

# Raffle Ticket Sales Instructions

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

## Raffle Tickets:

Each Ticket: \$2

❖❖❖ For each 5 purchased, they get a free raffle ticket ❖❖❖

## Raffle Ticket Purchases:

- Ask how many raffle tickets they would like to purchase and **remind them that if they purchase 5 they get an extra raffle ticket for free.**
- In numerical order of the raffle tickets, set aside the number of tickets they would like but don't give the tickets to them until they have payed for them.
- On the receipt, write down the ticket numbers, tally how many they have purchased, accurately determine the total they owe and let them know the total.
- If they pay by check, have them make it out to **Eugene Irish Cultural Festival**, check their photo ID (their picture, name and address) and **make sure their current telephone number is on the check.**
- If cash is given, **put the cash outside the cash box**, carefully determine the amount of cash to return, count the return cash from the amount owed to amount given.
- Give **the copy** of the receipt to the buyer and leave the original in the receipt book. Give them their tickets, ask them to fill in all the information on the ticket, cut along the vertical line and put the ticket with their information written on it in the container for the prize(s) they want to win, and keep the small piece so we can verify that they are the true winner.
- A steering committee member will visit the table on a regular basis to collect money. S/he will have an envelope to store the money and the amount recorded. Both you and s/he need to verify the amount with initials. If you are low on \$1, \$5, \$10 bills, request them from her/him.
- When you are finished with your shift, give these instructions to the next volunteer and share the wisdom you have gained.
- Return your volunteer badge to the Volunteer Check-in table.

**Thanks for Volunteering!**