### Raffle Quilt Officer

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION**

The Raffle Quilt Officer is a voting position and an elected Officer of the TQG, Inc. Executive Board. She oversees all aspects of the major annual fund raising event: the quilt raffle.

**DUTIES**

The Raffle Quilt Officer shall become knowledgeable of [Virginia Charitable Gaming Provisions](http://www.gambling-law-us.com/State-Laws/Virginia/gaming/), specifically § 18.2-340.15. which specifies “State Control of Charitable Gaming” and ensure that TQG Inc. adheres to all provisions.

The Raffle Quilt Officer is responsible for the creation, construction, and completion of a quilt made by members of the Guild for raffle.

The Raffle Quilt Officer will develop a budget of probable expenses andsuggest to the Executive Board for their approval the number of raffle tickets to be sold.

The Raffle Quilt Officer will order the number of sequentially numbered raffle tickets approved by the TQG Executive Board. Sample of ticket format is in raffle quilt procedure book.

The Raffle Quilt Officer is responsible for maintaining a ticket log book with proper documentation of tickets issued, tickets returned, stubs returned and funds collected.

The drawing for the Raffle Quilt will be held at the Night Chapter meeting on even-numbered years and at the Day Chapter meeting on odd-numbered years.

The Raffle Quilt Officer maintains a method to account for all tickets and or stubs.

The Raffle Quilt Officer organizes a plan to sell tickets.

The Raffle Quilt Officer maintains a calendar of opportunities to sell raffle quilt tickets in the community.

The Raffle Quilt Officer coordinates with community venues, dates, and times to sell Raffle Quilt tickets.

The Raffle Quilt Officer coordinates with Quilt Show Officer space requirements, including quilt rack size requirement, for biennial Quilt Show. Through a sign-up sheet, solicit volunteers to handle ticket sales every day of the quilt show. Officer or designated alternate should be available at Quilt Show every day to coordinate volunteers and ensure that any funds collected are deposited each day of the show. The Quilt Show Officer is not responsible for the raffle quilt or raffle quilt ticket sales.

The Raffle Quilt Officer is responsible for acquiring volunteers to sell raffle quilt tickets at community events.

The Raffle Quilt Officer or her designate attends chapter meetings to distribute raffle tickets so

Guild members can sale tickets.

The Raffle Quilt Officer or her designate informs the membership at Chapter meetings the status of the ticket sales. The Raffle Quilt Officer reminds members that money for sales is not due until stubs are returned and that all tickets and or stubs must be accounted for.

The Raffle Quilt Officer reports to the Executive board monthly on the status of the quilt and funds collected.

The Raffle Quilt Officer writes a report for the newsletter each month. Be sure to give your name and phone number.

A quilt related book or gift certificate, not to exceed $25.00 will be given to the member who sells the most raffle tickets. (Funds to come from the Raffle Quilt Budget)

No later than 100 days after raffle quilt drawing, submit a final income and expense report to TQG, Inc. Executive Board. All records, log books, tickets, and ticket stubs, including winner’s ticket stub must be turned in for audit along with a report.

The Raffle Quilt Officer conducts a transition meeting with the new Raffle Quilt Officer to turn over raffle quilt procedure book and ticket log book and explain procedures.

For TQG, Inc. audit, the Executive Board requires a physical accounting of all tickets, i.e., ticket stubs and unsold tickets must total tickets originally printed; and funds collected must match stubs. Officer or designated alternate is responsible for depositing all funds collected to the raffle quilt account monthly. Provide duplicate bank dated deposit slips to the Executive Board treasurer after each deposit and maintain one bank dated slip with ticket sales.

The Raffle Quilt has its own quilt rack (stained and kept in TQG storage shed) that measures approximately 80 inches wide.

Treasury Matters

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.