

OSUEA (BBQ) BUCKET RAFFLE

TIMELINE AND PROCESS

Currently, the Oregon State University Extension Association (OSUEA) and the Oregon (Gamma) Chapter of Epsilon Sigma Phi (ESP) co-host an All Extension BBQ. The purpose of the BBQ is to start the OSU Extension Annual Conference off with a bang; to gather in an informal setting; meet new faculty and staff; meet retirees and much more. It is a fun event for all associated with OSU Extension.

The proceeds from the Bucket Raffle and a portion of the cost of the dinner goes to OSUEA to help defray event costs including: the rental charge for the facility, cost of event insurance and the fee related to having the Oregon Beverage Company on-site. The other portion of the cost of the dinner goes to Oregon's ESP chapter to cover BBQ dinner expenses.

As OSUEA is a Mutual Benefit with Members/Domestic Nonprofit Corporation on file with the Oregon Secretary of State—Corporation Division, it is important that fundraising follows all regulations of the Oregon Department of Justice and the Oregon Liquor Control Commission (OLCC). Of the different types of potential fundraising activities, a Bucket Raffle is probably one of the easier activities to conduct.

All Extension faculty and staff are encouraged to bring an item, or basket of items to donate to the fundraiser. A bucket raffle fundraiser will provide “*treasurers*” for many to take home.

Timeline

- **August (or 4 months prior to event)**—send letter to Department of Justice and submit the OLCC application
- **August** send info to News ‘N Notes—4-H Newsletter
- **September- (or just before the conference gets advertised)** send out first email about the fundraiser. (get it approved by the OSUEA President prior). This will hopefully entice everyone to register for the BBQ at the OSU Extension Annual Conference.
- **September**-if working with another Event chair, come up with the decoration theme and supplies needed
- **October-December**-get your volunteers lined up. Be sure to check the membership list for the current year (locates on the OSUEA website) to see who is interested in the Esprit de Corps Committee.
- **Before Halloween**-advertise again (go through the OSUEA President if need be)
- **About November**-send out email looking for helpers

One week before the event:

- Send out final email-again, (go through the OSUEA President if need be)
- Make sure you have all the supplies
- Touch base with your helpers one more time
- Talk to Administration (or those who will be at the OSU Extension Annual Conference registration table) and let them know:
 - You will be dropping off item donation slips before the conference begins. People will need to fill these out as they drop off their item.
 - Have those helping at the conference registration table set the items/slips aside—someone will pick things up and take them to the site of the BBQ.

Night before the Bucket Raffle

- Set up as much of the BBQ and Bucket Raffle area as possible (set-up and arrange tables and chairs, put tablecloths on tables), finalize (as much as possible) the decorations and Bucket Raffle area

Day of the Bucket Raffle

- Make sure you have all of your supplies
- You will want some wagons or ways to transport auction items to your car. Watch how many items are there and collect throughout the day if need be. By 3pm, go pick up the final items at the conference registration table and take them to the fairgrounds.

- Once at the fairground, start placing the items on the tables. As more things come in, move items around as needed
- Make sure your helpers know the process. (see helper list below)
- Have Bidder Numbers available (see below)
- You will need a few people to help make sure item donation slips get attached to all items and not just dropped off—have the person fill out the slip if you can
- Tape the slip to the “boat” or bowl and place by the item
- When the MC introduces you, you will make the announcements on how the raffle will go
- Once you know all the prizes are in place, number them and make flip charts with those numbers
- Keep the auction open until all the people have gotten their food—then close it
- Once closed, begin pulling numbers and writing winners on flip charts (see process below)
- Post the flip charts and people will pick up their items when they leave
- At the end, call out any unclaimed items still remaining

Emails

Initial email to all Extension Faculty and Staff and News ‘N Notes Newsletter information

Starting in October, you will be signing up for the OSUEA Extension Annual Conference. Everyone (faculty, staff, friends, and retirees) is invited to participate in the following event.

All Extension BBQ Dinner/Fundraiser: This event is for you! All Extension faculty, staff, friends, and retirees are invited to attend! The purpose of this dinner is to start the Conference off with a bang; to gather in an informal setting; meet new faculty and staff; meet retirees and much more.

Please plan on attending the Monday night, (date) All Extension BBQ Dinner at the Benton County Fairgrounds. A delicious BBQ dinner will be served and an OSUEA bucket raffle fundraiser will provide treasures for many to take home. Please plan on bringing an item, or basket of items to donate to the fundraiser.

This event is co-sponsored by OSUEA and the Oregon (Gamma) Chapter of Epsilon Sigma Phi. The proceeds from the Bucket Raffle and a portion of the cost of the dinner goes to OSUEA to help defray event costs including: the rental charge for the facility, cost of event insurance and the fee related to having the Oregon Beverage Company on-site. The other portion of the cost of the dinner goes to Oregon’s ESP chapter to cover BBQ dinner expenses.

Hope to see you there!

If you have questions, please contact the following:

- BBQ Dinner: Deb Warnock deb.warnock@oregonstate.edu
- Bucket Raffle: Sandra Carlson sandra.carlson@oregonstate.edu
- General event logistics: Lillian Larwood lillian.larwood@oregonstate.edu

Next email (October-before Halloween)

It’s a good time to start thinking what you personally (or your Extension office) would like to donate for the OSUEA Fundraiser Monday night of conference, (date). Even if you are not attending the BBQ, please plan on bringing a gift, or basket of items to donate. Items can be dropped off at the conference registration area on Monday by 3pm or brought to the BBQ. Now is a great time to pick up some black and orange items!!!! Questions? Contact

BBQ Dinner: Deb Warnock deb.warnock@oregonstate.edu

BBQ Bucket Raffle: Sandra Carlson sandra.carlson@oregonstate.edu

General event logistics: Lillian Larwood lillian.larwood@oregonstate.edu

Please note: Any donations that include alcohol will need to go to the Monday night bucket raffle.

November Email

Hi everyone. The BBQ and Fundraising committee is looking for some help with set up on Sunday evening (date) and Monday am, (date) at the conference. If you are able to help out at the times below, please send me (Sandra Carlson) an email sandra.carlson@oregonstate.edu back confirming you would like to help....thanks!

- (Date) 6:30 to 8pm--We need help **setting up tables** at the Benton County Fairgrounds 110 SW 53rd, St., Corvallis
- (Date) 9:00am--We need help **decorating tables** at the Benton County Fairgrounds 110 SW 53rd, St., Corvallis

Final Email

FUNDRAISER....This will be the final reminder about bringing an item for the OSUEA fundraiser on Monday night at conference next week. Items can be dropped off at the registration table up until 3pm., after that please bring directly to the BBQ. We will have a bucket drawing with tickets costing \$1 for 1 ticket, \$5.00 for 6 tickets, \$10.00 for 15 tickets, and \$20.00 for 30 tickets. Come join the fun!

Bucket Raffle Process

We use bidder sheets of 15 numbers on one sheet (10 sheets total) and about 10 clip boards. For each clipboard that is numbered (ie. 1-15) we make small slips with each number on it and attach it to the clipboard. This is their bidder number. As they sign their name to a number, they can get their little number to keep. They only need to write their number on the back of their ticket this way.

We closed the bucket drawing half way through dinner....Announced this and also announced this about 10 minutes before we closed.

When we got all the items placed, we went through and:

- Numbered all the item slips. 1, 2, 3, etc.
- We had sets of 4-6 people working as a team (2 teams) who drew the winning ticket
- We then wrote on a flip chart paper the basket number.....and the winner name, number or ticket number
- We hung the flip chart above the table where the items were located
- We taped the winning ticket to the item slip....we did not ask the winner to bring the second half to the award since not a non-profit 501 (C) 3
- We did not call out the winners....just told them to see if they were a winner

Helpers:

Sunday night: 6pm—2 chair people meet to plan table placements/tape on floor

6:30pm-8:00 5 to 7 more is a good amount...set up tables and get tablecloths on tables

Monday am 9:00am--6 is a good amount to put out decorations (if tables are set up Sunday night). Done by about 11:30

Monday 5:15 2 selling tickets/taking money

4 helping taking in prizes/putting on slips and organizing prize tables

1 person in charge of flip chart process and an additional 3 to 5 helpers

2 walking around selling tickets

- Need 2 people to sit and take in money (after tickets are sold, count out startup money and put back in the cash box)
- From the bucket raffle profit, \$80 (or set amount) will go to the bartenders as gratuity for their service that evening (do not take this from startup money). Gratuity is an expense that is part of having the Oregon Beverage Service on-site at the BBQ.

Announcements for Raffle Night

- Thanks for coming/donating
- Money from tonight's raffle goes to cover costs of BBQ/evening
- We need to raise \$1100 (or amount needed) to cover tonight's costs
- Tickets will be sold until about halfway through dinner....we will give you a warning prior to when we will close the raffle.
- While you are eating, a team will pull the winning tickets and write the item number and the winning person's number or name on a flip chart paper by the table where the item is located.
- Come up anytime and claim your item.
- At the end we will call out any unclaimed items.

Other

- All raffle items with alcohol in them must be raffled off the day you received OLCC permission for (an individual organization can only include alcohol in their “fundraising activity” on one day during a year). You can raffle off wine, beer, and a limited amount of hard alcohol.
- Debrief your event at the end with what worked, what did not, and who your helpers were. It is easier to do the next year if you have repeat helpers. Send them a Thank You at the end.
- If there are also bucket raffles at other times during Extension Annual Conference—announce this: The other raffles this week will have tickets available at gathering times like breakfast and lunch. The winning tickets will be pulled at lunch. We will not be using bidder numbers for these, so you will either write your name on the back of the ticket or we will go by the winning ticket number. We will post the winner.
- Below you will find samples of the following:
 - Bidder Sheet
 - Flip Chart Sample
 - Item Donation slips

BIDDER SHEET

Event:

Date:

1	Sam Jones
2	Alice Johnson
3	Dick Baker

Sample above:

- We use bidder sheets of 15 numbers on one sheet (10 sheets total) and about 10 clip boards.
- For each clipboard that is numbered (ie. 1-15) we make small slips with each number on it and attach it to the clipboard. This is their bidder number. As they sign their name to a number, they can get their little number to keep.
- They only need to write their number on the back of their ticket this way.

winner name, bidder number
or ticket number goes here



When we got all the items placed, we went through and:

- Numbered all the item donation slips. 1, 2, 3, etc.
- We had sets of 4-6 people working as a team (2 teams) who drew the winning ticket
- We then wrote on a flip chart paper the basket number.....and the winner name, number or ticket number (sample above)
- We hung the flip chart above the table where the items were located

Item Donation Slips

OSUEA Bucket Drawing

Date: _____

Item/Value:

Item _____ \$ _____

Donated By:

Won By:

Attach ticket to this

OSUEA Bucket Drawing

Date: _____

Item/Value:

Item _____ \$ _____

Donated By:

Won By:

Attach ticket to this

OSUEA Bucket Drawing

Date: _____

Item/Value:

Item _____ \$ _____

Donated By:

Won By:

Attach ticket to this