

2022 Family Fun Night GATE/RAFFLE TICKET BOOK PROCEDURE

1. **Gate/Raffle Ticket Books.** **Ticket books must be closely controlled! Stress to the members that they are responsible for the ticket books signed out to them.** Members will be required to pay for all ticket books not turned in. Each member is required to sell a minimum of one ticket book. Books include 20 tickets with each ticket costing \$1.00/\$20 a book.
2. **Gate/Raffle Ticket Books Sign Out Sheet.** Using the attached sheet, sign out the ticket books to your club members. Record the ticket numbers you gave them and the total number they have.
3. **Gate/Raffle Ticket Stubs.** Instruct members to completely fill out the ticket stub when making a sale. We need **complete** addresses. Stubs **must** be returned for the door prize drawing.
4. **Completing Gate/Raffle Ticket Book Sign Out Sheet.** At the end of the advance ticket sales, record what the member sold. When a member returns their ticket book to you, complete the remaining columns on the attached sheet.

	<u>Ticket Numbers</u>	<u># of Books Taken</u>	<u>Books Returned</u>	<u># of Books Sold</u>	<u>Amount Collected</u>
Example: Mary Jones	1131-1180	6	2	4	\$80.00

5. **Completing Total Columns.** Total the number taken, number returned, number sold, and money collected.
6. **Prizes.** Prizes will be awarded to the three members who sell the greatest number of tickets. The members will be awarded:
 - First Prize \$50.00 gift certificate
 - Second Prize \$30.00 gift certificate
 - Third Prize \$20.00 gift certificate

The cut-off date for determining the prize winners is at the November 13 meeting.

7. **Payment Procedure.** All unsold **gate tickets, ticket stubs, money and Top Ticket Book Sellers form** should be turned in at the meeting on **November 9**. This will eliminate the difficulty of handling Family Fun Night money and advance ticket sale money the night of Family Fun Night.

2022 Family Fun Night

GATE/RAFFLE TICKET BOOKS SIGN OUT

**** Mandatory: Turn this form in at the November 9, 2022, meeting with stubs, unsold tickets, and a club check payable to 4-H Council.**

All members are required to sell a minimum of 20 tickets (ONE ticket book).

Club Name: _____

Ticket #s: _____
(Inclusive Numbers)

of Ticket BOOKS taken: _____

Member's Name	BOOK Ticket Numbers	# of BOOKS given	# of BOOKS returned	# of BOOKS sold	Money Collected (\$20/BOOK)

Total of all rows (front & back) below
Books taken _____ less books returned _____ = Total books sold _____ X \$20.00 per book = \$ _____
Make check payable to: Yellowstone County 4-H Council

Club Representative (**please print**): _____

