

# 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**