair.

END