



120.05 Cashier - Draw

General

The general purpose of the Draw and Recognition is to raise funds for the Club. The Draw Cashier sells Draw tickets and collects Recognitions (fines, Happy Bucks, etc.) for the Director of Recognition.

Tasks

- sell Draw tickets: 1/\$1, 3/\$2, 10/\$5

After the meeting starts and everyone is present:

- split Draw proceeds into Club Share (50%), \$10 for ticket Draw winner, and remainder to Draw pool
- complete Draw Cash Report
- place \$10 in with draw tickets for Draw winner
- pass Draw Cash Report and all remaining money to Meeting Cashier
- update pool amount on Draw board
- shuffle Draw card deck

At beginning of Club Business (usually after the program)

- place draw board on a table where all can see it.

When called by Meeting Chair:

- deliver draw tickets and Draw winner's \$10 to Meeting Chair before start of Club Business.
- fan cards for Ticket Draw winner to pull a card.
- place drawn card on Card Draw board.
- after card draw, replace remaining cards in card box.
- Collect Recognitions: Fines and Happy Bucks – use blue basket.

At end of meeting:

- place Recognitions in Recognition envelope and seal it; no count is necessary.
- pass Recognition envelope to Meeting Cashier (see Service Roster).