



Hello Sports Tours Europe Raffle Ticket Seller!

The raffle fundraiser this year is being coordinated by Seacoast United Foundation and this is a great opportunity for you to raise funds for the cost of your trip and raise funds for the foundation to continue giving back to our communities. 75% of all you raise will go directly to your trip and 25% goes to the foundation.

You have already gotten a batch of tickets and hopefully have had great success in selling. I have heard there are kids in the past that have sold enough tickets to pay for their entire trip! All of the athletes who are going on Sports Tours Europe Trips throughout the 2018 year have the opportunity to sell tickets. Your trip may happen prior to the drawing date but you should finish selling prior to your last payment due date.

I want to explain the entire process below in order to make the process as quick and detailed as possible.

1. You got your batch of tickets from your point of contact. The tickets were in a bag with your name on it and the ticket numbers you were given were recorded. Also in the bag were a collection sheet and a list of the prizes. (If you accidentally got the wrong tickets/bag, please simply be sure your name is on the tickets and money bag you turn in.)
2. When you sell a ticket or a book of tickets, make sure that the buyer's information is completely filled out on the ticket stub that you will keep. It may be nice for you to offer to fill out the remaining four stubs for the person buying a book so they only have to fill out the first one.
3. After the sale of the ticket or book of tickets, be sure to write on the ticket collection form, the number or series of numbers purchased, the person who purchased those numbers, the money collected (please write the amount and if it is cash or check) and then finally the date of the purchase.
4. You do not have to hold on to the tickets/money until you have sold them all however you have to sell an entire batch in order to get another batch.
5. You should turn your money in (any that is \$100 or more) to your coach by the 20th of the month so that it can be given to the foundation within the next day. Please be sure that the envelope or bag that has your money and tickets is clearly marked with your name to be sure that the money is applied to your account. It does not have to be the bag you were given. Please also be sure to fill out the seller sheet and if you need another, please go to the foundation web page www.seacoastunitedfoundation.org to download the seller sheet.
6. Once the money and the tickets are given to the foundation, they will be reconciled to make sure the money matches the names and ticket numbers and then the money will be deposited.
7. Finally, once all the checks clear and the foundation bank accounts are reconciled, the funds will be applied to your trip account. This will be within the first two weeks of the following month and you will be notified when the money is sent to SUSC.

Please don't hesitate to reach out to me or your point of contact to ask any more questions.

Sincerely,
Kathie Richard
Executive Director
Seacoast United Foundation
krichard@seacoastunited.org
603-758-1580