



SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Elizabeth "Buffy" Tanner

MEMORANDUM

DATE: May 20, 2019

TO: District Superintendents, Principals, & Sundial Raffle Raffle Ticket Sales Coordinators

FROM: Judy Flores, Superintendent of Schools

SUBJECT: Sundial Raffle Raffle 2019 - (Formerly Redding Ducky Derby)

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It's that time again to participate in ticket sales for the upcoming Sundial Raffle Raffle event. Last year was an enormous success. The Ducky Derby returned almost **\$160,000** to North State schools' youth programs via direct student ticket sales and has raised over \$4 million since inception.

The Sundial Raffle Raffle will be presented on Oct 18, 2019 at the River Bowl at Enterprise High School as well as on Facebook Live!

Attached is a Sundial Raffle Raffle Participant Authorization Form and Questionnaire. Please complete the forms and return **them beginning on May 22, 2019** to the Shasta County Office of Education, Receptionist at 1644 Magnolia Avenue. **Hours to pick up tickets and deposit slips are Monday – Thursday from 8:00 a.m. to 3:00 p.m. beginning May 22nd.** Tickets will NOT be issued without the completed Participant Authorization form and Questionnaire form. Original signatures are required on these forms. For organizations/clubs outside of schools, the club president must sign. Only those listed on the authorization form will be allowed to pick up tickets. **Please note that the tickets picked up for your school or club can only be used by your group. Tickets are not to be shared with other groups. You will be allowed an initial order of approximately 20% more than the actual number of tickets your group sold last year. Once those tickets are sold and deposits begin to be turned in, you are welcome to seek authorization from the accounting firm to pick up more throughout the summer/early fall.**

It is critical that you understand that you must account for all tickets taken. You will be required to return the tickets or \$5 per ticket not returned. This is to prevent fraud (i.e. student sells tickets, "loses it" and keeps the cash).

You will notice the tickets are printed with a bar code that can be read by a scanner. Redding East Rotary has had fantastic results in streamlining the process of accounting for the 50,000 tickets that they process each year. They have an idea for a program that would do the same at the school's level, but they need a few beta testers to work with our computer guru! Wouldn't you love to cut your processing time for tickets by about 75%? It is hoped a few of the larger schools will be willing to meet with Andy Main from Shasta.com to see if the idea will work. Please contact margebeck@msn.com if you are interested in being part of a creative and innovative project. They will limit this to two or three schools.

New this year the ticket requires an email address for the purchaser. NOTE: There will be no junk mail or solicitation to the buyers. Attached are Sundial Raffle Raffle Ticket Procedures/Guidelines. And, most importantly, if you need more information, please go to the Sundial Raffle Raffle website at www.sundialriffle.com.

Looking forward to another successful year!

Attachments: Participant Authorization Form
Questionnaire
Ducky Derby Ticket Procedures

1st Annual Sundial Raffle Raffle AUTHORIZATION

PARTICIPANT AUTHORIZATION FORM

With the approval of its Board of Trustees/Board of Directors and/or School Administrative Officer _____ has elected to have its members of youth sell or purchase Sundial Raffle Raffle tickets.

Proceeds from Sundial Raffle Raffle may only be used for goods and services to benefit the School/Club raising the funds. No funds may be distributed to other organizations or to a general fund not directed and controlled by the authorized School/Club. Additionally at the sole discretion of the authorized School/Club, funds raised may be segregated for the benefit of individual members of the School/Club as long as the proceeds benefit and serve the overall purpose of the School/Club.

In no instance can funds raised through the Sundial Raffle Raffle be paid directly in any form to a member or to a related entity of a member of the authorized School/Club. Any funds not used by individual members can be reallocated at the discretion of the School/Club, as long as the eventual use benefits the authorized School/Club. Also, any funds not used during a calendar or school year may be saved for future years as long as the funds are eventually used for the benefit of the authorized School/Club.

Read and Understood: _____ (initial of officers)

Upon attainment of this commitment, THE ROTARY CLUBS OF NORTHERN CALIFORNIA FOUNDATION AGAINST SUBSTANCE ABUSE will advise the amount of funding available based upon the percentage of your school or club ticket sales. Each school or club will receive a **minimum** of 80% of their ticket sales for activities involved in substance abuse prevention or a **minimum** of 50% of ticket sales to unrelated substance abuse activities. Each youth participating may be required to sign a pledge card stating their commitment to not use illegal substances.

The School/Club understands it will receive credit only for tickets and funds submitted directly to (Evanhoe/Kellogg Accountants). No tickets will be issued without this signed authorization that is to be returned to the Shasta County Office of Education, Reception Desk.

School or Club Name: _____

Sales Coordinator Name: _____

Check this line if you are a new coordinator for this group.

Last Year's Coordinator Name: _____

This Year's Coordinator Name: _____

Address: _____

Daytime Phone #: _____ Evening Phone #: _____ Fax #: _____

E-mail: _____

OTHERS AUTHORIZED TO PICK-UP TICKETS:

I, as the school principal/club official have read and agree to the terms in the Superintendent's Memorandum, and also understand that tickets picked up by our group are to be used for our group and not shared with other groups. I have shared this information with others authorized to pick up tickets.

(Original Signatures)

School Principal's Signature

Club President's Signature

Please check one:

Substance Abuse Prevention Club/Group (80%)

General Youth Club/Group (50%)

Service Clubs

(i.e. Other Rotary, Lions, etc - 80% Maximum)

Batch #1 _____ to _____

Signature _____ Date _____

SCOE Signature _____ Date _____

Total Pickup _____

Batch #2 _____ to _____

Signature _____ Date _____

SCOE Signature _____ Date _____

Total Pickup _____

Batch #3 _____ to _____

Signature _____ Date _____

SCOE Signature _____ Date _____

Total Pickup _____

Batch #4 _____ to _____

Signature _____ Date _____

SCOE Signature _____ Date _____

Total Pickup _____

Sundial Raffle Raffle GUIDELINES



FORMS: Read all of the information in the Superintendent's Memorandum

carefully. Complete the information on the Questionnaire and the Participant Authorization Form; forms need to be signed by the school principals and club presidents. You may fax these items to 245-7826 and/or bring them in to the reception desk at the Shasta County Office of Education during our ticket distribution hours.



TICKET DISTRIBUTION HOURS: Raffle Raffle tickets are available at the SCOE

reception desk during these office hours: **Monday – Thursday, 8:00 a.m. – 3:00 p.m.** **Please honor these hours.** If special arrangements are needed for tickets to be picked up outside of these hours, please contact the SCOE receptionist @ 225-0200 to set up an appointment.

AUTHORIZATION FOR MORE TICKETS: Per the accountant, the initial number

of tickets your group may pick up is based upon the actual number of tickets your group sold the previous year. You are allowed 20% more than that amount for your initial pickup. As you make deposits at Evanhoe, Kellogg & Company, you may ask them for permission to pick up more tickets at SCOE. If approved, they will supply a business card authorizing SCOE to give more tickets to your group. Turn that in to the Reception desk when you come in during our ticket distribution hours to pick up additional tickets.

PLAN AHEAD FOR SPECIAL EVENTS: If your group has a special event planned

(Back to School Night, etc.) and you are in need of extra tickets to sell there, please plan ahead. Call the accountant's office at 244-1900 at *least* a day in advance to inquire about the possibility of getting more tickets for that event. Upon approval, they can be picked up at SCOE during our ticket distribution hours.

Turn in all deposits, sold ticket stubs, and unsold tickets to Evanhoe, Kellogg & Company, 340 Hartnell Avenue, Suite A. Phone: 244-1900

QUESTIONNAIRE

1st Annual Sundial Raffle Raffle - 2019

Name of School or Club _____

Name of Sales Coordinator (Print) _____ Phone # _____
 Number of students who benefited from the funds: _____

Below is a brief description of how the funds were utilized:

Total Raised 2018 (Ducky Derby)
 \$ _____

Funds allocated as follows: include program name or event, date of event or program, \$dollar amount allocated Use additional sheets if necessary. We need to have this available for audit purposes for tax exempt status:

Program Name	\$ Amount Allocated	Number of students benefitted
Total Amount		

Total should agree with amount above

This year our funds are intended for the following programs (not school supplies) :

 Signature

 Date

