

Indiana State Council of 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 host committee, 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 (1) member of the chapter and a copy of the submitted check.
 - i. State Project, State Project Committee, Secondary State Project, State Membership, State Website, State Officer/ Woman of the Year Reception, and State Historian booths **DO** have to include a copy of the check for a sister that is registered.
 - ii. Those people manning the booth must be registered for the state event.
3. The event Ways & Means committee will notify each submitter of their acceptance or denial two (2) 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.
 - a. The event host committee is responsible for notification to the second bid group that of the rejection and that they can send a new item on a new bid form.
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.
 - a. Booths will also be made available to the following committees, with the proper bid form.
 - i. State Project
 - ii. State Project Committee
 - iii. Secondary State Project (Lamplighters)
 - iv. State Membership
 - v. State Website
 - vi. State Officer and Woman of the Year Reception
 - vii. State Historian
 - viii. Previous state event hostess
 - ix. Upcoming State 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, except for the State Project and Secondary State Project booths. All share tickets must be sold in groups of three (3) with the booth number written on the back. 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 except for the State Project booth. **ALL** shares must sell at the price of 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, two (2) weeks prior to the date of the state event by email or by mail.
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, in case another ticket must be drawn.
16. **SET UP TIME**: All Booths may start to set up at 9:00 AM and be ready to be checked by the Ways & Means Committee by 9:30 A.M. You may start selling as soon as your booth has been checked by the Ways and Means Committee, and it is 9:30. The winning tickets will be drawn starting at 11:00 A.M.
17. When the committee is announcing the winners of the booth, and the first ticket has been called, and it has been read three (3) times, and it has been announced that we are going to the backup ticket, the first ticket announced is void and is no longer valid to win.
18. When a booth is a 1st and 2nd choice winner, there will be 4 winning tickets drawn by the Ways and Means committee. The order will be 1st winner, 2nd winner, 1st backup, and 2nd backup. If the 1st winning ticket is not claimed, then the 2nd winning ticket will be called, then the 1st back up would be the 2nd winning ticket, and then we would use the 2nd back up ticket if needed.

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Effective State Convention 2024

State Ways and Means Committee
Angie Harl Chairman 765-274-6034
Betty Beaty
Starla Brown
Linda Burdett
Judy Hamer
Judy Harris
Ava Kiefer
Donna Perrelle
Pam Fischer – 2024 SCD W&M Chair
Terri Hale – 2024 SD W&M Chair
Sue Funk – 2024 Conv W&M Chair