

Event Name		Faculty and Staff Appreciation: Ticket Donations	
Event Description	Solicit tickets from Winsor families to give away to faculty and staff via lottery		
Event Date/Time/Location	Ongoing		
# Chairpersons Required	One		
Time Commitment	Minimal, but unpredictable		
Previous Year's Chairs	Reva Gold Fischman fischman4@verizon.net		
# Volunteers Required/Tasks to be performed	1		
Budget	\$0		
Tasks and Timeline – Event Date minus			
September	Write a blurb for Winsor this Week asking Winsor families to consider donating tickets to teachers/faculty (see attached)		
When tickets come in:	Typically, the tickets go to Lynn Randall who alerts me. I write up a blurb (see attached) that she then sends out to the faculty/staff via email. It says to email me if you are interested in the tickets. We generally give the faculty/staff a deadline (a week or so) to respond and announce when the lottery will be. At the lottery, I pull slips with each teacher's name and then notify Lynn of the winner or winners. She'll email the winner with information about when/how the actual ticket will be awarded to them. I then track the winners on a faculty/staff list to make sure the same person doesn't win twice.		
January	Submit a second blurb for Winsor this week to encourage more ticket donations. Last year, we also had a family that owns a store donate gift cards which we raffled off like tickets to the faculty/staff who seemed to love it. It would be great if we could get more donations, not only of tickets for sporting events and concerts or store/restaurant gift cards, but also museum passes, or any experience a Winsor staff/faculty person might not otherwise get the opportunity to experience.		
Helpful Tips for Chairs to watch out for.....	We typically give out pairs or groups of tickets, depending on how many we get in. We sometimes will split up the donation if it's a large block (for example, divide 6 tix) into 3 pairs or something that we think many people would be interested in.		
	Sometimes the lotteries are huge (50 people respond that they want to be in the lottery) and sometimes only a handful. I reply to each person who says they want into the lottery, just to acknowledge that I got their email and use it as a basis for me to keep track of how many slips I should have in my "hat".		
	Often, Lynn gets tickets handed to her with very little warning. In those cases, she just blast emails the faculty and tells them they need to reply to her by noon and she'll pick the winner. She just lets me know so I can track the outcome on my winner's sheet.		