



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. 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 3rd 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