

Rainier Agility Team Trial Raffle Instructions

PRIOR TO THE RAFFLE

RAFFLE DONATIONS

SOLICIT RAFFLE ITEMS FROM CLUB MEMBERS

Mass e-mailings work! Announcements can be made in classes and at meetings. Notices can be put in newsletters (keep track of deadlines for newsletters) Be sure to include info about the reason you are having the raffle: fund raising for the club and for charitable orgs. Be sure to let folks know where they can bring their raffle items. (meetings, classes, etc.)

Send reminders out periodically. For mass email reminders, it seemed nice to say thanks for all those donations already made!

It may be useful to have someone willing to collect donations from different parts of town (if for instance you live in the north end and don't usually travel to the south end!) Get this person's permission to use their name and phone number and email address in any notices you generate.

Some people will want to donate money if they don't have time to shop. Ask what they would like for you to purchase with their donated funds. Go shopping! Be sure to keep track of these transactions and let the donors know what you ended up doing. Others will let you know, at the last minute, that they are bringing an item to you at the trial. Make tags up in advance (explanation to follow) You will be glad for any organization you can do BEFORE arriving at the trial! Some folks may neglect to actually deliver! That's OK, go with the flow! I did have an unsettling experience once. Someone emailed me that they would bring two wonderful items (one service certificate and one gift basket) on Sunday. On Saturday I set out the boxes for those items. I had done this with the same person at a previous trial, so wasn't worried. For some unknown reason, that person didn't come to the trial on Sunday. There were tickets in both ticket boxes when it came time for the draw and no accompanying raffle item! Fortunately, the persons who were the winners knew the donor and didn't mind collecting their prizes directly from her. I don't know what can be done to solve this kind of potential problem. Possibly just putting out ticket boxes on Sunday for Sunday-only donors is the solution. I imagine that most folks take more than one look at the items in the raffle!!!

SOLICIT RAFFLE ITEMS FROM ANY VENDORS THAT WILL HAVE BOOTHS AT THE TRIAL

The trial chairperson is usually the one in charge of vendors, get their names from her/him. As part of the agreement made with vendors when they request space from the club, a donation from them is made for the raffle. Find out what it is that they will be donating so that you will be ready with a descriptive tag and ticket box for that item (further explanation to follow!) Let them know that you will pick up their donation at the venue.

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CONTACT OTHER AGILITY CLUBS

RAT has traded free trial entry certificates with other area clubs: WAG, CAT, SAC and possibly TOP DOG. You can contact each club through their current president (try looking on the Clean Run site). If they are not the one who deals with such transactions, they should be able to direct you to the right person. Since there seem to be new clubs forming, feel free to update the above list!

(SAC hasn't had a raffle yet, so they never got anything in exchange from RAT. If they do have a raffle in the future, we should surely give them a certificate. They gave us one trial entry in 2001 for the Lacey trial raffle, and two certificates good for either obedience or agility sessions at their school for the 2002 Elma trial raffle).

After discussing this in Board Meetings, it is agreed that it should be stated on the trial entry certificate that the free entry is for "weekend packages only". This is specified so that there will be no confusion by the recipient. Some trials have extra games or special events which are NOT part of the deal!

Currently, these trial entries are good for a year from the time of the raffle. That way, the recipient has four RAT trials to choose from. If, for some unforeseen reason, the recipient is unable to use the certificate during that year, it was agreed that the trial secretary could be approached with a request for continuance.

Trial entries are the BIG raffle favorites. Be sure to work on getting them. These are another item that can be picked up at the trial. Be sure you know who the contact person is and get in touch with them again just before the trial to reconfirm your agreement. Be sure to get RAT trial entries signed and ready to exchange. (see example) In the past, trial entry certificates were sometimes made that were small enough that they could be enclosed in the envelope with the trial premium without being folded. Not knowing at the time how to do the computer graphic design thing very well, I had to make mine full page size! There is a floppy in the storage bin with the art work on it, should you want to use it. Be sure to update the dates on it! If you don't want to use that one, feel free to make a new design or possibly Gordon Frazier has a design from the past!

It may prove to be useful to number the trial entries that are given out (such as E1, E2, etc. for entries given out in connection with the Elma trial, for example. Just a thought! I actually had this thought after two trial entry certificates that I had exchanged with another club were lost on that contact person's trip home from the trial. The lost certificates were replaced. If I had numbered the originals, and recorded which numbers were exchanged with which other club, I would then have been able to invalidate the lost entries with our club. This is probably not necessary due to the extreme honesty of agility folk in general! Yet, it might be helpful to the trial secretary to know how many are out there since she is the one who will need to be dealing with the allowable number of entries for each trial, etc.)

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You will also, of course, be raffling off a RAT trial entry. Be sure to have a form for that as well!

For the Elma 2002 trial I purchased some purple folders onto which I attached page protectors. These worked out well for displaying any certificates for services or trial entry forms. I just used the folders like easels. These are also in the raffle supply bin. Be sure at the time of the draw that you get the folders back so that they can be used again! You can tape the tag for each certificate right onto the plastic page protector!

SOLICIT OUTSIDE DONATIONS

Pet stores, your veterinarian, even hardware stores that have pet supplies can be approached. They may want suggestions. Gift baskets seem popular, nutritional supplements like Missing Link are good. Veterinary supplies for first aid kits are great! You can get dog grooming, check ups, etc. These service donations are wonderful but perhaps limited to folks who are from the area.

When soliciting outside donations it is good to have a letter which states the focus of the club and the purpose of the raffle. It should be signed by some VIP in the club, or by yourself, as Raffle Chair. Businesses may want to have a copy of this letter so be prepared! As a percentage of the raffle proceeds will be benefiting charity orgs, it is good to list the names of the recipients, past and present! Some large corporations or chain stores will request a tax ID number. As of this date, RAT has not obtained one.

KEEP A RECORD

It was especially helpful for me, in my attempts to keep organized, to record all donations, who donated each item, etc. Generate a numbered list. I found it helpful to also put two check boxes before each number on the list (see example.) This proved to be very useful for me. When it came time to make tags (see below) for each item, I could easily check them off as I progressed. I also found it helpful to check items off as they were packed for the trip to the trial. Don't want to forget anything! (If you are like me, remembering all the dog stuff and people stuff AND raffle stuff that I need to bring overtaxes my brain!) The list proved invaluable when setting up the tables!

RAFFLE SUPPLIES

MAKE TAGS

Make tags for each item (see example). I went to Kinko's and copied tags in corresponding colors for each ticket box (see below). These tags are attached to the item itself (bring something to help you attach the tags: tape or clips or pins). There is an original in the raffle supply storage bin that you can use to make copies if you want to stick with that design.

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Write the item description and the donor's name, or their dog's name! Have fun! People commented that they liked having the donors' names on the tags, it made the raffle seem more interesting and personal. Use numbers that coordinate with those on your list (see above.) This comes in very handy when you are trying to set up the raffle in a timely fashion. Store the tags until you set up the raffle.

RAFFLE TICKETS, TICKET BOXES & \$\$\$ COLLECTION JAR

Purchase rolls of double tickets at a party supply store. Be sure to use one color for the regular raffle, and if there will be a workers' raffle as well, get a second color for that.

Currently, there are ticket boxes which are decorated and numbered for both the regular raffle and for the workers' raffle. The trial chair should be in charge of deciding how the workers' raffle tickets will be dispensed and who will be organizing that raffle. For storage reasons, these tickets and ticket boxes have been kept together.

You will also need a money collection box for ticket purchases. If you decide on the self-serve approach for ticket sales be sure to also have an explanatory sign for each raffle table you will set up (see example. I think that a larger ticket prices list should be made. Everyone always asks how much the tickets are. Some evidently didn't notice the signs that were posted all around. Either they are tired from their activities, or the design is poor.) This should include the ticket prices, directions to put the money into the (clearly-marked) money box, and directions to put your name, and address and phone number if leaving before the draw, on the appropriate half of the ticket and then insert it into the ticket box for the item that they hope to win. People will be confused. Make it clear how to raffle!

Be sure to have pencils or pens available for people to use in filling out their tickets!

STORAGE

It will be necessary to store donations somewhere. This could be a problem, especially if, like mine, your dog thinks that any gaily wrapped items coming through the front door must surely be for him! It could also be a problem if you have limited indoor space.

I also found it helpful to store items in bins, several to each, so that when the big day came I could load up quickly without having to pack first. Collapsible crates are WONDERFUL!!! (As above, check off those items as you pack to avoid forgetting something!)

TRANSPORTATION

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SET UP

If you can set up the night before the raffle (indoors) you will save a lot of rushing around on the day of. Find out in advance if this is possible or practical. Even just getting the tables in place is a big help.

What will you do with your raffle during the night if your event is more than one day? If it is an indoor event, will it be in a secured area. If it is an outdoor event, you will need to move things into a secured area. Who will be able to help you move the tables? Get all of these details worked out ahead of time. You will be glad you did!!! At Elma, the room that the raffle is in is locked during the night. Things remained safe. At Lacey, the tables needed to be carried into the fieldhouse at night, then back out first thing in the morning. Most items were left on the tables so that I didn't have to set up again. Large or breakable things needed to be carried separately (remember those collapsible crates?!?)

TABLES

Check with the trial chair about tables. She or he will be in touch with the folks who operate the venue. Tables are available at both the Lacey and Elma sites. Be sure to have that helper previously mentioned ready to help you set the tables up as soon as you arrive at the trial venue. After a long drive, you will want to get tables up and covered and raffle items unloaded quickly so that you can dig your dog out and hug him!

At Elma, I set the tables up along the wall with one on the end forming an L. At Lacey, I had to use 5 tables as we were raffling off old RAT jumps and also there was a jump that someone made and donated.

At Lacey, the tables are set up along the wall, under the overhang, of the fieldhouse. There was also a worker's raffle at Lacey, 2001. This proved to be confusing. First, people put their worker raffle tickets into the regular raffle ticket boxes. Also, since the raffles were set up next to each other many needed direction! Fortunately, I was not running a dog and was able to hang out and direct traffic!

DECORATE!!!

OK, I just have to try to make things look festive. If you are like me, try to envision how this will all look before you go. Colorful stuff is fun for me. Some people will bring wrapped items! My vet gave a nice basket. I put some clear wrap and a bow around it and then was sure to list all of the enclosed items on the tag. This kept things intact and prevented things from getting lost and pawed through. But most importantly for me, it was fun to do. It was my reward to myself for doing all the work parts! I found that being able to have raised areas on the raffle tables made for a nice display. There were many donated large tins that I was able to use and then donate along with the item displayed on that tin. If any (agility) equipment is donated, hang appropriate items from it! (Be sure that people are clear which numbered box goes with the equipment and which numbered box goes with any item hanging on the equipment!)

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If you want to, have colorful tablecloths for your raffle tables. You can get inexpensive plastic ones from party supply stores. These can be used again in the future. Be sure to have a banner that you can hang, and something to hang it with, so that people are attracted to the raffle. When packing, I found it very handy to pack the box with the table covers and check list in the box closest to the door. That made it a lot easier to set up quickly.

Currently there is a fabric banner that I made depicting a purple RAT logo dog, complete with flying cape, on a yellow background. There is also a line and clips in the raffle supply box that you can use like a clothesline for hanging the banner. You may have a better idea how to do this! I had the banner hanging over the central raffle table at Elma. There may be a way to hang it between the building and the pillars that support the overhang of the fieldhouse (underwhich the raffle tables can be placed) at Lacey. There are also some bright yellow, lavender, and purple plastic tablecloths in the box.

SURPRISE DONATIONS!

People will show up with surprise raffle items on the day of your event. Have blank tags ready to go and markers ready to use! You will be very busy that morning so be prepared. Record donations as they occur or you will forget! In your raffle solicitations be sure to let people know that if they will be bringing their donations to the raffle, they could help you out a lot by letting you know what it will be. This way you won't have to stop and make up tags, etc. Be sure to have vendors send you descriptions of their raffle items so that these tags can also be made up in advance.

SIGNAGE

 Have directional signs for the raffle posted in the hall outside of the raffle area at Elma, and on the corner of the field house as you approach the overhang where the raffle will be set up at Lacey. On Sunday, tape a sign onto these directional signs announcing the time of the draw! At Elma we held the draw at 1PM. There will be leeway, of course, depending on what is going on in the arena! There are some directional signs in the raffle supplies bin.

THE RAFFLE!!!

It is helpful, but not necessary, to hang out around the raffle area when not competing. A benefit of being the raffle chair is that you can crate your dog in the raffle area. (Check with the trial chair to confirm!) If you are running a dog, have a fellow teammate help you!

MONEY

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Collect the ticket money at intervals throughout the day and have a locked place to store it, or give it to the club treasurer. Decide ahead of time what you will do. Be sure to have another club member help you collect the money and count and record the amount. I also had the person who helped me each time I collected money sign, along with me, the wrapper I banded that collection with.

ANNOUNCEMENTS

Throughout the day have your trial chairperson make announcements about the raffle. Obviously, people are there to compete and cheer on their teammates. A little reminder never hurt! I also found that at times when new courses were being built, going through the stands and reminding people to raffle was good. At Lacey, I carried a small roll of tickets (don't forget change!) around for shade tent to shade tent service! You may think of a more creative way to approach this!

THE BIG EVENT

About two hours and then one hour before the time of the draw get the trial chairperson to announce that it is time for final ticket sales. Of course, these announcements can only be made when there is a break in competition.

Have two helpers for the draw. Shake up each box and have someone draw (usually kids will be crowding you hoping for the chance!) Announce the winner's name and then tape the winning ticket onto the tag for each item. I found that you can tape that ticket right onto the little dog! So handy! And decorative! Your one assistant will do the announcing and taping, the other will be stowing that ticket box back into the large storage box. I left the remaining tickets in the boxes. I was curious to see what kind of donations made the most once I got back home and had more time.

During the draw, the crowd closes in on you. I found it helpful to use a humorous approach. Set an imaginary line. Tell em anyone who crosses that line gets NUTHIN'! (of course, I wasn't kidding!)

AFTER THE RAFFLE

PRIZES

As folks collect their winnings, you can start solidifying your tables, keeping in mind that people may think that if something they bid on isn't where they saw it displayed, someone else may have already won it. Oh, dear! Usually, though, friends tell each other that they WON!!!

There will always be someone who had to leave early who has won a prize. How will you handle this situation? You should try to find someone who knows this person and is willing to deliver. People who are old hands usually have asked a friend to do this in advance if they know they have to leave before the draw. The problem occurs when the

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winner is new to trialing and lives out of town and no one has ever heard of them before. At least there is a phone number on their ticket. Call em and see what can be done. Have the treasurer do this so that you won't have the expense.

CLEAN-UP

Be sure to leave the raffle area clean when you are through. Boxes left over from transporting items should be torn down for recycling. Find out from the building manager where to leave these. (A further value of collapsible crates!) Tables should be either left against the wall or taken down and returned to storage, whichever the manager wants.

PROCEEDS

All monies should be handed over to the treasurer. Before getting all of the money from your locked area, check to see if she or he is able to accept it right then, not ready to run her dog for the championship!

THANK YOU

Besides the obvious thanks given at the time you receive an item, I felt that it was desirable to do more. I sent thank you cards to any business that was approached by me or another team member who actually came through with a donation. I sent thank you notes from one of my dogs on behalf of the team and the dog charities that benefited from the proceeds. (See sample) (Bet you didn't know that greyhounds could write!)

FINAL NOTE

The most helpful tool for being in charge of the raffle is your computer. I kept track of all email messages by storing them in a special file. Believe me, it was very handy to be able to refer back! Something strange always happens and being able to refresh your memory is so handy (or maybe its just me!)

You should find:

- 1) trial entry certificates for exchange with other teams for their raffles
- 2) directional signs for the raffle
- 3) two signs for each raffle table – one saying thanks and giving info about charities who received donations from RAT in the past, and one explaining how the raffle works and the ticket prices. (I used the first sign as my letter for soliciting raffle donations from businesses. You can generate your own, if something different seems more appropriate. I think this should be dealt with through the board.)

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FINAL FINAL NOTE

Be sure to update this guide with your own observations! Also update any solicitation letters, etc (“for the last 10 years...”) by adding pencil notations to examples of the letters, etc that you used. This way, the next raffle organizer has the choice of redesigning things to their hearts content should they so desire.