

Indiana State Beta Sigma Phi Ways and Means Rules and Regulations

All chapters/councils/groups **MUST** follow these rules and regulations in order to continue to have the opportunity to have a ways and means booth at state functions.

1. The number of Ways and Means booths at each state event will be determined by the hostess chapter/council/committee/group, according to the space available at the venue.
2. **All bids MUST be received by the State Event Registration Cancellation deadline, which is (30) days before the event and MUST include:**
 - a. A copy of a registration form for at least one member of the chapter and a copy of the submitted check.
 - i. State Project, Secondary State Project, State Membership, State Website, and State Officer and Woman of the Year Reception booths do not have to include a copy of the check for registrations.
 - ii. Those people manning the booth must be registered for the state event.
3. **The Ways & Means committee will notify each submitter of their acceptance or denial two weeks after the original registration cancellation deadline.**
4. If duplicate booth entries are received, e.g. selling or having the same prize, the entry that is received first will take precedence. The second group may resubmit a different entry.
5. The hostess of an upcoming state event will be entitled to a booth at each state function, during the year prior to their event. A bid form **MUST** be submitted by the deadline. Booths will also be made available to the following committees, with the proper bid form.
 - a. State Project
 - b. Secondary State Project (Lamplighters)
 - c. State Membership
 - d. State Website
 - e. State Officer and Woman of the Year Reception
 - f. Previous state event hostess
 - g. The current event hostess
6. A chapter must bring the item listed on the bid form and sell it for the listed price. Any request for substitution must be made at least three (3) weeks prior to the event. If a substitution is made without authorization, the chapter may be barred from participating in the next three (3) Ways and Means events.
7. A chapter whose bid has been accepted and does not attend, without cancelling their Ways and Means registration with at least 2 weeks' notice, may be barred from participating in the next 3 Ways and Means events. If a chapter arrives at the event after the start time and has not notified the event Ways and Means chairperson, their booth space may be given to another chapter if one so desires a booth.
8. A booth must be selling merchandise or shares, not both. All share tickets must be sold in groups of three (3). Multiple items may be awarded, but only one group of shares may be sold. All shares must be sold; "free" shares may not be given or awarded. **Shares shall be 3 for \$1.00.**
9. The terms "50/50" or "raffle" may not be used. All signs or written descriptions must state "split the pot" or "shares."

10. There will be no “bootlegging” projects allowed. All merchandise and shares MUST be sold from an accepted Ways and Means booth during the designated time of the state event. No fundraising, for any cause, may take place outside the Ways and Means event. No commercial business will be accepted.
11. All councils/chapters/groups who are participating in Ways and Means will be responsible for the set up charges and fees, if required by the venue, except State Project and Lamplighters. The host chapter may not make a profit from the set up. If any profit results from the function, all assessment fees for the Ways and Means booths should be divided equally to all Ways and means participants. Expenses (i.e. postage, check writing, copies) will be deducted from the profits prior to calculating a refund.
12. The event Ways and Means chairperson will provide two (2) copies of the Ways and means booth list to the State Ways and Means chairperson; one (1) for the State records and one (1) for the following event hostess Ways and Means chairperson.
13. At the discretion of the hostess, special awards may be given for booth originality and appearance.
14. In the case of more registrations received than booth space allowed the chapter or chapters not having a booth at the previous event will be awarded a booth. The registrations must be given a booth in the order received. This only applies to chapters that would not be granted a booth due to space.
15. All sold shares not drawn as winner or alternate must be brought to the awards, incase another ticket must be drawn.

Revised October 19, 2019

State Ways and Means Committee

Kaye Barnett, Chair
Donna Perrelle, Co-Chair
Vanessa Courtney
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