



MTN/CHEVY TRUCK RAFFLE

How Does the MTN/Chevy Truck Raffle Work?

All areas are encouraged to sell tickets! When a ticket is sold from an area contact, i.e. an athlete, volunteer, or coach, 80% of these funds stay local and support the area budget. The remaining 20% supports the SOMT state office by helping underwrite the cost of the raffle and associated expense.

Tickets are also sold by corporate partners across Montana. These partners are as follows:



Raffle Best Practices

- 1) Set a Goal
 - a. Know your past raffle ticket sales in your area or by your team
 - b. Know your area or team's budget for the current year and set a goal of how much of your total revenue you want derived from ticket sales
- 2) Coordinate Sales Locations in Your Area
 - a. Select high-traffic and high-visibility areas
 - b. Request permission to sell tickets at these locations
 - c. Ask local businesses if they would be willing to sell tickets at registers for your area.

- 3) Create a Schedule
 - a. Determine what weekends you plan to sell tickets from when the Raffle begins in November, thru the middle of May.
 - b. Enlist teams of athletes, families, and volunteers to help sell tickets.
IMPORTANT: It is advised that no one sells tickets alone!
- 4) Prepare to Sell
 - a. Wear SOMT apparel. Athletes, wear your medals! These are great conversation starters with the public and prospective ticket buyers.
 - b. Be friendly and professional!
 - c. Practice your talking points or sales pitch before you start
 - d. Know how funds from the Raffle will support your budget and help athletes throughout the year
 - e. Say THANK YOU!
- 5) Norbie Challenge
 - a. For athletes tickets to be counted in the Norbie Challenge athlete's ticket number sold must be included on the Area Reconciliation Form.
 - b. Contest is open to all registered Special Olympics Montana athletes
 - c. Sell 100 MTN Chevy Raffle tickets to be entered into the drawing for the opportunity to participate in the Norbie Challenge. Athletes will be entered one time for every 100 tickets they sell.
 - d. The top 2 overall ticket sellers will automatically be in the drawing for the Norbie Challenge
- 6) Accounting
 - a. As tickets are sold, have volunteers or athletes turn them into a designated contact within your AMT or local program.
 - b. This contact is responsible for turning these tickets into the SOMT state office.
 - c. Have one person count tickets and another count money to ensure all items are properly accounted for prior to sending to the SOMT state office.
 - d. All tickets must be accompanied by an Area Reconciliation Form. (Reconciliation forms must only be credited to either an area or a team. If the tickets need to be split between the two then two separate forms must be filled out.)
 - e. All unsold tickets must be returned to Special Olympics Montana immediately following the raffle.
- 7) Extra Ticket Request
 - a. All request must be turned into Wendy Rispens (wrispens@somt.org or 406-315-4202). All tickets will be mailed out on Thursday of the week they were requested.

EXAMPLE

2017 MTN/CHEVY RAFFLE

Area/Program Reconciliation Form

FORM MUST ACCOMPANY TICKETS.

Credit for Sales Goes To:

_____ Area (please circle one) BSAR CTAR CRAR FVAR GLAR GNAR NEAR
X Local Program: Outreach Bobcats
PBAR SEAR SWAR TCAR YVAR Chapter
If designated to Program rather than Area

TICKET SALES

1. Total number of tickets sold 50 x \$5.00 \$ 250
2. Amount Enclosed \$ 250

Ticket stubs, reconciliation and sales amount should be returned to your Area Raffle Finance Chair or the address below. **DO NOT mail cash.** A personal or certified check should be forwarded for the sales amount. A check from the program account may also be used.

Use this box only as entry for the Norbie Challenge. Only registered athletes are eligible. Please list the quantity of tickets sold by each athlete.	
Name: <u>Jack Johnson</u>	Tickets Sold: <u>10</u>
Name: <u>Steven Tyler</u>	Tickets Sold: <u>15</u>
Name: <u>Dave Matthews</u>	Tickets Sold: <u>25</u>
Name: _____	Tickets Sold: _____
Name: _____	Tickets Sold: _____

If submitted by mail, all sold tickets and money must arrive at the SOMT Office by May 2, 2017.
All unsold tickets must be returned to Special Olympics Montana immediately following the raffle.

Return to: Special Olympics Montana
Attention: MTN/Chevy Raffle
710 1st Ave N / PO Box 3507 (59403)
Great Falls, MT 59401
1.406.216.5327 or 1.800.242.6876 (MT only)

AREA CONTACT INFORMATION

Contact Name (Ticket Submitter)
Address _____ City _____ St/Zip _____
Phone _____ E-mail _____
Date _____ Signature _____

Visit www.somt.org for additional forms

Office Use Only: Over/Short: _____ Amt Rec: _____ Deposit # _____