

# Spring Fling Committee

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## **RAFFLE**

(Minimum 2 years sobriety)

### **Standard Duties**

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide leadership in their specific area and to initiate action necessary for a successful conclusion .

### **Officer Duties**

- Check storage and purchase additional raffle tickets if needed. Purchase or make sure Al-Anon chair has adequate supply of white raffle tickets for their raffle.
- Request donations of baskets or donated items to create baskets for the raffle. Contact several AA groups for donations. Ask committee members to request a basket donation from their home group. Pass a sign-up sheet at the committee meeting for a basket donation from committee chairs.
- Find out your budget for purchasing additional raffle items to fill in. You will need from a minimum of 25 to 30 baskets to raffle. The chairperson will purchase a television as the main raffle prize, using Spring Fling funds.
- Select your committee and keep in mind that they will be handling cash, so choose your people carefully. You will need several people available to sell raffle tickets.
- Take the time to train your committee. We use cash and Zettle
- Be available the entire weekend of Spring Fling. You are responsible to conduct all raffles. The final Sunday morning raffle will include selling raffle tickets for at least one hour before the start of the meeting. The final raffle is held after the Sunday speaker meeting and will include all plants on the stage.
- Collect money collected by your raffle sellers, as needed. Make sure they have raffle tickets to sell and change.
- Turn money from sales over to Treasurer, as needed. Treasurer will provide you with labeled envelopes for you sales money.
- Make sure raffle baskets and raffle drum are secure at night.
- Maintain your notes in your binder and return the binder to the Registration table sometime during the Spring Fling event for next year's chair.