

How to Organize a Ducks Unlimited Banquet:

The purpose of a Ducks Unlimited sporting banquet is to raise money for developing, preserving, restoring and maintaining waterfowl habitat on the North American continent and to develop a local image for DU. Much of DU's annual income and membership comes from these traditional annual fun affairs. These banquets, by policy, are conducted for the exclusive benefit of Ducks Unlimited and cannot be combined with meetings or fund-raising efforts by other organizations.

A well coordinated committee of at least 6 to 10 active members is the key to a successful DU banquet. Best results suggest that the committee be divided into at least six sub-committees as follows:

- Treasurer** - finance, accounting, paying bills, membership lists.
- Arrangements** - accommodations, meal, program, sound system.
- Publicity** - promotion kit, newspapers, radio, television.
- Auction/Prize** - prize solicitation, auctioneers, sales help, execution of auction and prize displays, collecting from bidders.
- Ticket/Membership**
- Renewal** - contacts members who did not attend banquet.
- Sponsor Chairperson** - encourages members to become DU sponsors, sponsor event.

Traditionally, DU committees have more fun than anyone else in planning and staging the annual banquet.

Twelve Steps in How to Conduct a Ducks Unlimited Sporting Banquet

1. Committee meets - Selects Chairperson
2. Chairperson names and appoints - Subcommittee chairperson.
3. Committee sets - Banquet date, type of banquet, price of banquet.
4. Arrangements subcommittee - Selects place.
5. Once banquet date/place is set, Banquet Invitations should be ordered through NHQ.
6. Treasurer - Handles finance and accounting.
7. Publicity subcommittee - Starts immediate campaign with radio, TV, newspapers.
8. Auction and Prize subcommittee - Solicits prizes locally and nationally.
9. Ticket subcommittee - Prints, distributes and encourages all members of the committee to sell tickets.
10. Banquet is held.
11. Treasurer sends net proceeds, credit card slips and membership list to DU.
12. Ticket/Membership Renewal Chairperson follows-up on members who did not attend banquet or did not purchase a banquet ticket.

Ducks Unlimited Sporting Banquet - Check List of Essential Duties

Full Committee

1. Selects Chairperson.
2. Sets banquet date, type of banquet, price of ticket.
3. Sells banquet tickets.
4. Solicits prizes and underwriting.

Chairperson

1. Appoints subcommittees and subcommittee chairperson.
2. Invites sponsors to attend banquet.
3. Reviews legal status of raffle or drawing.
4. Organizes program and arranges for printed programs.
5. Calls final "wrap-up" meeting and arranges selection of successor as Area Chairperson.

Treasurer

1. Supervises checking account, deposits receipts, pays bills. Both Chairperson and Treasurer should be co-signers for the account.
2. Purchases and controls raffle tickets.
3. Handles merchant credit card machine received from National Headquarters.
4. Sends money, membership list and credit card receipts to National Headquarters in Memphis after the event.

Arrangements Chairperson

1. Selects banquet location.
2. Negotiates banquet cost and menu.
3. Obtains security officer, if needed.
4. Arranges for and checks sound system. It is of utmost importance to have a good sound system.
5. Determines layout of banquet hall including bars and prize tables.

Publicity Chairperson

1. Makes schedule and plans for publicity campaign.

Auction & Prize Chairperson

1. Supervises team's solicitation of prizes locally and by mail.
2. Supervises all product-underwriting efforts.
3. Secures copy of federal firearms dealer's license from local gun shop; orders Event Merchandise items and mailing labels through the Regional Director.
4. Arranges for auctioneer(s).
5. Obtains services of friendly and efficient staff helpers for selling raffle tickets at banquet.
6. Sends "Thank You" letters to all prize contributors.
7. Awards donor decals to appropriate contributors.
8. Assures proper handling of all sporting firearms awarded at banquet.

Ticket/Membership Renewal Chairperson

1. Designs and prints tickets.
2. Develops, prints, and mails "Early Bird Program".
3. Supervises teams selling tickets.
4. Keeps a running audit on ticket sales.
5. Promptly deposits monies and membership stubs with the Treasurer.
6. Assists Treasurer in preparing final membership lists.
7. Communicates, by phone or mail, with members who didn't attend the banquet or didn't renew their membership by purchasing a banquet ticket and encourage these members to renew their support.

Sponsor Chairperson

1. Encourage all members to become Ducks Unlimited Sponsors
2. Works with committee to hold a separate sponsor event at another season of the year.

TIME SCHEDULE FOR PLANNING DU BANQUET

1. **First** Week's Meeting - Committee Growth
 - a. Develop Committee Growth Roster.
 - b. Have each committee member identify two individuals who would be a new asset to committee.
 - c. Identify committee jobs for these people so you have a specific job to offer them during their recruitment.
 - d. Follow the ideas in the Volunteer Recruiting Booklet.
2. **Second** Week's Meeting - Lunch or evening meeting.

Appoint committee chairperson and subcommittees (if not already accomplished).

 - a. Determine date, price, and type of banquet. Check out local conflicts.
 - b. Decide on location and start publicity.
 - c. Print tickets locally, or coordinate with RD on use of DMCS ticket program through NHQ.
 - d. Start acquisition of prizes.
 - e. Order Event Merchandise items, **(use business shipping address if possible as this saves on shipping cost)** mailing labels, and event promotional items through DU Regional Director.
 - f. Start letters to solicit prizes.
 - g. Review with Regional Director the membership banquet planning budget.
3. **Third** Week's Meeting -
 - a. Distribute tickets.
 - b. Committee reports.
 - c. Publicity.
 - d. Mail invitations to members on previous year's banquet list. Prepare and mail "Early Bird" Program.
4. **Fourth** Week -
 - a. Committee reports.
 - b. Sales reports.
 - c. Progress report on prizes.
 - d. Publicity
 - e. Begin auction/raffle item underwriting efforts.

-
5. **Fifth Week -**
 - a. Sales reports.
 - b. Progress report on prizes.
 - c. Arrange to display Event Merchandise items in local stores, banks, etc.
 - d. Continue underwriting efforts.
 6. **Sixth Week -**
 - a. Sales reports.
 - b. Progress report on prizes.
 - c. Continue underwriting efforts.
 7. **Seventh Week -**
 - a. Ticket sales report.
 - b. Finalize prize list.
 - c. Organize telephone campaign to contact prospects that did not respond to mailings.
 - d. Continue underwriting efforts.
 8. **Eighth Week -**
 - a. Final report on sales.
 - b. Final estimate on banquet reservations.
 - c. Call Establishment with guarantee. **Be cautious with guarantees.** Plan on 10% less banquets than tickets sold. There are always people who cannot come at the last minute and restaurants can usually accommodate up to 10% more than guaranteed.
 - d. Prepare prize list and list of donors.
 - e. Publicity - real blast!
 - f. Continue underwriting efforts.
 9. **Ninth Week - The DU Banquet**
 - a. Committee arrives at 1:00 PM for final coordination, prize display. Consider eating early before crowd arrives.
 - b. Invite photographers to take photo of:
 1. Officers and honored guest.
 2. Committees.
 3. Big prizewinners.
 - c. Review sample duty roster for banquet at the end of this guide.
-

10. **Post Banquet Follow-up (within 10 days) -**

- a. Story on financial success of event and submit to local media.
- b. Stories on big prize winners, and submit to local media.
- c. Review success of banquet - report from committees on problems incurred; discuss place, size, and price for next banquet.
- d. Complete audit. Treasurer prepares Financial Report to be forwarded to DU National Headquarters along with proceeds, membership list, and credit card deposit slips.
- e. Send "Thank You" letters to prize donors with recap of successful results.
- f. Contact members who did not purchase a banquet ticket or did not attend event, encouraging them to renew their membership.
- g. Plan for next year's event - set date and place now - **select chairperson now.**

SUMMARY:

1. Set a reasonable attendance goal - depending on community size, facilities available, etc.
2. Plan a tight schedule and **stick to it.** Most Important, don't let banquet run on and on.
3. Remember: DU banquets are **fun affairs.** If the first one comes off properly, you can increase participation in future years.
4. Ultimately, your goal should be to fill to capacity the largest available and suitable facility.
5. You should expect to net a contribution of \$40 to \$50 per person attending at a minimum.
6. Practice safe handling of all auction and raffle firearms during the evening.

DU COMMITTEE CHAIRPERSON DUTIES

1. Overall supervision of committee.
2. Appoints subcommittees and chairperson and coordinates their activities.
3. Checks legal status of raffles.
4. With committee participation, selects banquet date, banquet price, and type of banquet*.
5. Personally invites all sponsors in the area to the banquet. Solicits new sponsorships from potential sponsors.
6. Invites dignitaries to banquet (The best rule is **No Free Tickets!**)
 - a. DU State Chairperson, National and State Officers, National Trustees.
 - b. Nearby Area Chairperson and potential Area Chairperson.
 - c. State Fish and Game Director or Waterfowl Chief.
7. Selects program format keeping speeches and introductions at minimum allowing 10 minutes overall. No political speeches! Writes the text and arranges for the printing of the program, including committee names, donor names and "Thank You" message.

Back cover of program should contain brief description of the DU Mission Statement as a reminder (see "The Ducks Unlimited Story").

8. Acts as or selects MC at the banquet and thanks everyone for their cooperation and contributions.
9. Close banquet according to schedule.
10. Calls meeting of committee immediately after the banquet to assure that all details are finished including sending net proceeds to the National Office within 10 days.

Calls for selection of a chairperson for the following year, if he/she does not intend to continue in the position through the next year. Normally a chairperson holds the position for two

* Periods prior to or after the close of the waterfowl season are excellent times to hold DU banquets, but chapters are holding successful banquets in every month. Schedules should avoid dates during the Christmas holiday season. Contact your Regional Director for help in selecting a date.

You can conduct a successful DU fundraiser any day of the week, but Tuesdays through Saturdays are best. Try to avoid Sundays or Mondays. **Be sure to check with the Chamber of Commerce, schools and colleges for potential conflicts.**

DU COMMITTEE CHAIRPERSON DUTIES contd.

Care should be taken to create a proper perspective so far as income and attendance are concerned. Proper pricing will facilitate this. It is unwise to price the banquet low in hopes of attracting a large crowd and then raising prices in future years to realize an appropriate net income. Experience has shown that attendance reflects committee effort much more than it reflects the price of a ticket. Tickets are priced to include a \$25 adult one-year DU membership. New memberships include card, decal, and the

Ducks Unlimited magazine published bi-monthly. Tickets should be priced to cover the cumulative cost of a DU membership, plus meal and other costs. At a minimum, single tickets should be priced at \$25.00, couples tickets at \$40.00.

TREASURER DUTIES

1. The function of the Treasurer is to receive, maintain, and account for all funds received by the Chapter, and to pay all reasonable expenses of the Chapter within the operational policies of Ducks Unlimited, Inc.
2. A "no-service-charge" checking account, interest bearing if possible, will be established which requires the signature of both the Chapter Chairman and Treasurer. In addition, the State Treasurer, or another state officer as shall be designated by the State Chairman, will be an authorized signer on the chapter accounts. To facilitate handling at National HQ, be sure to have the chapter number pre-printed on the check.
3. Receive money for banquet tickets sold and keep a running audit on sales status prior to the banquet.
4. Receive money for raffle tickets sold after the raffle chairman has properly accounted for the raffle activity. Receive money for miscellaneous sales.
5. Receive payment the night of the event on each item in the auction.
6. Pay all proper bills associated with the event by check.
7. Immediately deposit in committee account all funds collected at the banquet. Remit major portion of net proceeds (including credit card slips) and the membership list to National Headquarters within ten (10) days following the event. Submit the Financial Report and remit the remainder of the proceeds to National HQ no later than thirty (30) days following the event. Copies of all Financial Reports are to be provided to the State Chairman and Regional Director.

10/30 Club Policy -

Committees complying with these procedures become eligible for inclusion in the "10/30 Club" and benefits associated with this program. All membership banquets and sponsor events that result in a total n/n income to DU of \$2,500 or more can qualify for the 10/30 Club. For more information about the 10/30 Club, contact your Regional Director.

8. The Chapter may retain up to three percent (3%) of the net proceeds or \$200, whichever is greater, as "seed" money for next year's event. However, if state policy is more restrictive, state policy shall apply.
9. For larger events, it is recommended that a volunteer "financial secretary" be utilized to assist the treasurer in the execution of his duties during and immediately following an event. This will facilitate the transfer of money and required records to DU National Headquarters according to the schedule.

RECORD RETENTION

Documents from each fund-raising event should be put in a separate large envelope and kept on file to assist in the transfer of records from one treasurer to another. All financial records including bank statements, cancelled checks, paid invoices, banquet ticket reconciliations, and other records are to be retained by the Chapter for a minimum period of five years from the date of the event.

These records are subject to review by the state Chairman, internal auditors from National Headquarters, state auditors, or the Internal Revenue Service; thus, it is important that all records be prepared and kept in a neat and orderly manner.

Recommended Document Handling -

1. Invoices: Be sure that each invoice clearly shows what was purchased. After payment, mark "PAID" and record the check number on the invoice. File paid invoices in order by check number.
2. Reimbursements to committee members: All receipts, "chits", paid bills, etc., must be attached along with a complete explanation of the expenditure and its relationship to the event. (Note: Under no circumstances will any monies received in the name of Ducks Unlimited be used to defray personal costs incurred during performance of volunteer duties.)
3. Cancelled checks: File in numerical sequence and keep together with the appropriate bank statement. Bank statements must be reconciled to the chapter records monthly.
4. Bank deposit slips: File in chronological order with the appropriate bank statement.
5. Financial Report, Cash Receipts Journal, Auction Supporting Schedule, List of Donations made to the event: Filed together with paid invoices.
6. Banquet ticket stubs, unsold banquet tickets reconciliation: Keep all of the items filed together. Banquet ticket stubs should be arranged in alphabetical order before the banquet to assist in locating stubs for people who have lost their tickets. After the banquet, the stubs should be arranged in numerical order to complete the ticket reconciliation.
7. Raffle ticket stubs, unsold raffle tickets and raffle ticket reconciliation: Keep all of these items filed together.

Please note that the original of the Financial Report, the check(s) for the net proceeds of the event, credit card slips, and the Membership List are the only documents that are sent to National Headquarters. All other records and supporting schedules are kept by the chapter treasurer, along with clear copies of all documents sent to National Headquarters.

Income and Expense Breakdown -

There are only five (5) basic areas of Income and Expense. Please keep these separate during the banquet for ease of reporting.

The areas are:

- 1) Banquet arrangement/ticket sales - All ticket sales, membership money, and associated expense go here.
- 2) Raffle - Self-Explanatory.
- 3) Live Auction - Self-Explanatory.
- 4) Silent Auction - Self-Explanatory.
- 5) Other - Beyond what is listed, any other items of income or expense IF they don't fit under one of the other four.

NEW TAX INFORMATION

1993 Tax Act -

The Revenue Reconciliation Act, that passed the summer of 1993, had several very important parts that directly affect our organization in regard to substantiation of contributions for tax purposes.

DU committees must comply with new requirements of the Internal Revenue Service to document charitable contribution by our contributors.

The "fair market value" of merchandise purchased by DU members at auctions must be disclosed on auction receipts (new receipt in Appendix A). Fair market value for DU Special Projects merchandise is the cost to the committee; fair market value for merchandise contributed to the event is the committee's best estimate of what it would cost to purchase the item in the community.

Contemporaneous written receipts are required for any cash contribution of \$250 or more to the event. DU committees **must** acknowledge cash contributions to underwrite events to contributors. DU committees **must** provide written acknowledgements for merchandise contributed to events. These acknowledgements must describe the merchandise, but valuation of the items is the responsibility of the donor.

Cash contributions to DU of \$250 or more will also require contemporaneous written acknowledgements. These will be handled at National Headquarters for all contributions written on the banquet lists and submitted to NHQ.

Tickets to DU events must disclose the portion of the ticket price that is deductible as a charitable contribution (new ticket format in appendix A).

New auction receipts have been prepared (see sample in Appendix A). Note requisite language regarding deductibility and disclosure of fair market value. New receipt books are in the Banquet Kit you received.

Tickets for events must disclose the deductible amount of the contribution. See sample in Appendix A.

As you can see, these are some major changes. In doing the extra work to remain in compliance, we are not only protecting the organization but also our members. If you have any questions, please contact your Regional Director.

DU COMMITTEE ARRANGEMENTS CHAIRPERSON DUTIES

Accommodations:

1. After full committee has decided on date and set a reasonable goal for attendance, select a facility that will handle the number **without crowding**.
2. Round tables, seating 8 or 10 diners, are best if available. Develop with management a room diagram showing table arrangement, location of tables for prize displays, ticket sales admission area, Treasurer, merchandise sales, etc. Experienced banquet committees have learned that advance seating reservations may cause many problems; therefore, the open seating arrangement is preferred.
3. Select menu. Insist on quality. **An example of a suitable meal is tossed salad, prime rib, twice baked potato, brussels sprouts or broccoli and cherry cheesecake.** Be cautious of duck or game banquets. Few chefs know how to properly prepare wild game. It is, of course, illegal to sell wild game. Negotiate price. Try to get a person with food service experience to help.
4. Arrange for guarantee. Be cautious. **Plan for 10% less banquets than tickets sold. Restaurants can usually accommodate a few more than guaranteed. Some ticket holders will not show.**
5. The refreshment and auction/raffle display area should be separate from the dining area and be large enough to accommodate entire attendance with adequate room for easy traffic flow.
6. Entire banquet should be served and tables cleared in 45 minutes.
7. If DU souvenirs are to be sold, select site and provide for table. It is imperative that the sales table be staffed at all times! Roving sales persons are also good.
8. **Insist on confirmation by management of all banquet and bar arrangements in writing.**
9. Accommodations check list:
 - () Menu selections and deadline.
 - () Make sure you have a firm price per plate, including tips and taxes (if any). Pay tax on meals only - not on tips!
 - () Number of VIP tables _____.
 - () Total to be served _____.
 - () Minimum guarantee _____ (2 days before banquet; 10% less than tickets sold).
 - () Price per plate guarantee \$_____.

DU Committee Arrangements Chairperson Duties contd.

- () Can the room be served easily without disturbance? (Check the location of the kitchen, entrance, and existing doors in relation to head table, other tables, etc.)
 - () Bar agreement. Location of bar, number of bartenders, pricing, etc.
 - () Deadline for having room set up _____.
 - () Have we provided a diagram of exactly how we want the room set up?
 - () Firm times for refreshments, meal service, registration, then stick to those hours.
 - () Written contract with management covering pertinent points above.
10. Provide for security, if necessary or appropriate. Motels and hotels may have security people available. Otherwise, use off-duty policemen, sheriff's deputies, etc.

Program:

1. Provide podium and good microphone for Announcer and Auctioneer. Check out 'mike' for volume, feedback, etc.

A good sound system is absolutely essential for a successful auction. Insist on good sound system! **Be absolutely sure about sound system long before banquet. Make sure it's right during the afternoon set-up process.**

2. Here is a sample schedule for normal program:

Refreshments and Registration	1 1/2 Hours: 6:00-7:30 PM
Banquet*	3/4 Hour: 7:30-8:15 PM
Area Committee Chairperson Comments	10 Mins.: 8:15-8:25 PM
Auction and Raffle	1 3/4 Hours: 8:25-10:30 PM
Adjourn	

***Door prizes should be drawn during banquet period. Save the grand door prize drawing until last item of the evening.**

3. The Area Chairperson comments should be brief. A brief presentation by the Regional Director or other DU representative concerning the objectives and accomplishments of DU is desirable at the first banquet. Always be cautious of speeches. Do not program speeches by local politicians, government employees, or others likely to have a personal motive or to be controversial. Some of the most successful banquets allow no speeches at all.
-

DU COMMITTEE PUBLICITY CHAIRPERSON DUTIES

1. Get executives who do a great deal of advertising, trained public relations professionals or sales promotion personnel on the committee. An ad agency representative can be a most effective PR Chairperson.
2. DU National Headquarters has developed a special "Promo Tube" for use in publicizing your banquet. Available through your Regional Director, it contains background materials for newspaper, radio, and display promotion. Ready to use news releases are included.
3. Contact local outdoor writers, sports editors, radio and TV sportscasters and/or newscasters. Publicity should begin with first committee meeting. Report each development in banquet planning to these media. Give names of committee members, their responsibilities, etc. If possible, get pictures of committee meetings - using the prizes (a retriever or decoys) as props is a good gimmick. Don't forget society page editors to appeal to all interests. Remember - the news media wants your stories. You may not get every reported incident in print or on the air, but you'll get NONE if they are not printed!!
4. Arrange for donated services of competent photographer at banquet, to get good photos for local publicity.
5. Remember - publicity prepares people to buy tickets, but it seldom clinches the sale. **Most tickets will be sold face to face through personal contact.**
6. Arrange for pre-banquet displays of prize merchandise. Banks are normally a good place to display art work. Displays can be rotated among banks at two-week intervals. Display should include date and place of event and who to contact for tickets (name and phone number).
7. Work with Auction and Prize Chairperson in publicizing major donors, cash contributors and merchandise sponsors.

DU Committee Auction & Prize Chairperson Duties

1. Obtain prizes for the auction and solicit cash contributions to underwrite purchased prizes.
2. Obtain the donated services of a professional auctioneer. When available, and if the event is large enough, two auctioneers can be used to good advantage. In addition, multiple good auction spotters are essential to a successful auction.
3. Obtain the services of effective sales help, men and women, (one for every 20 guests) to sell raffle tickets during the cocktail hour and to assist with the delivery of raffle prizes and auction items later in the program. Have them arrive 30 minutes ahead of cocktail hour for briefing and instructions.
4. Obtain door prizes which should be listed on the ticket to help promote sales. It is far better to have one good door prize than to have several lesser door prizes. This door prize should be given away at the end of the banquet and the person whose name is drawn must be present to win. This helps prevent people from leaving before the banquet is over.
5. **In cooperation with the Treasurer and other members of the committee, supervises closely the execution of the raffle and the auction with special attention to getting all payments to the Treasurer expeditiously throughout the evening.**

KEEP THE AUCTION AND RAFFLE MOVING FAST THROUGH THE EVENING.

6. Raffle checklist:
 - (a) Raffle prizes are essential to the success of the banquet. Source prizes with minimum retail value of \$25.00. Have at least one good quality-sporting firearm. Most committees have at least 25 to 30 prizes for a crowd of 200-300 people.
 - (b) Raffle ticket prices will vary with the size of the crowd and type of raffle. A minimum price should be \$5.00 per ticket. Many committees find a coupon type ticket easier to use and lessens confusion when raffle numbers are drawn (see sample on Page 20A).
 - (c) Sources for prizes are:
 1. Local merchants and business people.
 2. Local sporting goods manufacturers.
 3. National Manufacturers.

Normally these prizes are obtained free of charge or underwritten by companies or individuals. When working locally, concentrate on obtaining cash donations from professionals and others in your community not able to offer merchandise. Use this cash to buy sporting firearms, other major items, or to defray Ducks Unlimited Event Merchandise item costs.

Prize solicitors are more successful working in pairs or threes.

- (d) Do not permit careless handling of sporting firearms during the cocktail hour and during the auction or drawing. All firearm transactions must comply with all DU, federal, state, and local regulations regarding such matters.
- (e) Provide container for raffle and door prize stubs. Ticket "birdcage" is best. Best way to award prizes--have prizes numbered and listed on prize list included in program or distributed as memo.
- (f) Arrange for plenty of runners to get prizes to winners quickly. Raffle sales help can be used for this. If a great number of prizes are awarded (more than 35), it is advisable to conduct part of the raffle during the banquet in order to save valuable time for the auction.
- (g) Put list of donors in printed program or on printed lists placed at each guest's place setting.
- (h) The key to a successful raffle is an efficient sales force. Friendly and attractive sellers suitably attired, are a must. A flat commission of 5% on sales is a favorable method of compensation. Tickets should be packaged in lots amounting to \$100 worth of tickets. Each seller is given one lot of tickets and the supply is replenished when the seller turns in \$100. Tickets should be priced at \$5 or 5-for-\$20, or otherwise if appropriate for your event. Check with your RD on this! The sales commission can be paid immediately or after the party following the audit. One very effective incentive is the use of round colored labels to identify the ticket purchases. These 3/4"round, self-adhesive labels come in an assortment of colors and are available from office supply stores at about \$2 per 1,000. Get as many different colors as you have sellers. As each seller sells tickets to a buyer, the seller puts his/her "mark" on the buyer's collar or tie. The buyer becomes a target for the other sellers to become a "two spot" buyer (contributor). As the cocktail party progresses, some dedicated DU members and guests become decorated like five-star generals. A sample "Raffle Ticket Accounting" Form is shown at the end of this section, on page 21.
- (i) Special raffles on single items can be held in addition to the regular raffle. \$10, or \$20 tickets on an outstanding shotgun with sales limited to a specific number of tickets (perhaps 100) is a popular approach in many instances. Consult your Regional Director for other types of creative raffles.

Auction Suggestions contd.

7. Auction Suggestions:

- (a) A merchandise auction is the high point of the evening program. Hold the auction early in the program as recommended in the timetable. A well-run auction is a very entertaining feature and normally contributes about 1/3 of the net profit. **Professional Auctioneers and a good sound system are absolutely essential!** Normally, a local professional will donate his/her services for the publicity received. **Be sure the Auctioneer is properly briefed in detail on the merchandise to be sold, minimum acceptable bids, etc.** Also brief the Auctioneer on the purpose and mission of DU. Two Auctioneers working together can be very effective.
- (b) Try to have blank checks from a local bank. All chapters are now able to offer VISA, MasterCard, AmEx, and Discover as a payment option. **Require payment before releasing the purchased merchandise to the buyer.**
- (c) Use spotters to assist the auctioneer with identifying bidders. Utilize special DU tickets contained in your "Banquet Kit".
- (d) Be sure to display auction items separately from raffle items, and properly identify the display to avoid misunderstanding. List auction items on your program with any necessary description. Note with an (*) any items having a fixed reserve bid.
- (e) Art is very popular at DU banquets. The banquets, therefore, provide excellent exposure for artists and galleries. Art work should be **donated** with all proceeds going to DU. Do **NOT** offer art, or any other product, on a consignment basis. Do not guarantee fixed minimums or purchase art outright.
- (f) The order of the auction, value wise, is very important. It is best to place low priced items first, building to high priced in the middle, then moderate to low priced again at the end!
- (g) Check list for a successful auction:
 1. Have a professional Auctioneer and good sound system.
 2. Limit the items to 25-35. Don't put big ticket items last. If your big ticket item is in the middle, it will give the second bidder a chance to spend the money he/she had planned on spending on the big ticket item.
 3. Build a separate display of these items and have it spotlighted. Number each item.
 4. Have a corresponding numbered list describing each auction item in the hands of everyone in the room and then sell in the order of the list.
 5. Go over all of the items with the Auctioneer; make certain that he/she knows what is being sold. Announce if an item is subject to a reserve bid; it is not necessary to announce the dollar amount of that reserve.
 6. Make certain that the sound system can be heard above the noise. A separate microphone with the MC or the Regional director describing items helps.

Checklist for a successful auction cont'd.

7. Get the persons who are known to be buyers seated in the front.
8. Hold the auction immediately after the banquet.
9. **Do not interrupt the auction with other activities.** Once the auction has begun, complete it without interruption!
10. Keep the lights up high.
11. Do not ever give the value of the auction item.
12. Use bid spotters who make a lot of noise to identify bidders and announce loudly the name of the buyers.
13. Have bid spotters contact buyer immediately and have the buyer sign the bid ticket indicating amount of bid.
14. Have credit card service availability prominently displayed.
15. New Auction Bid Tickets (Blue Booklet) must be used for an auction and silent silent auction items. Fair market value must be included on receipt. (See Appendix A)
16. Do not release merchandise without payment.
17. Wrap the auction up in no more than an hour and a half.

SAMPLE

Raffle Ticket Accounting Raffle Seller's Name and Dot Color

Name/Dot Color	No. of Tickets Issued	Payment Record
Betty		
Ralph		
Jim		
Chris		
Sue		

Gross	\$
Commission	(_____)
Net Profit	\$

INSTRUCTIONS:

Assign each raffle person a stick-on dot color and provide each one with lapel stick-on dots for acknowledging purchases, a designated number of raffle tickets and change (usually \$100 worth of tickets and \$20 (4-\$5) of change in appropriate denominations). Record the amount of cash advance provided and maintain records for each raffle person as he/she turns in money. At the end of the raffle sales, sum up each raffle person's sales, subtract the cash advance, and pay appropriate commission.

SAMPLE PRIZE LIST FOR COUPLES OR LADIES EVENTS:**AUCTION ITEM SUGGESTIONS**

1. Ceramics - Anything pertaining to wildlife in particular and marked specifically for DU Banquet (National items).
2. Carvings
3. Antiques - (Decoys, etc.)
4. Quilts - (Handmade)
5. Original Art Works
6. Limited Edition Prints - (Matted/Framed)
7. Special Sporting Firearms
8. High Quality Fur or Jewelry

SILENT AUCTION ITEM SUGGESTIONS

1. Clothing Items
2. Swan decoy (Loon, Owl, etc.)
3. Sporting Firearms
4. Watch (men's and women's)
5. Jewelry Box
6. Kitchen Gourmet Set
7. Handcrafted Items
8. Area Rug
9. Jewelry

RAFFLE ITEM SUGGESTIONS

- | | |
|---|---|
| 1. Jewelry | 15. Duck Phones |
| 2. Quilts | 16. Food Baskets |
| 3. Handcrafted Items | 17. Local Art |
| 4. Prints with Decoys | 18. Banquet for two at local Restaurant |
| 5. Week-End Getaways | |
| 6. Clothing Items - Fur & Leather Jackets | |
| 7. Prints | |
| 8. Decoys | |
| 9. Duck Towels & Sheets | |
| 10. Shopping Sprees | |
| 11. Sporting Firearms | |
| 12. Crystal | |
| 13. Silver Tea Services - Wine Goblets | |
| 14. Plates (Decorative) | |

SAMPLE PRIZE LIST FOR COUPLES OR LADIES EVENTS contd.**BONUS AND GRAND RAFFLE PRIZES**

1. Jewelry-Pendants-Rings
2. Shopping Sprees
3. Exercise Bike
4. Sporting Firearms
5. Leather or Fur Coats
6. Cash
7. Week-end for two (All Expenses Paid)
8. Trips
9. All-terrain Vehicles
10. Luxury items you can't justify purchasing for yourself!

REMEMBER.....

Almost all businesses and trades have something to offer. Check availability of all local arts and crafts. Let your imagination run wild - once you get it donated, you'll find something to do with it. All areas different - choose accordingly. If a business or a professional has no merchandise or appropriate service to donate, ask them to underwrite the cost of a purchased item, the framing costs, printing bills, etc.

DU COMMITTEE TICKET/MEMBERSHIP RENEWAL CHAIRPERSON DUTIES

1. Design banquet tickets and arrange to have them printed, preferably by a printer who'll donate the service and paper. See the sample in Appendix A. Also, don't forget to check with your RD about banquet tickets available through NHQ. It's a great program.
2. An "Early Bird" Program is suggested to encourage advance sales by mail. All tickets purchased within two weeks of mailing invitations qualify for a special limited drawing on a specified item. See sample of "Early Bird" letter on page 30.
3. At conclusion of "Early Bird" Program, distribute tickets to committee for direct sale by committee members to prospective attendees.
4. **Committee members must transfer money and membership record stubs to Treasurer as tickets are sold.**
5. Call in unsold tickets at cutoff date previously agreed upon--usually five days prior to banquet.
6. Assist in the preparation of final membership lists for renewal members. Be sure to use the preprinted banquet list provided you.
7. As soon as possible after the fund-raising event is over, the Ticket/Membership Renewal Chairperson should utilize the committee's copy of the preprinted banquet list to personally contact those members on the list who did not attend the event or did not purchase a banquet ticket. The chairperson should encourage them to renew their membership by sending a check to the committee (or by using your credit card capabilities). **THE MOST SUCCESSFUL METHOD OF CONTACTING NON-RENEWING SUPPORTERS IS THE PERSONAL APPROACH - BY FACE-TO-FACE MEETING OR BY TELEPHONE.** If this is not possible, a letter would be a secondary approach. (See Appendix B-1&2)
8. All contributions received by the committee from renewing members should be remitted to National on a timely basis to prevent interruptions in the member receiving his/her membership credentials and DU magazine.
9. It should be stressed that the backbone of Ducks Unlimited is its members -- dedicated and committed to conserving our waterfowl resource. Their ongoing support is critical to maintaining DU's vital wetlands habitat preservation programs.

MASTER OF CEREMONIES DUTIES

<u>Approximate Time:</u>	<u>Function:</u>
6:00-7:30 PM	<p>Push raffle sales.</p> <p>Invite patrons to:</p> <ul style="list-style-type: none"> a) Look over raffle prizes. b) Bid on Silent Auction merchandise. c) Look over auction merchandise. d) Purchase merchandise (i.e., pins, hats, etc.)
6:30 PM	Greet invited guests and introduce them to Chairperson.
7:20 PM	Call for banquet to be served at 7:30 PM.
7:30 PM	<p>Ask Reverend to say grace.</p> <p>Thank Reverend.</p>
7:30-8:00 PM	<p>Continue to push raffle ticket sales. Promote bidding in silent auction by announcing current bids on items and closing time of 8:15 (for example).</p> <p>Cut off Raffle Ticket Sales at appropriate time.</p>
8:00-8:15 PM	Announce winners of raffle items given away during banquet.
8:15 PM	Announce silent auction bidding close and receive names of successful bidders.
8:20 PM	<p>Introduce Chairperson.</p> <p style="padding-left: 40px;">Note: Chairperson will acknowledge guests, banquet supporters, committees</p>
8:25 PM	Then introduce guest speaker if one has been invited to say a few words.
8:25-8:30 PM	Speaker - (No more than 5 minutes).
8:30 PM	<p>Thank Speaker.</p> <p>Announce successful bidders of silent auction items.</p> <p>Thank all attendees.</p>
8:45 PM	Introduce Auctioneer(s) and Auction Chairperson.
10:30 PM	Thank Auctioneer(s) and Auction Chairperson.

BANQUET SAMPLE DUTY ROSTER

<u>Person in Charge</u>	<u>Assisted By</u>	<u>Function</u>	<u>Time</u>
Prize Chairperson	4 Committee Members	Transport all merchandise to banquet location. Note: All items to be properly identified as to number and category-auction, raffle, door prize.	by 1:00 PM
Arrangements Chairperson	Committee Chairperson	Liaison with location management. Have committee ribbons, buttons, and name tags available. Display tables and other essential equipment (easels, sound system, etc.) set-up.	2:00 PM to finish by 4:00 PM by 2:00 PM
Ticket Chairperson	3 Committee Members	Set-up entrance (ticket check, sales, registration) DU banners, and signs.	2:00 PM to 4:00 PM
Auction Chairperson	3 Committee Members	Set-up silent and live auction displays. Prep Auctioneer(s) (provide list of items with description, estimated return or retail value, numbered as in program).	2:00 PM to 4:00 PM
Raffle Chairperson	3 Committee Members	Set-up raffle display. Set-up sales control area.	2:00 PM to 4:00 PM

Note: Have following available:
 Name tags for sales help and guests.
 Hats for sales help.
 Aprons for sales help.
 Sales control sheets.
 Raffle tickets (in lots of \$100 for each helper).

<u>Person in Charge</u>	<u>Assisted By</u>	<u>Function</u>	<u>Time</u>
Arrangement Chairperson		Committee and sales help eat banquet.	4:30 PM 5:15 PM
Raffle Chairperson	1 Committee Member	Brief sales help and distribute aprons, hats, tickets, etc.	5:45 PM to 6:00 PM
Ticket Chairperson	3 Committee Members	Covers entrance to reception area. a) Check attendees in register. b) Deposit door prize ticket stubs in drum. c) Sell tickets at door.	5:45 PM to 8:00 PM
Raffle Chairperson and Auction Chairperson	2 Committee Members or Security Personnel	Secure Prize Area. Secure Sales Control Area. Explain procedure of silent and live auction and answer questions about items. Provide commentary over mike to encourage bidding in silent auction.	6:00 PM to finish
Treasurer		Record funds.	6:00 PM to finish
Raffle Chairperson	3 Committee Members	Control sales; (distribute tickets, accept funds and transfer to Treasurer).	6:00 PM to 8:00 PM
	Sales Help	Sell Raffle tickts.	6:00 PM to 8:00 PM
		Note: Immediately following close of raffle sales, helpers are to report back promptly to their respective Control Person. Final raffle money is counted, tickets placed in drum and drum taken to raffle control area. All cash, tally sheets, unsold tickets to be handed over to Treasurer for accounting.	
		Note: If bearer tickets used, each sales helper should have a supply of cheap pencils to give a ticket purchaser to fill out name and address. Ticket buyer must be responsible for filling out tickets and depositing stubs in drum.	

<u>Person in Charge</u>	<u>Assisted By</u>	<u>Function</u>	<u>Time</u>
Raffle Chairperson		Provide commentary on raffle to encourage ticket sales. Raffle Draw (several times). Raffle Draw (several times).	6:00 PM to 8:00 PM 8:00 PM to 8:15 PM 10:30 PM to 11:00 PM
	1 Sales Helper	Draw Winning Numbers	
	Committee Member	Call Winning Number or Name	
	Committee Member	Record winning number or name beside item on prize list.	
	Committee Member	Hand prizes and ticket stubs to sales helper.	
	3 Sales Helpers	Deliver prizes to winners and check ticket stubs against winner's.	
Auction Chairperson	3 Committee Members	Have winning bidders in silent auction receipt book indicating item purchased and amount bid, name, and address. Give copy of receipt to bidder to claim item after auction.	8:30 PM to 8:45 PM
Auction Chairperson	MC	Outline auction rules as printed in programs. Provide description of auction items prior to selling of each item by Auctioneer(s). Introduce Auctioneer(s).	8:45 PM to 8:50 PM 8:50 PM to 10:30 PM
	3 Committee Members or Sales Helpers	Display auction items to bidders as Auctioneer sells.	8:50 PM to 10:30 PM

<u>Person in Charge</u>	<u>Assisted By</u>	<u>Function</u>	<u>Time</u>
	6 Committee Members	Act as bid spotters, call out loudly when bid made, relay name (walkie talkies can be used for this if room is large) of winning bidder to auctioneer for acknowledgement.	8:50 PM to 10:30 PM
	3 Committee Members	Have successful bidders sign receipt books indicating item and amount bid, name and address. Give copy to successful bidder.	8:50 PM to 10:30 PM
	2 Committee Members	Auction Clerks. Keep record of auction items, successful bidders, mark duplicate receipts PAID across face when funds in hand at end of evening.	8:45 PM to finish
	2 Committee Members	Staff entrance. Check auction item receipts at door to ensure merchandise being Removed from facility have been paid for.	10:30 PM to all guests depart
Arrangements Chairperson	3 Committee Members	Repack materials for successful bidders. Note: Original cartons should be identified by name of item.	Following close of evening
Arrangements Chairperson	4 Committee Members	Clean-up Note: Ensure all valuable material and displays are preserved for future events.	Following close of evening

SAMPLE EARLY BIRD LETTER

Ducks Unlimited

McHenry County East Chapter
90 Union Street, Crystal Lake, IL 60014

TO: All McHenry County East Ducks Unlimited Members

DATE: January 13, 1996

Subject: Early Bird Notice - Annual Membership Banquet

We are making plans for our Annual Ducks Unlimited Membership Banquet. The date is Tuesday, March 10, 1996. The location is John Evans Inn, Crystal Lake.

Since you are a regular member, you have first opportunity to purchase a ticket for yourself and your friends. We will again have the special "Early Bird Drawing" of several fine prizes for those who purchase Early Bird tickets. Tickets are \$45.00 each which includes your annual membership to Ducks Unlimited. The special \$100.00 package is again being offered. Last year's Special Advance Sale Tickets were sold out quickly, so don't delay!

Deadline for the Early Bird Program is February 21, 1996.

At this year's event, there will be hundreds of prizes awarded or raffled such as TV's, hunting or fishing vacations, and golf trips. AT LEAST 24 SPORTING FIREARMS will be auctioned or raffled plus, over 40 other exclusive auction items including art, rare carvings and more.

So complete your Early Bird form NOW and don't miss out on all the prize opportunities and the fun.

Bill Essex, Chairperson

EXAMPLES OF SPECIAL ADVANCE SALE TICKETS

DUCKS UNLIMITED 50TH ANNIVERSARY COMMEMORATIVE

This classic Browning A-5 light 12 auto is highly detailed with generous engraving on the white metal receiver and extra fancy wood

A true collectable

Donated by Kukla Press

100 Tickets only at \$25.00

BERETTA S686L 20 GAUGE OVER/UNDER

A fine quality Grade II gun with exquisite European style scroll engraving Barrels are 26" I C & M

Donated by Black Dot Inc.

100 Tickets only at \$20.00

DUCKS UNLIMITED LIMITED EDITION RIFLE

A classic Winchester Model #94

Carbine Receiver is pewter finished and engraved depicting exclusive Ducks Unlimited wildlife scenes

Edition size 2800

Donated by First National Bank of Crystal Lake

100 Tickets only at \$15.00

SPECIAL DRAWING

Those buying the \$100.00 package (1 each banquet, Ducks Unlimited Browning A-5, Beretta S686L, and Ducks Unlimited Winchester) will be eligible for a special drawing for a Marlin 120 pump, 3" magnum with 28" barrel and modified choke.

SKIP HEALY MEMORIAL GUN

Ruger Red Label 12 gauge Over/Under

Barrels are 26" choked I C & M

Includes beautiful custom-fitted airline case

Donated by Ed Healy

100 Tickets only at \$20.00

Note: This is a special ticket and is not included in the \$100.00 package.

SAMPLE ANNUAL MEMBERSHIP BANQUET ORDER FORM
(to accompany early-bird or regular mailing)

I would like to contribute cash or merchandise for a prize. Contact me by phone _____.

Enclosed is my check for _____ regular membership tickets @ \$45.00 each.

I cannot attend. Enclosed is \$25.00 to renew my membership.

Enclosed is _____ for _____ tickets @ \$25.00 each for Browning A5 light.

Enclosed is _____ for _____ tickets @ \$20.00 for Beretta S686L Over/Under.

Enclosed is _____ for _____ tickets @ \$15.00 for DU Limited Edition Winchester Rifle.

Enclosed is \$100.00 for 1 each banquet, Browning, Beretta and DU Rifle Tickets.
This makes me eligible for Marlin 120 12 gauge special drawing.

Enclosed is _____ for _____ tickets @ \$20.00 for Healy Memorial Gun.

Check enclosed for _____ total.

Please charge my · Mastercard · Visa · Discover
· American Express for \$ _____ total.

Account No. _____ Exp. Date _____.

Signature _____

Your membership contribution is tax-deductible except for the \$6.00 value of the *Ducks Unlimited Magazine* and other membership fulfillment items to the extent allowed by law.

Listed below are names & addresses for tickets I have ordered (including mine). This is necessary for membership records.

Your Name	_____	Address	_____	Zip	_____
Others	_____	Address	_____	Zip	_____
	_____	Address	_____	Zip	_____
	_____	Address	_____	Zip	_____
	_____	Address	_____	Zip	_____
	_____	Address	_____	Zip	_____

Send to: Jim Longhway, Jr.
Bryant Longhway Insurance
27 N. Grant St.
Crystal Lake, IL 60014

SAMPLE THANK YOU LETTER

Ducks Unlimited

McHenry County East Chapter
90 Union Street, Crystal Lake, IL 60014

January 27, 1996

Mr. Al Querhammer
Querhammer Funeral Home
500 West Terra Cotta Avenue
Crystal Lake, IL 60014

Dear Al,

Our 13th Annual McHenry County East Ducks Unlimited Banquet is history and once again it was a rousing success. Since we have a limited capacity of about 350 people, our success depends on doing lots of things exactly right and very few things wrong. One of the keys to our success is the support we get from local businesses and a few selected national organizations. Having most of our upfront costs underwritten has been an essential ingredient.

We are including a copy of our program which has been highlighted to show how your contribution was used. We are also enclosing a donor decal which you can use as you choose to demonstrate your support.

The work that our Ducks Unlimited committee does in preserving places for wild things to begin life benefits everyone. We are proud of our accomplishments and proud of you for helping us.

Best personal regards,

Jim Longhway, Prize Committee

JL/rb
Encl.

SAMPLE LETTER FOR USE IN PRIZE SOLICITATION

Ducks Unlimited is a non-profit organization dedicated to waterfowl and wetlands conservation. Funds generated in the United States through voluntary, tax-deductible contributions are used to enhance, acquire and restore habitat in Canada, the United States and Mexico.

Since DU's inception in 1937, the organization has conserved over 10 million acres of habitat throughout North America. Some 900 wildlife species, including several which are endangered, look to these areas for their habitat needs. The United States has lost more than half of its original wetlands, and continues to lose more than 109,000 acres of the vegetated wetlands most important to wildlife each year.

The largest percentage of Ducks Unlimited's conservation expenditure is derived from nationwide fund-raising banquets. These banquets are social affairs attended by avid sportsmen and sportswomen - conservationists who really care about the future of their environment. Our Ducks Unlimited benefit banquet is expected to attract _____ people and will, we hope, evolve into one of our area's most popular community events.

Attached is a list of items we would like to have sponsored. The _____ Chapter of Ducks Unlimited would be most grateful if you would sponsor one or more and, perhaps, add a choice of your own. All donations are deductible for income tax purposes.

COMMITTEE FOLLOW-UP TO INCREASE MEMBERSHIP

PIZZA PARTY

This would be an informal get-together of committee members, perhaps combined with a wrap-up meeting. Refreshments, i.e., pizza and beer, make this effort fun. Tools to use include: telephones, pre-printed membership list, credit card machine and slips. You should call everyone on the pre-printed membership list that did not renew their membership by buying an event ticket. Take the pre-printed banquet list and during the first few minutes, go through the list and see if any committee members have personal contact with or know of the people not in attendance. If they do, then they should be assigned to call them. The remainder of the “no shows” should be divided among the “party” attendees to be called.

The enclosed script should be used as a guideline when talking to these people. The committee member should remind the called person that their Ducks Unlimited membership is very important in helping DU reserve and develop more waterfowl habitat. Let them know that their membership can be renewed by the committee, with no hassle, just by giving them their credit card there. If they prefer to renew by check, a time for a committee member to pick it up should be arranged. Also, remind them that by renewing now they won't miss a single issue of the “GREAT” DU magazine. A bonus to the committee is that all members and income that comes in from this effort are credited to their event and helps them achieve 10/30 status. A bonus to you is that these are all “grass roots” dollars toward your goal. (See Script.)

SCRIPT:

1. THIS IS _____ WITH THE _____ DUCKS UNLIMITED
(Your Name) (Chapter Town)
CHAPTER. IS _____ IN?
(Person's Name)

2, HI _____. (If necessary, re-ID yourself.)

3. WE MISSED YOU AT THE DU BANQUET LAST WEEK. (PAUSE FOR RESPONSE.)
DUCKS UNLIMITED IS DOING A GREAT JOB OF CONSERVING WILDLIFE HABITAT. I'M
CALLING TO ASK YOU TO CONTINUE SUPPORTING OUR EFFORTS BY RENEWING
YOUR MEMBERSHIP. I CAN HANDLE THIS FOR YOU NOW. THERE WON'T BE A LAPSE
IN YOUR MEMBERSHIP RECORDS OR IN YOUR RECEIVING THE DU MAGAZINE.

4. ALL WE NEED IS YOUR CREDIT CARD NUMBER (VISA, MASTERCARD, AMERICAN
EXPRESS, OR DISCOVER) AND EXPIRATION DATE.

(Note: If the person wants to renew by credit card, take their card type, number, and expiration
date. GO TO #6 BELOW.)

(Card Type _____; Card # _____; Exp. Date _____)

5. IF YOU PREFER TO RENEW BY CHECK, I'LL BE GLAD TO COME BY AND
PICK IT UP.

(Pick up check: When _____; Where: _____)

(Note: If the person chooses not to renew, go to #6.)

6. WE HAD A GREAT BANQUET THIS YEAR. WE HOPE YOU'LL BE ABLE TO BE
WITH US NEXT YEAR. THANK YOU FOR YOUR SUPPORT!!!

TECHNIQUES FOR SOLICITING LOCAL MERCHANTS

1. Set aside a special day and time to do your soliciting. It will probably only take you a couple of hours at the most. Don't put it off. Do it as soon as possible and get it out of the way.
2. Time your visits to about three to five days after the merchants have received the letter that they will be canvassed. The letter will save a lot of explaining on your part and pave the way making your job an easy task. If you wait longer than the five days, the letter begins to lose its affect as a helpful tool.
3. Wear the DU hat or button to identify yourself. Indicate that you are on the local committee and that they received a letter that said you would be stopping by to see if they could possibly donate this year.
4. Tell them any contribution would be greatly appreciated and that their contribution will be listed in the program and will be mentioned by the chairperson when it is awarded the night of the banquet.
5. Do not be discouraged if someone says no. Merchants are approached all the time and you might be the fifth one in the store that day for a donation. Simply say that you understand and that perhaps they might be able to contribute next year. Then go on to the next merchant and don't worry about it. Your job is to accomplish your task and turn your results back to the prize chairperson as soon as possible.
6. Try to avoid going back to collect the merchandise if you can pick it up the first time. In some cases, the store will ask you to come back. If so, find out when they suggest you return but don't go back more than once as most times it is not worth the effort.
7. Split up the merchants among the committee by who does business with what merchant. It is always easier to ask someone who you know and do business with. Then split up the merchants among the committee of those that no committee member knows very well.
8. Avoid seeing merchants that are busy with customers. Come back and see them later. Avoid noon hour rush and early Monday mornings and late Friday afternoons when most people are thinking of other things.
9. Dress neatly and present a positive approach. Remember you have nothing to be ashamed about. You are giving other people a way to help wildlife and to advertise their business or service.
10. Be sure to thank them for their part in making the project a success. Leave a receipt for the retail value of the item.

