

# **DEPARTMENT WAYS & MEANS CHAIRMAN'S INSTRUCTIONS**

## **Revised 2023**

### **Section I – General Information**

1. Your main objective is to make money to meet the Department budget.
2. You are to contact the Fall Conference and Convention Chairman thirty (30) days in advance of the events to advise them of how many tables you will need, what days you need them and what time you want them set up.

### **Section II – Finance**

1. You must give an annual financial report at Convention even if it is an oral one.
2. Any donations from Local Auxiliaries to the Department General Fund will be credited towards the Ways & Means Chairman's amount to be raised to balance the budget.
3. Monies collected at SEC meetings, Fall Conference and Convention shall be counted by you and verified by at least one other person. Whenever the Chairman is not available, two (2) people will count and verify the money collected.
  - a. All monies for each fundraiser (50/50, raffle, etc.) will be placed in an envelope with the fundraiser name, amount of money collected and signatures of both persons verifying the funds clearly written on the outside of the sealed envelope.
  - b. The Chairman (or her designee, if not available), shall turn the signed and sealed money envelopes over to the Executive Secretary at the end of each day.

### **Section III – Fund Raisers**

1. All fund raisers must be approved by both the Department AMVETS Ladies Auxiliary SEC and Department of Michigan AMVETS.

2. The usual projects are assorted types of raffles held at SEC meetings, Fall Conference and Department Convention. With SEC approval, you may have up to five (5) other fund raisers during the year.
3. You shall apply to the State of Michigan Lottery Commission for a raffle license for the annual Convention drawing no later than **December 30<sup>th</sup>**.
  - a You have to have SEC approval for the prizes you are offering, not to exceed a value of \$500.
  - b The prizes will need to be listed on the license application and you shall get a check from the Department Treasurer for the cost of the license.
4. You shall let the Fall Conference Chairman know what fund raisers you have planned for the weekend so she can make arrangements for any extra tables, etc. you may need.

#### **Section IV – SEC Meetings and Department Convention**

1. The tickets for the Department Convention raffle will be printed by the Executive Secretary and sent to you in time to have them ready for distribution at the Spring SEC meeting.
2. No more than one (1) book of tickets shall be given to a Department Officer to purchase, unless more are requested. If a Department Officer is not in attendance at the meeting, the tickets shall be mailed to the Officer within one (1) week following the Spring SEC meeting.
  - a. You shall have no more than five (5) books of tickets to give the District Presidents at Spring SEC to take back to their respective Districts, unless more are requested.
  - b. If there is no District representative at the Spring SEC meeting, the tickets shall be mailed to the District President within one (1) week following the Spring SEC meeting.
3. The Convention raffle tickets are to be sold for \$5.00 each or three (3) for \$10.00.
  - a. When sold, the seller will return the ticket stubs and monies to the Ways & Means Chairman. The check is to be made payable to AMVETS Ladies Auxiliary Department of Michigan.

- b. You shall forward the checks you receive to the Executive Secretary at least once monthly until seven (7) days prior to Convention.
  - c. Bring any remaining checks received to the Convention with the ticket stubs you have received.
4. If not approved at the post-Convention SEC meeting, you will need to get approval at the Fall SEC meeting for the Convention raffle prizes.