

50/50 Raffle Directions

Before race day:

1. The Board Member (or designated experienced family) will pick up the start cash from Brigitte in the office by 8:00 p.m. on Thursday the week of the event.
2. The cash bag will contain the following:
 - Start cash (\$100) and an envelope to place the start up cash in
 - Pens
 - Key for raffle box
 - Event record slip (MUST FILL OUT COMPLETELY, in addition to the binder page)

Opening the race day:

1. When you arrive, all workers should announce themselves as a member of Dakota Star's raffle group to get through the gate for free. Support families should meet under the grand stand and wait for instruction; you are welcome to follow the lead family to learn how to open.
2. Board Member (or designated experienced family), knock on the Dacotah Speedway office door (to your right and beside the ATM machine) and announce yourself as a member of Dakota Star. They will let you in to grab the following:
 - Blue storage tub (tape, aprons, tickets, binder, etc)
 - 6' table
 - 50/50 Raffle signs
 - Clear raffle ticket box (may or may not be inside the blue storage tub)
3. Set up the table under the grand stand (usually to the right when facing the track, but use your judgement regarding wind direction). Put the table cloth and raffle ticket box on the table.
4. Find the page in this binder with the correct date of this race.
 - List the names of ALL workers present under "volunteer families." Please do not write down a name until that person has checked in with the lead family.
 - From the storage tub, take out one roll of tickets in each color, tear off the first ticket of each roll, then tape it under the correct heading on the page in the binder. Please start with an already open ticket roll when possible!
 - If more than one roll of tickets is used on a single race day, the final ticket from the first roll AND the final ticket ripped from the next roll(s) used must be taped under "ending ticket" in the binder on the page for the race date. The same goes for the first tickets from each roll of the day; tape the first ticket from each roll under "beginning ticket" in the binder on the page for the race date.
 - If there are not enough tickets on the roll to make a fully connected strip (30 blue or 10 red), tape the final ticket of the roll in the binder and put the other remaining tickets in the manila envelope for that day. For example, if there are only 20 blue tickets on the blue roll, but 30 are needed to make a full set, tape the last ticket in the binder and other tickets in manila envelope.
5. Adults only can pre-rip sets of tickets very carefully – damaged tickets cannot be sold; if a ticket is torn and cannot be sold, put it in the manila envelope for that race date and note it on the event record slip. Start with 5 blue, 3 red, and one white strip per worker and rip more as needed. Don't forget to tape beginning tickets from each newly opened roll into the binder!
 - Blue = 30 tickets per strip. TIP: Count 10 tickets, fold the length to another 10, and fold again to make 30 total; tear them off the roll. Fold the strip along the long perforated edge and gently crease down the middle; sellers will tear along this line when a strip is sold.
 - Red = 10 tickets per strip. TIP: Count 5 tickets and fold to make 10 total; tear them off the roll. Fold the strip along the long perforated edge and gently crease down the middle; sellers will tear along this line when a strip is sold.
 - White = 1 ticket. Since white is sold individually and less often, it is most convenient to give the seller a strip of 5 white tickets and have them rip one off as needed.

Working the raffle:

The adults present are the primary “workers” for this event; the children may help, but the adults must be actively in the stands with the gymnasts and handling all monetary exchanges. Volunteers and their families may not purchase tickets on their race day. Volunteers are very highly encouraged not to use their cell phones, profanity, or consume alcohol while representing DSG.

There should always be at least one adult at the table and one adult (or responsible child age 14+) in each seller group.

1. Adult(s) managing ticket table:

- Every 30 minutes or as possible, count the total collected money and text the Dacotah Speedway representative the amount of money to be given away so far; text the phone number taped inside the front of this binder. They will announce the amount to help bolster interest and sales.
 - Be sure to remove the \$100 start cash from this total and DO NOT include it in the giveaway.
 - It is helpful to separate the collected money like a banker: clip bills together in \$100 sets of 5s, 10s, 20s, 50s and \$25 sets of 1s.)
- Adults only should very carefully separate each individual ticket to put in the ticket box as they are dropped off by the seller groups. If a ticket or ticket number is accidentally torn, it **MUST** be taped before being put into the ticket box.
- We will continue to sell tickets through intermission.

2. Seller groups usually consist of three people:

- One adult managing the money bag. Keep change of one \$10 bill, two \$5 bills, and five \$1 bills for a total of \$25; give all other moneys to the adult managing the table each time you collect more tickets.
- One child/adult with tickets in the apron.
- One child carries the sign.
- Once a race starts, sellers **MUST** sit or crouch down and stop selling. There can be no seller groups standing and blocking the view of the races.
- Each ticket has a side-by-side twin: one for the customer to keep and one to be drawn from the raffle box. When a customer buys ticket strips or individual tickets, separate the tickets on the long perforated edge, keep one twin half of the strip and give the other twin half to the customer.
- Seller groups should return to the ticket table periodically to drop off collected money and sold ticket halves, and to pick up new ticket strips to sell. Do not keep more than \$200 in your apron!
- We will continue to sell tickets through intermission.

Ending the raffle:

1. Continue to sell tickets through intermission. At the end of intermission, the seller groups stop selling and return to the ticket table area. There will be a feature race after intermission during which you will count the money, then the drawing will be held.
 - Make sure no money or tickets are left in the bags or aprons, then separate any remaining sold tickets into the ticket box.
 - Place any unsold ticket strips in the manila envelope for this race day, tape the last ticket from each open roll into the binder under appropriately colored “Ending Tickets,” take down the ticket table, and return all DSG items (table, storage tub, signs, etc) to the Dacotah Speedway office.
2. Go into the Speedway office to count the money. Make sure you remove the starting \$100 before you start counting!!!
 - Count the grand total (with the \$100 start cash not included) and divide by two to get the amount for the split.
 - On this race day’s binder page AND the event record slip, note grand total amount (less the start cash), our split/income total (less the start cash), and any “tip” or donation made to DSG.
 - Put the start cash, split earnings, and event record slip in the money bag.
 - Put the winning pot into a paper envelope.
 - No single ticket can win more than \$1,000. If the split winner’s total is more than \$1,000 (a \$2,000+ collected grand total), we will draw for a \$1,000 pot and another pot will be drawn

separately for the remainder. Note that the same person can win both pots with different ticket numbers.

- (For example, if the collected grand total is \$2,400: DSG will keep \$1,200; the first winner wins \$1,000; and the second winner wins \$200.
 - Always count the money twice yourself and have another adult triple-check your work.
3. When the feature race ends, you and the gymnasts will take the ticket box to “Victory Lane,” which is right up the stairs from our ticket table at the bottom of the grand stand in front of the crowd.
 - Mix the tickets by hand and by shaking the box. Be careful not to drop the box, let the lid open, and that none fall out of the slit at the top. Have a gymnast draw the winning ticket(s).
 - Match the numbers on the winner’s ticket to the ticket drawn, **KEEP BOTH TICKETS**, and give the winner the money. Tape the winning ticket twins to the bottom of this race day’s binder page.
 - If the winner gives us a “tip,” thank them profusely! Keep that money separate from the total income in the money bag.
 - If the winner consents, have them take a picture with the gymnasts to be posted on our social media! Email the picture to DakotaGym@hotmail.com with the subject “Raffle Winner.”

Closing the race day:

1. After the drawing, return the ticket box to the Speedway office with the rest of DSG’s items. All losing tickets **MUST** be thrown away in the office – **DO NOT** discard tickets in a public trash can/dumpster.
2. Count how many full and partial ticket rolls of each color are remaining in the storage tub and note the numbers on the event record slip. This lets the office know when more tickets need to be ordered.
3. Make sure this race day’s binder page **AND** event record slip are completely filled out and the information matches exactly. If there were any unusual occurrences, please note those on the back of the slip. Clip the event record slip to the start cash in the money bag.
4. The lead family will take the money bag (including the starting \$100, money earned that evening, and ticket box key) and return it to the DSG office by Tuesday at 8:00 p.m. **BE CAREFUL!** You may be carrying a large sum of money, so be very aware of your surroundings, try to keep the money bag concealed, and do not walk out of the Speedway alone.

SPECIAL CIRCUMSTANCES:

If the race is cancelled after tickets have been sold:

1. Refunds will be given **ONLY** to customers that physically return the tickets they bought.
 - For example, if the customer hands a volunteer 30 blue tickets, they can be refunded \$10.
 - All money left unclaimed when the lead family leaves the Speedway that race day will be retained by DSG as a donation; because of this, please try to leave after all or most of the crowd has dispersed.
2. **ALL** tickets sold, separated, or removed from the rolls (with the exception of the starting and ending tickets taped into the binder page) **MUST** be put into the manila envelope for that race date.