Lodge Foundation Fundraiser – non-contact version-

Karen Eberhardt idea

2 months before event

- Lodge predetermines who (one or more) will be the coordinator for lodge Foundation Fundraiser event. This person(s) would coordinate the list of items for sale; collect tickets from members and the monetary funds; do the drawing of the basket awards; set up collection and distribution of baskets at a pre-determined location and time. The lodge treasurer will mail proceeds to Int'l Foundation.
- Have lodge members email or call with a 'basket or item' commitment to the fundraiser coordinator with the name or theme of their basket/item and the items contained in their basket. This information then can be put on a lodge foundation fundraiser basket email list for the lodge to view and make their selection(s).
    - Those members without an email will need to have a hard copy of the event timeline and the item list mailed to them along with a ticket sheet so they can also participate. (Ticket sheet is a separate attachment.)

1 month before event

- Publish list of baskets/items that are for the Foundation Fundraiser drawing and email/regular mail out item list with individual ticket sheet.
    - Correspondence will need to indicate the last day to mail back the basket selections with payment. Best if the date is 10 days before the drawing selection date so return mail will have time to be delivered to the event coordinator.
    - Indicate on list form how/who the check should be made out to the lodge. You decide if you may or may not receive cash.
- Send the Word document/pdf 'Ticket Sheet' to be filled out by lodge members and mailed back to coordinator with their monetary contribution. Payment will be based on how many tickets the member fills out on their sheet.
- Ticket will indicate to print lodge member Name; Telephone number; and Basket # for that ticket's selection. Individual tickets will be $1 a ticket.
- Send completed ticket sheet(s) to the event coordinator(s) with payment or can have members bring or drop-off their tickets and money to a modified lodge meeting event or contact person.

Event Date – Tracking of tickets

- For all the mail-in tickets the coordinator(s) would be cutting apart the tickets (so not to lose any single tickets) and putting them into individual envelopes for each basket drawing at the meeting/drawing date.
    - Doing this ahead of time would help keep all the tickets in the correct group for drawing.
    - Coordinator would need to take the basket envelope contents out for the bowl/container drawing when it's each basket's turn.
    - A list of member's # of tickets with the amount paid will help with record keeping. Optional tracking would be the basket selection #s per member.

Event Date – either lodge drawing or modified lodge meeting

- Using the pre-determined list of basket and item donations. Go through the list by individually selecting a ticket winner and writing it on a Lodge Winner List next to the basket or item number.
- If doing this by non-meeting drawing, email/mail the Basket/Item Winner list to lodge members. Use this list for the basket/item pick-up day/time.

- Basket distribution - Have a pre-determined Drop Off and Pick-up Date and Time (will need person(s) watching or supervising the baskets.
    - Suggest having a drop-off 30 – 60 minutes before the pick-up time OR at the same time.
    - Can use a building or parking lot with trunk distribution
    - Can have basket/item makers deliver them to the lodge member who won the item. This may be a little tricky if participants live a distance apart.
    - Lodge Foundation Fundraiser $1 per ticket, Print your information

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