

Selling Your Raffle Tickets

Selling your raffle tickets is pretty easy, but there are a couple of things that you must do to ensure the integrity of the raffle and to comply with state law.

When you receive your ticket package, you will find several pieces in the envelope. It will contain the following items:

- Two books of raffle tickets. There are 10 tickets stapled in each book, and each ticket consists of a smaller stub and larger ticket, with a perforation in between. Both halves contain the matching ticket numbers.
- A **Spring 2020 Raffle Ticket Check-Out Sheet** for you to sign and return immediately. It is your promise to return the money for any sold tickets along with any unsold tickets by the June 14 deadline.
- A lined **Raffle Ticket Sales Sheet**. This has a space for recording the name and information for each ticket sold. As you sell tickets, you will fill out this sheet to return with your packet when you are done selling. We must have this sheet in order to know who won each prize on the day of the drawing. Please note that, due to an error, this has the title “Raffle Ticket Check-out Sheet” as well.



SELLING TICKETS

When you sell one or more tickets to a buyer, simply collect the money (cash, check, or PayPal*) and record it on the sales sheet. Use the line that starts with the same number as the ticket(s) you are selling. For example, if the next ticket you have is **0343**, then record it on the line that starts with **0343**. Put the payment in the envelope, and tear off the large half of the ticket to give to buyer. The smaller half will remain stapled to the packet. You will turn in these stubs together, along with the money collected. **When you are done selling tickets altogether, you MUST return the sales sheet and stapled-together ticket stubs, along with any money collected!**

**If your buyer wishes to pay via debit or credit card, you can do this by directing the buyer to MakeICT.wildapricot.org/Raffle-Tickets. The buyer can pay for one or six tickets by filling out the form on that page. You will need to see the transaction number on the buyer's phone or computer, then record it on the sales sheet.*