Delegation of Responsibilities - Fundraising should involve a steering committee of several Rotarians. If more than one component, ie, raffle, team registrations and sponsorships, each component should be managed by a different person(s). Periodic review of the financial status of each component should be reviewed by the committee during the fundraiser.

Raffles - Raffle tickets should be proofed by two people on the steering committee before the printing order is placed for the tickets. This process should include confirming that fundraising recipients are correctly identified. The raffle tickets are to be sequentially numbered. Proper documentation needs to be filed with the OLC in advance of a raffle being conducted.

Raffle ticket distribution is be documented by raffle ticket numbers and quantity assigned to each Rotarian.

Upon return of tickets, written accountability for sold, unsold tickets, lost tickets and proceeds is to be maintained by the Rotarian in charge of the raffle, and confirmed by the Rotarian making the return. If unsold tickets are reassigned, the numbers are to be recorded accordingly.

Ticket stubs for the drawing are to be looked at prior to inclusion in the stub container, to ensure no tickets are bundled together by paper clips or rubber bands.

Check/Cash handling -

Sponsorship, raffle ticket and team registration payments are to be recorded by the Rotarian in charge of that component, prior to deposit.

Cash is to be deposited with two Rotarians initialing the deposit slip confirming the amount for the deposit.

Cash/checks should be deposited weekly but no later than 2 weeks after receipt by the Rotarian handling that component. Duplicate deposit receipts may be obtained from the bank to aid the Rotarian in charge of the fundraising component for which they are for.

At no time should a Rotarian place cash in their personal account for fundraising proceeds.