

HOW TO MANAGE A RAFFLE

A. Lottery/Raffle Licence Applications

1. Apply for Slocan Lake Garden Society raffle licence 1 month prior to start of raffle sales.
2. Application procedure:
 - Apply on line to www.gaming.gov.bc.ca
 - Class B application.
 - L & G file number: 118765.GB
 - ID number: 380385
 - Society number S-0024599.
 - \$25 per application/ require credit card.
 - Annual -Regular Series to apply for more than 1 raffle licence.
 - Ticket prices cannot vary beyond \$10; sales limited to 4 months.
 - Use calendar for dates and always hit ADD at end of section or Data line.
 - Do one raffle, then hit additional raffle at end of first.
 - Enter data for person responsible; submitter & contact info.
 - Take down application numbers, order numbers & credit card invoice
3. Generally, print 200 tickets.
4. Prizes are sourced and valued.
5. All proceeds are deposited with the raffle name on deposit slip.
6. Final report to be submitted within 90 days of the last draw
7. This will be completed online.

B. The Annual "SLGS Work Party Raffle"

- The first prize is 24 hours of volunteer work in a garden of the recipient's choice. Second prize is a \$30 gift: third prize a magazine subscription.
- The Raffle has a geographic boundary- Nakusp to Enterprise Creek.
- Work Party tickets are sold at each Friday Market from June through to the draw at the last Market (third weekend in Sept.). Ticket stubs are separated from the books for the draw and accounting.
- The Raffle Project Manager (P.M.) photographs the draw, distributes the prizes and submits a photo and caption for FB and the next edition of the Valley Voice.
- P. M. is responsible for financial accountability and a final report to the Board.
- The date for the work party is negotiated by the Master Gardener.

C. "Mother's Day" / "Father's Day" Raffles

- Occur on alternate years, that is, each one is biannual.
- First, second and third prizes are usually sourced as donations from local business.
- The Raffle is advertised on various media with photos, valuation and locations to buy tickets.
- Volunteer roster is sourced for the ticket sales.
- Ticket sales are by word of mouth and at selected venues-usually KSCU lobby or the entrance of NewMarket Foods. Venue sales are usually for several days for 2 weeks ahead of the draw date.
- Keep ticket stubs for accounting and the draw.
- The P. M. documents the draw, distributes prizes, submits media notices or articles and writes a final report for the Board.