

SLBC - Raffles Procedures

To Volunteer

See the Raffles Co-ordinator to be entered onto the roster stating which day/s you are prepared to be the raffle seller.

The Raffles Co-ordinator will then place you in the roster and give you a copy of the roster so you know when you are scheduled to be the Raffles Seller. The roster can also be found on the website or in the Selectors Room at the club.

If for any reason you can't attend a day you are rostered on, then see if you can swap with someone who is rostered on the same day of the week but on a different week, and let the Raffles Co-ordinator know of the change. If you can't find a replacement, then notify the Raffles Co-ordinator of your situation.

Selling Raffles

Ticket Sellers should be set up an hour before the game is due to commence
Get a tin (to store the collections in) and the raffle tickets from Selectors Room
Tickets are \$1 per strip which contains 5 numbers.

Please check the last number on the previous tickets sold, and ensure that the numbers on the tickets that you are about to sell run consecutively. Tickets should be sold before the game starts and after the game/s are complete.

Finalising Documentation

Fill out a Raffles Docket (Attachment A).

Enter today's raffle information into the Raffles Sheet (Attachment B).

Enter today's raffle information into the Raffles Book (Attachment C).

Hand the profit with the Raffles Docket to the Bar Staff.

Attachment A

RAFFLES

DATE _____

TICKETS SOLD _____

GROSS AMOUNT

\$ _____

PRIZES

\$ _____

DONATION

\$ _____

NET AMOUNT

\$ _____

SIGNATURE

Attachment B

WHEN DRAWING RAFFLES BY USING THE ELECTRONIC NUMBERS BOARD, THE FOLLOWING FORMAT MUST BE FOLLOWED...

- 1...DATE OF DRAWING.
- 2...INSERT FIRST NUMBER INTO MACHINE
- 3...INSERT LAST NUMBER INTO MACHINE

DATE OF DRAWING.	FIRST NUMBER	LAST NUMBER	SIGNATURE

Attachment C

August 2015

Date	Event	Start NO	LAST NO	Tickets SOLD	Gross	Prize 1	Prize 2	Prize 3	Prize 4	TOTAL Prize	Nett	SIGN.
5/8	C/S Stars	84496	84900	98	98.00	20	10	10	-	40.00	48.00	PLS
8/8	C/S Stars	83571	84060	98	98.00	20	10	10	-	40.00	58.00	PLS
8/8	C/S Stars	85661	86131	94	94.00	20	10	10	-	40.00	57.00	PLS