

VOLUNTEER REQUIRED

The Grey Cup Raffle Committee manages the annual sale of Grey Cup raffle tickets on behalf of the club. We are looking for a volunteer to take over Chairman responsibilities beginning with next year's raffle.

The following information is provided so that those interested have an understanding of the commitment involved:

Major Steps and Time Commitments

From a high level perspective, the following are the major tasks associated with managing the Grey Cup raffle:

1. Obtain an approved license	May / June	4 hours	Chair
2. Order, receive and prepare tickets	July / August	6 hours	Chair
3. Confirm Committee	September	1 hour	Chair
4. Prepare control spreadsheets and ticket distribution materials	September	2 hours	Chair
5. Distribute tickets to Teams / Supersellers	Oct & Nov	1 hour	Chair
		3 hours	Member
6. Monitor ticket sales, obtain sold tickets and account for / turn in money	November	2 hours	Chair
		4 hours	Member
7. Update control spreadsheets, make bank deposits, report to Treasurer	November	6 hours	Chair
8. Account for all tickets (sold, lost, etc)	November	1 hour	Chair
9. Post game processing for winning tickets (letters, cheques, reports)	November	6 hours	Chair
10. Interim Board report	December	2 hours	Chair
11. MGCC final report	January	3 hours	Chair

In summary, approximate time commitments are as follows:

- a. Committee Chair 34 hours
- b. Members ("League Reps") 7 hours
- c. DLCC Treasurer 4 hours

Given the timing of the Grey Cup game, it is obvious that November and early December require the most time by the Committee Chair and each of its five Members.

If you have an interest or any questions, please contact me at brucemcbeth@live.com. or by phone at 888-3934.

Thank you