Bakersfield Chapter Operating Guide
Monthly 50/50 Drawing
Updated: June 28, 2018

Purpose Scope Objective:
The purpose of this document is to provide guidance on the roles and responsibilities of administering the 50/50 Drawing at the Chapter monthly general meeting. This Drawing serves multiple purposes. First it is a non-dues revenue generating practice that raises a small amount of money for the Chapter each month. The second benefit is that it engages members and guests at the monthly general meeting, enticing them to stay until the end of the meeting. Additionally, since this drawing does not require membership in the Chapter, it is one more avenue to make guests feel welcome at the monthly meetings.

Roles and Responsibilities:
The 50/50 drawing is administered by the Chapter Awards and Honors Chair who may delegate or ask for assistance at their discretion.

Procedures:
Tickets are sold during registration and while attendees are getting their breakfast at the monthly general meeting. Tickets are sold at the cost of $1 each, six tickets for $5 and six more tickets for each additional $5. Tickets are in duplicate, with one copy going to the person purchasing the tickets and the others into the drawing container, which is usually a water pitcher. The volunteer who manages the tickets sales will count the money and give half to the Treasurer and the other half will be given, along with the water pitcher of tickets, to the Programs Chair near the end of the meeting.
At the end of the speaker’s presentation, and after awarding of the speaker’s gift, the Programs Chair will announce the amount of money in the 50/50 drawing and ask the speaker to select the winning ticket. The Program chair will have the speaker read the number of the winning ticket out loud. Since no names are written on the tickets the holder of the ticket needs to be present to win. If no one responds after the winning ticket number is announced another ticket will be drawn until there is a winner present.
The winner will immediately receive half of the proceeds collected from the ticket sales at the meeting. The Treasurer will take the remaining half of the money raised and deposit that with the other proceeds from the day’s registration.

Resources:
Duplicate ticket roll
Drawing container (e.g. water pitcher)
**Continuous Improvement:**
This document will be reviewed and updated or marked up annually by the Awards and Honors Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.