### Broughton 250 Club

## Overview

The Broughton 250 Club was set up in January 2023 as fun way of raising funds for the Village Hall to help with the general upkeep of the Hall and grounds and to help fund projects and capital purchases.

The premise is that individuals buy up to 5 numbers at a cost of £2.00 per month per number ie £24.00 per year. If 250 numbers are sold then 250 x £24.00 = £6,000.00 would be raised. This would be divided in half so £3,000 would be won during the course of the year in monthly prizes to the members and £3,000 would go to the Village Hall.

A spreadsheet has been drawn to with member contact details, renewal dates, prize draw calculator etc.

A number of specimen letters have been written to cover all eventualities eg

Notification of winner letter

Renewal payment due letter

Renewal reminder letter

Welcome letter for new members

Joining information letter

Welcome letter

### Responsibilities

### 1. Administer the Prize Draw each month

This is usually held at the Village Hall Committee mtg each month, but could be done at another time as long as there is at least one, but preferably 2 Village Hall committee members present to verify the draw.

Draw 3 numbers from bag in turn - !st number drawn wins 1st prize

2<sup>nd</sup> number drawn wins 2<sup>nd</sup> prize

3<sup>rd</sup> number drawn wins 3<sup>rd</sup> prize

The Draw should be filmed on a phone so that it can be forwarded to the Comms person who will upload it to the FB page.

Notify the 3 winners by email / text / phone call and notify the Treasurer so that the appropriate prize money can be paid promptly.

## 2. Keep the spreadsheet updated

Add new member details when new numbers are sold As necessary

Update the winners page 5 mins per month

Check monthly to see if any renewals are due 5 mins per month

### 3. Send out renewal reminders

The bulk of these are in December, but there are other throughout the year. The letters are formatted so the process is quite easy, but attention to detail is important

December -1-2 hours Other months 15 mins

# 4. Keep the bag of numbers current

When a new number is sold then the number is added to the bag

If a member withdraws from the club, then the number is removed, until it is resold.

### 5. Promote the 250 Club

We currently have 148 members and the goal is to get at least 250. There are several opportunities during the year to promote the club eg The Village Show, or other initiatives can be utilised eg posters, leaflets etc. however, word of mouth seems to work the best.