

## *Ad Hoc Committees*

The Board appoints ad Hoc committees as needed. The Board approves appointees to committees and is responsible for all committees and their activities.

### **Fundraising -**

The purpose of this position is to secure funds that are in addition to dues income. There must be clearly defined objectives before implementing any fund raising. The Treasurer will handle all funds to ensure appropriate accountability.

#### **Door Prizes**

*People who have held this position: Denise Jhanson, Laura Roetcisoender, Ann Wright.*

### **General Information:**

Although this position does not require you to be on the Board of Directors you are welcome to attend board meetings if you so desire. Due to our 5013c status, we call these items door prizes even though we raffle them off at our meetings.

There is a budgeted amount each year for the purchase of raffle tickets and items to be raffled. Reimbursement for items you purchase will be made by the treasurer after you submit your receipts to him/her. Mark the receipts with GSSWI, your name, and the category of the expense (i.e. door prizes) so that the treasurer can categorize the expense properly. All receipts are kept and examined at the end of each year by our audit committee.

Although new items should be purchased, they can be purchased from a thrift store if they are new items. Donations of raffle items may be solicited from the membership as well, but we do not solicit donations from the local businesses that donate items to our seminars.

Raffle items can be of a genealogical nature or office items. We try to refrain from items that people wouldn't buy for themselves. Good but inexpensive items can be combined to make one raffle item. Usually 2-3 items are offered for raffle.

#### **Ideas for raffle items: (see the end of this document for some examples of items from previous raffles)**

- Genealogical books
- Genealogical t-shirts or carry bags
- Genealogical CD's
- Archival safe sheet protectors (10-15 per raffle item)
- 'fat' pens or mechanical pencils
- T-shirts
- Brightly colored hanging file folders (8-10 per raffle item)
- Flat plastic magnifying glass
- Computer paper
- Glossy photo paper
- Maps (e.g. maps of specific countries)

Some of these items can be purchased by the box and split up to make one gift. For instance some sheet protectors plus some photo paper plus a pen. Special and unique genealogical items may be found at the following website:

[www.funstuffforgenealogists.com/](http://www.funstuffforgenealogists.com/)

**Solicitation and procedure of raffle:**

In order to set up and sell raffle tickets before the meeting it's good to be there 20-30 minutes before the 1:00 meeting. Display the raffle items so people can easily see and handle them. The drawing will be held *after* the program.

It's a good idea to speak to people as they enter to let them know what will be raffled off in case they don't notice. Members may win only one prize regardless of the number of tickets they purchase. Tickets can be sold any time up to the drawing but refrain from selling tickets while the speaker is presenting the program. You are encouraged to walk around the room with tickets to get people interested in purchasing them. Feel free to ask another member to help walk around and sell tickets. Prices are \$1 a ticket or 6 tickets for \$5. Have the purchaser keep one half of the ticket(s) and place the other half in the drawing container.

When it's time to draw the winning ticket(s), shake the container thoroughly then ask a member or speaker to draw one from the container. Read the last 3 numbers. The member must be present to win or a friend may hold their ticket and claim the prize. The winner gets to choose which item they want. A member may only win once per meeting regardless of the number of tickets they purchase.

October	<ul style="list-style-type: none"> <li>• Preserve Your Family History Magazine (including photos, heirlooms, keepsakes, movies, audio tapes, etc.)</li> <li>• "Faces" Tee Shirt (Gravestone artwear)</li> <li>• 20 archival safe sheet protectors + 5 sheets of Kodak Premium Picture Paper</li> </ul>
November	<ul style="list-style-type: none"> <li>• Plastic Filing Case (great for research trips)</li> <li>• 5 Pendaflex Hanging Folders + 4 sheets of archival safe photo protectors for 4x6 photos (or smaller)</li> <li>• 5 write and erase notebook dividers with pocket storage + pen and pencil + 10 #9 return envelopes</li> </ul>
December	<ul style="list-style-type: none"> <li>• 10 Pendaflex Hanging Folders</li> <li>• Grandfather Remembers Memory Book</li> <li>• Vital Records Index for North America</li> </ul>
February	<ul style="list-style-type: none"> <li>• 10 Pendaflex Hanging Folders</li> <li>• Vital Records Index for Middle America-Mexico</li> <li>• 20 archival safe sheet protectors + 5 sheets of Kodak Premium Picture Paper</li> </ul>
March	<ul style="list-style-type: none"> <li>• Sturdy Plastic Case with handle and latch (great for research trips)</li> <li>• 5 write and erase notebook dividers with pocket storage + 3 sheets of archival safe photo protectors for 4x6 photos (or smaller)</li> <li>• 20 archival safe sheet protectors + Plastic coated US and World map for a notebook</li> </ul>