



50/50 Ticket Raffle Procedures

When conducting a raffle it is important that the guidelines set out by the BC Gaming Branch are followed and records are kept of each draw. Teams get a Class D license which has a maximum revenue of \$5,000 and maximum prize of \$500. You can award multiple prizes of up to \$500 if conducting multiple draws.

Team Manager/Fundraiser Responsibilities

- Fill out the raffle application form located on the web site AT LEAST 2 weeks in advance of your event. <http://www.islanderhockey.ca/form/4396>
- It is important when deciding on draw time that you allocate for time to count the money. So if prize draws happen in the last 20 minutes of each game, then you close off the draw at least 5-10 minutes before that to ensure you have enough time for both volunteers to count the money.
- Secure enough volunteers to successfully run the raffle
- Buy rolls of tickets if a one-day raffle. If a multi-day raffle, custom tickets need to be printed.
- Design and print custom tickets if required. Certain requirements apply. Check with Gaming Director.
- Print ticket tracking forms for the draw(s)
- Print Raffle Revenue Tracker form
- Bring cash can, raffle tickets, raffle license, envelopes for cash, buckets and all forms.
- Deposit money into the team's Gaming Account
- Submit revenue tracker form, copy of bank deposit slip, all team copies of tickets sold, and unused tickets to Gaming Director

Gaming Director Responsibilities

- Apply for the 50/50 license and forward that onto the team when it is ready
- Supply team with raffle procedures, ticket tracker form, revenue tracker form and deposit form
- Submit post event revenue report

Running the Raffle

- Fill out 50/50 ticket tracker with date and starting ticket numbers before EACH draw.
- When selling tickets be sure to sell the correct colour for each price point (ie. *Blue: 1 for \$2 tickets, *Red: 3 for \$5 tickets)
- Buyers are given one side of the two-sided tickets. The other side is kept
- Have a bucket or pouch with sellers to keep the tickets in. Only discard these IF the raffle is a one-day event and only after the prize has been claimed.
- Have two volunteers count the money collected for each draw BEFORE awarding the prize and have BOTH volunteers sign the ticket tracker form
- Draw the winning ticket. A winner must come forward so keep drawing tickets until prize is claimed.
- Complete the 50/50 ticket tracker with winning ticket #(attach ticket) and winner's information. Make sure the winner signs the form
- The 50% proceeds to the winner is given at the time of the draw and the portion for the team is securely kept in a closed envelope/cash can
- After game or tournament have two volunteers count all the money and complete revenue tracker form. In the case of tournaments, money is counted after the last draw is conducted
- Deposit funds into team's **gaming account**