



Regular 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 individual prize of \$500. You can award multiple prizes of up to \$500 if conducting multiple draws.

PLEASE NOTE IF YOU ARE RUNNING A TICKET RAFFLE OVER A MULTI DAY PERIOD, YOU ARE REQUIRED TO PRINT PROFESSIONAL TICKETS. FOR ONE DAY RAFFLES WHERE THE PRIZE IS AWARDED THAT DAY, ROLLS OF TICKETS ARE OK.

Here is how to run a regular ticket raffle.

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>
- Secure enough volunteers to successfully run the raffle
- Buy rolls of raffle tickets if raffle is a one-day event.
- Print custom tickets if your raffle is conducted over a multi-day period. Certain requirements apply.
- 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
- **Predetermine the prizes and their approximate value, as that information is required on the application form. If exact details are not known some as simple as Gift Basket or Gift Card \$150 value is sufficient.**

Gaming Director Responsibilities

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

Running the Raffle

- Ticket prices must be visible in the raffle selling area. Ticket prices MUST match the gaming license 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. Do not discard these after winner is drawn.
- Complete the ticket tracker form with winning ticket #(attach ticket) and winner's information. Make sure the winner signs the form
- The winner must be present to accept their prize or tickets are drawn until a winner comes forward. If the raffle is a multi-day event, the winner is the first ticket drawn and every effort must be made to contact the winner.
- After the raffle is over, have two volunteers count all the money and complete revenue tracker form.
- Deposit funds into team's **gaming account**