Raffle Guidelines

December-

Compose a donation letter asking for donations to this raffle and thanking donors who have donated to this in the past. The Extension Office can put this letter on 4-H letterhead to look more professional. Remember to have contact information mentioned in the letter.

January through mid-February-

Go around to businesses asking them for donations. (You might check with the silent auction committee donor list to avoid overlap.) Have a 4-H member or two along with you. It will be more difficult for these businesses to say no in-person and with a youth along. Hand the donation letter out when asking for donations. *Try to get donations that are fun and family-oriented.* It is helpful to have donations that are certificates that can be mailed to the winners. It also helps to have a few copies of last year's donors along if some places would like to see it.

February- Get raffle license renewed. Raffle licenses are good from May 12th to May 11th- and needs to be renewed every year. A new license number will need to be printed on the raffle tickets, too. All raffle tickets should include the following information (legally): The date, time, and place of the raffle, the name and address of the group holding the raffle, the license number, as well as the cost and number of the ticket.

February- Obtain price quotes from a couple of different printers. Make sure they are able to print our tickets by the due date of March 1st. Contact other members on the Adult Leader Board to approve the choice of the printer. Make sure the printer gives you a proof sheet of the raffle ticket to verify all information on the ticket- date, time, place, raffle license number, etc. Have Board Members help verify that all information is correct. In 2025 we had 950 tickets printed.

February- Compose a letter of expectation that will get included with every club's raffle tickets. Any changes will need to be communicated through this letter. Letters from previous years are on file and can be edited with changes for the new year.

March 1st- Pick up raffle tickets from the printer and have a bill sent to the Adult Leader Association, UW-Extension, 160 S. Macy St, Fond du Lac, WI 54935. Some printers will have this bill enclosed with the tickets. Verify the tickets when you pick them up. In the meantime, the tickets will need to be separated:

1.) Sort tickets so each club gets $10 of tickets per member. The Extension Office will have a list of each club and the number of members in them. The tickets will need to be sorted so each club will have the correct number. It works well to assign ticket numbers alphabetically by club name.

2.) Record the numbers that you give each club and turn them in with the remaining tickets into the Extension Office. The ticket sorting should be done before the March/April leader meeting so they can be distributed to the 4-H clubs. Make sure to include the letter of expectation with every club's stack of tickets. Use rubber bands or small boxes to separate tickets that you assign to clubs and have them labeled correctly.

March/April Adult Leader Meeting- Hand out the raffle tickets, club inventory sheet, and the letter of expectation which should explain when the ticket stubs, money, and unsold tickets need to be turned in to the Extension Office.

After the FdL County Fair- Make sure thank you's get sent to donors. Without them, this raffle would not be possible.