

Lions Club Meat Raffle Instructions

- I. **Location:** Norby's Bar on main street (4th st) across from First National Bank in Dell Rapids, SD.
- II. **Frequency of Meat Raffles:**
Lions Meat Raffles are scheduled for the two Fridays prior to paper collection Saturdays, usually the 1st and 3rd weekends of the month, September through May.
- III. **Set up Date in advance:**
 - A. Contact Deb Brobjorg to set up dates – do a schedule ahead of time & then give to Deb B to see if those dates work for her. Once she approves, then you can set the dates. (Norby's gives out 2 free drinks per every spin.)
 - B. Give date schedule to Dan at County Fair Store so he is ready for it.
- IV. **Bring to Location:**
 - A. Printed Tickets are perforated 32-up on a sheet at Moberly's in Sioux Falls (500 sheets for about \$40; billed to the Lions club treasurer). These are randomly numbered using our club's small sequential numbering machine (or a colored pen). They are numbered "1 01", "1 02", etc. through "1 32" – then "2 01", "2 02", etc. through "2 32" and so on through round 10. The first number indicates the round number (1 through 10) and the second number indicates the ticket number (1 through 32).
 - B. Meat to be raffled off – Pick up meat from County Fair Store in Dells. We give Dan a schedule ahead of time on the dates the meat raffle will be. Then each date around 5:-5:30pm we pick up the meat. Dan chooses what to give us and keeps the bill around \$90 for 10 packs of meat. Charge the meat to the Lions Club store account #107. Save the meat labels and store receipt and give or mail to the club treasurer.
 - C. Money pouch holder with deposit slips in it.
- V. **Directions for Meat Raffle:**
 - A. Set out ½ the meat from County Fair Store on the table with the wheel.
 - B. Be at Norby's at 5:15pm
 - C. Set up the wheel – Norby's owns this so get it from the bartender. Place it on a high table in front of bar by the front door end of bar.
 - D. Start meat raffle 5:30-5:45pm giving people time to get there.
 - E. Lions Club member starts out by welcoming all the patrons at the bar to Norby's and let them know the raffle will be starting. Lions can start a cheer or clapping and hollering just to get some excitement going for the raffle; be creative and try something new to get the patrons involved. At the end of each chant, yell or whatever, make sure all Lions yell out "Go Meat!"
 - F. Four Lions take 1 strip of 8 tickets and sell them to the crowd for a \$1 a ticket.
 1. Start out with selling only 1 ticket per person.
 2. Make sure 1 Lion goes to the back of the bar to sell chances to those patrons.
 3. If you have tickets left, it is now ok to sell multiple tickets to the patrons.
 4. All 32 tickets MUST be sold before the wheel can be spun.
 5. *Lions can buy tickets themselves ONLY if they have tickets leftover and no patrons want to buy them.*
 6. If there are few patrons present or ticket sales are very slow, sell a round of two tickets for the price of one. We have had to do this in the past; on very slow nights, we've sold up to three rounds this way. We make only half the money per round, but it is rewarding to customers who are hanging in there, buying tickets each time. It is far better to encourage and reward the faithful few than to badger them or lay on guilt.
 7. All Lions selling tickets will collect the \$8 for their strip and give the Lion in charge of the money pouch the \$8. This money Lion will count all money turned into them for each spin. It should total \$32 for each spin round.

- G. All Lions will give a “drum roll” on the table and the Lion in charge of the wheel will do the 1st spin. As the wheel slows down a Lion will yell out “the Winner Is...”. The wheel Lion will yell out the winning number.
- H. The patron with the winning number will come to the wheel table & pick which pack of meat they want. The wheel Lion takes the winning number and gives it to the money Lion.
 - 1. The money Lion will save all the winning tickets to make sure the wheel is working correctly and not choosing the same number all the time.
 - 2. The wheel Lion will call out the number to the left AND to the right of the winning number. These patrons will win a FREE drink from Norby's. (*Norby's gives 2 free drinks per spin.*)
 - 3. Wait about 5-10 min and then start another round. Always waiting for more patrons to come into the bar. Whoever won the last round of meat, will come up and spin the wheel. Make sure the Lions give the drum roll while it is spinning and yell out “the Winner is...”.
 - 4. Continue doing this same process until all 10 rounds are done and all meat has been won.
 - 5. ***On round 4 bring out the other ½ of the meat so there is always a mixture/variety to choose from.***

VI. End of Raffle:

- A. Count out the \$1's in the money bag in stacks of \$25. Make sure another Lion counts the stacks after the money Lion so it is double counted.
- B. Then trade the \$1s into the bar for higher bills if they have them. The bar likes to keep the \$1s on hand for change. Let them know how much you are trading in and that it was double counted.
- C. Sometimes patrons will give the Lions Club extra money as a donation. This will go in with the meat raffle money deposit the next day.
- D. Take the money home and keep in a safe place.
- E. The next day, fill out the deposit slip for the total amount you will deposit.
 - 1. On the Lions copy of the deposit slip, make a note that this money was for the meat raffle.
 - 2. Also make a note if any additional money was given and how much for a donation.
- F. Take the money and deposit slip to: First National Bank on Main Street (4th st) Dell Rapids, SD and deposit the money into the Dell Rapids Lions Club account.
- G. Report the total cost of the meat and the income from raffle ticket sales for each event to the newsletter editor (Gary Smith). A record of this information is printed in each monthly club newsletter.
- H. Give or mail the meat labels AND store receipt, as well as the bank deposit receipt, to the club treasurer.