Mini Quilt Raffle Committee				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
2	**1 year**	**9** (LQG meetings)	**NO**	**8/2026**

Purpose

The Mini Quilt Raffle Committee provides a fun activity at each LQG meeting and generates additional revenue for the organization.

Process for Adding New Members

Two (2) members should be appointed each year to the Mini Quilt Raffle Committee. The appointments are made by the LQG President, with suggestions made by the current members of the Mini Quilt Raffle Committee.

Duties

1. The members of the Mini Quilt Raffle Committee are expected to arrive 45-60 minutes prior to the start of each LQG meeting. They staff the Mini Quilt Raffle table prior to each LQG meeting.
2. At each meeting, the Committee members bring:
    a. 3-4 items for raffle. Each item should be numbered to match the number on one of the raffle ticket bags.
    b. Raffle tickets. Currently, raffle tickets are sold for $.50 each.
        i. Additional raffle tickets can be purchased online or from a variety of local stores, including Wal-mart and office supply stores.
    c. A numbered bag for each raffle item, into which raffle tickets are placed.
    d. Various bills and coins to make change for purchase of raffle tickets. Recommended change amounts: ten $1 bills, and $2 in quarters.
3. At the start of the LQG business meeting, draw a winning ticket for each raffle item. Attach the winning ticket to the bag from which it was drawn. During the Committee announcements, read the winning ticket numbers. Have bags of tickets available in case a winner is not identified by the first ticket announced. Distribute raffle items to winners at the Mini Quilt Raffle table after winners are identified.
4. Provide a list of the raffle items, donors, and winners to the Secretary.
5. Count all incoming funds. Provide money and receipt to the Treasurer.
6. In order to obtain raffle items, a clipboard may be passed during the March and April Guild meetings for members to sign up in advance to provide mini raffle prizes. Anyone who donates a mini raffle prize is provided a designated number of raffle tickets for free (set by committee members) OR given a donation receipt that can be used for tax purposes.
7. When asking for donations, ask people to bring the item in the month of their choosing (i.e. the month they sign up for). Raffle items that are donated will be used as prizes during subsequent months as determined by the mini quilt raffle committee members. Be sure to have some items left at the end of the year for the first couple meetings of the next year.
8. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Members should contact the LQG President.
9. When appropriate, the Committee Members should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

Reviewed and updated 8/2026