



# Victoria Royals 50/50 Ticket Raffle Procedures

50/50 raffles at Royals games are conducted using the Association's gaming account so it is extremely important that these are managed correctly. There will be a cap on how many Royal raffles can occur in a year. These will be awarded first come first serve. Please inform the Gaming Director and/or VP Admin & Finance before securing this type of raffle. Maximum revenue for Royals raffles is \$5000.

## Team Manager/Fundraiser Responsibilities

- Inform Gaming Director and/or VP Admin & Finance AT LEAST 2 weeks in advance of Royals games.
- Fill out the raffle application form located on the web site <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 draw happen at 10 mins of 3<sup>rd</sup> period then you close off the draw at least 10 minutes before that to ensure you have enough time for both volunteers to count the money before awarding the prize
- Secure enough volunteers to successfully run the raffle
- 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
- Fill out 50/50 ticket tracker before and after draw takes place
- At the game, ensure two volunteers count the money before the prize is awarded and fill out the revenue tracker form. Both volunteers MUST sign the form
- Submit revenue tracker form and cash, along with all used/unused tickets, to Gaming Director

## Gaming Director Responsibilities

- Apply for the 50/50 license and forward that onto the team when it is ready
- Prepare 50/50 tickets and ticket tracker forms and supply to the team
- Supply team with electronic revenue tracker form
- Submit post event revenue report
- Work with VP Admin to deposit funds and transfer proceeds to the team

## Running the Raffle

- Fill out ticket tracker form with date and starting ticket numbers for all ticket colours
- 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
  - \*White: 8 for \$10 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
- After the winner is drawn be sure to keep all the other tickets that were sold
- 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
- Submit forms, cash, all team copies of tickets sold and unsold tickets to Gaming Director