

## How to hold a workplace raffle

1. Recruit: get a committee together so you can split up the work
2. Announce the raffle: at staff meeting, through office email, poster, etc.
3. Solicit donations:
  - a. write a letter to local organizations explaining: who your organization is and how you serve the community, why you're holding the raffle, when the raffle will take place and when you need to hear from them, that the contribution is tax-deductible if it is (ask your controller), that this will get their name out there.
  - b. the following items make good raffle presents (try to get nothing ordinary or cheap)
    - i. facials, massages, hair
    - ii. gift certificates (your imagination is the limit)
    - iii. car wash
    - iv. jewelry
    - v. restaurants
    - vi. family fun pack = zoos, museums, Giants and A's tickets, six flags
    - vii. other services for parents and kids
  - c. you can utilize existing ties in the community by asking people you already know, businesses you already frequent, etc
4. Hold the raffle
  - a. Tickets = I voted sticker and receipt for absentee voters