



# 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.*

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## **Memorandum**

**Date:** May 13, 2021  
**To:** District Superintendents, Principals, and Sundial Raffle Raffle Ticket Sales Coordinators  
**From:** Ceci Valdivia, Human Resources Assistant  
**Subject:** **Sundial Raffle Raffle 2021- (Formerly Ducky Derby)**

It's that time again to participate in ticket sales for the upcoming Sundial Raffle Raffle event. The 2019 Raffle Raffle (Pre Covid) was an enormous success and returned almost \$160,000 to North State schools' youth programs via direct student ticket sales and has raised over \$5 million since inception.

The Sundial Raffle Raffle will be held on Oct 22, 2021 We are currently waiting for location confirmation.

Attached is a Sundial Raffle Raffle Participant Authorization Form and Questionnaire. Please complete the forms and return them beginning on May17, 2021 to the Shasta County Office of Education, Human Resources Assistant 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 May17th. 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 (ie. Student sells ticket "LOSES IT" and keeps the cash)**

You will notice the tickets are printed. 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.

**Attachments:** **Participant Authorization Form**  
**Questionnaire**  
**Sundial Raffle Raffle Ticket Procedures**