



2023/2024 Bow View Ringette Association Cash Calendar Raffles

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1. OBJECTIVES

In order to maintain a high-quality ringette program, which includes reasonable game-to-practice ice ratios and keeping registration fees at realistic levels, Bow View Ringette Association (BVRA) must raise additional funds through yearly association-wide fundraising.

For the 2023/2024 season, BVRA will be holding three “Cash Calendar Raffles” again to facilitate this fundraising. This type of fundraising is done with many other sport associations, and is very well received. Note that there are no actual “calendars” being sold; this is just a type of raffle where draws for cash prizes are held on several dates.

2. CONTACTS

For general inquiries:

Team Raffle Coordinator or Director of Fundraising

For emergencies (e.g. lost tickets, etc.):

Director of Fundraising (Nicole Young)

fundraising@bowviewringette.com

Cell: 403-875-1272



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3. RAFFLE STRUCTURE

3.1. Tickets

Please note the following:

- Tickets: 6,000 tickets printed (2,000 for each of the three draws)
- Cost: \$10.00 each
- Payment: Managers or appointed Raffle Coordinators will collect all payments from their team then have the team treasurer e-transfer the total amount per draw to the BVRA VP Finance at finance@bowviewringette.com
- Restrictions: All tickets must be sold in Alberta. All purchasers (name of the person on the ticket) must be at least 18 years of age and clearly write their name, e-mail and phone number on the ticket.
- Other: Each player is responsible to sell 12 tickets in total, 4 tickets will go into each of the three draws. If more tickets are required, please contact the Director of Fundraising.

3.2. Prizes and Draw Dates

The total cash prize value available is \$15,000. The official prizes are as follows:

- RED** Raffle; 5 individual prizes of \$1,000
drawn on Friday, November 10, 2023
- WHITE** Raffle; 2 prizes of \$2,500
drawn on Friday, December 5, 2023
- BLUE** Raffle; 1 grand prize of \$5,000
drawn on Friday, January 19, 2024

All draws will take place at a current board member's home or an arena with a minimum of 2 board members in attendance for each draw.

All draws will be recorded and all winners will be contacted shortly after each draw. Winning ticket numbers will be posted on the Bow View Ringette Association website as soon as possible after each draw.

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4. TEAM TICKET SALES

4.1. Team Sales

Each team will be issued 12 tickets per player, rather than a set number per team. This makes it equitable to each player, as well as making it easier for the Team Manager to track. The team can decide the most effective way to sell the raffle tickets; the team can arrange to sell them all together as a team, or they can be distributed to each family, or a combination.

4.2. Team Raffle Coordinator Responsibilities

Team Raffle Coordinators are vital to the success of our fundraising endeavors. You are NOT responsible for selling all the tickets yourself! It is your team families that are responsible for ticket sales. To ensure the Association is compliant with AGLC rules, it is crucial that the records for our raffle be diligently maintained and accurate. We need to be able to determine where every ticket is, at every moment in time, and we need to know the status of all 6,000 tickets (2,000 before each individual draw) before we can make the draw. We are relying on you and very grateful for the help!

Please be extremely careful when filling out the Cash Calendar Raffle Team Spreadsheet. All information must be accurate and legible. It may seem like a tedious and repetitive process, but it is one that is absolutely necessary. Failure to comply with AGLC requirements may put our eligibility for future raffles at risk!

You ARE responsible for:

1. Reading through these instructions to ensure you understand how the raffle will work as well as what you need to know. Also, ensuring you have read the Raffle Rules.
2. Distributing the tickets to each player's parent or guardian.
3. Remind each player's parent or guardian that it is VERY important that they keep the tickets, ticket stubs and any cash collected in a secure location. Tickets have been stolen from vehicles, unattended purses, people's desks at work, etc.
4. Having the parent or guardian sign the Cash Calendar Raffle Team Spreadsheet for their tickets (acknowledging receipt of the tickets).
5. Tracking all tickets for the team that have been distributed, returned and cash received on the Cash Calendar Raffle Spreadsheet.
6. IMMEDIATELY reporting any lost or stolen tickets, ticket stubs and/or cash to the Director of Fundraising (Nicole Young) at 403-875-1272. Note the AGLC requires a report to be filled out in such circumstances, so you will be required to work with the Director to complete the report, along with the player family involved. You will need to provide the missing ticket number(s), who was in possession of the ticket(s) at the time, and how they went missing.

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7. Collecting all ticket stubs, pulling out any staples, money collected, including completing the Cash Calendar Raffle Team Spreadsheet.
 - a. Note it is a good idea to arrange to collect everything in advance, so it is not a scramble at the last minute.
 - b. You do not have to wait until all tickets are sold to turn stubs and cash in – there will be scheduled drop off dates and times announced so please utilize them.
 - c. Any ticket stubs not received by 8:00 pm on November 9, 2023, December 14, 2023 and January 18, 2024 will be ineligible, so it is critical that everything is returned on time. Failure to do so may result in the Association losing its ability to hold raffles like this in the future. Handing in your team's ticket stubs and cash by the specified deadlines.

9. Ensuring payment has been e-transferred to finance@bowviewringette.com and including the team division and name in the memo on or before the following dates:

November 6th, December 11th, 2023 and January 15th, 2024

4.3. Player Family Responsibilities

As mentioned, the players and their families are responsible for all the ticket sales. It is essential and appreciated that all members participate. We need to ensure the prize money is covered and that the raffle is a success. **ALL ASSIGNED TICKETS MUST BE SOLD.** Please ensure they understand their responsibilities as follows:

1. They are responsible for the security of their tickets, ticket stubs and any cash collected. They should be kept in a secure location in order to prevent loss or theft.
2. Handing in their ticket stubs and cash to you by the specified deadlines you have given them. 2021/2022



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5. IMPORTANT DATES/TIMELINE

Please note the following important dates and general timeline for the raffle:

September 30, 2023 Raffle package pickup between 9:00am and 5:00pm at Parkland Community Hall during our Team Photo Day.

Red Raffle

November 6, 2023 ticket drop off #1 223 Parkwood PI SE, Calgary, Alberta
Total payment for the first raffle e-transferred to finance@bowviewringette.com Please ensure team division and name are included in the comments.

White Raffle

December 11, 2023 ticket drop Off #2 223 Parkwood PI SE, Calgary, Alberta
Total payment for the second raffle e-transferred to finance@bowviewringette.com Please ensure team division and name are included in the comments.

Blue Raffle

January 15, 2024 ticket drop Off #3 223 Parkwood PI SE, Calgary, Alberta
Total payment for the third raffle e-transferred to finance@bowviewringette.com Please ensure team division and name are included in the comments.

Any ticket stubs not received by 8:00pm the night before each of the draws will be ineligible for the draws, so it is critical that everything is returned on time. Failure to do so may result in BVRA losing its ability to hold raffles like this in the future!

5.1. Drop Off Requirements

When dropping off, please ensure you bring the following:

- ✓ All sold ticket stubs **with the staple pulled out**
- ✓ Proof the e-transfer for the total amount for that draw has been sent
- ✓ Completed Cash Calendar Raffle Team Spreadsheet

We want to say THANK YOU in advance for your support!!

The success of this raffle will allow BVRA to continue to maintain a quality ringette program for ALL our athletes!