

Instructions For The 2017-18 D91 Education Foundation/Teton Toyota Raffle

Tickets are now available for the 2017-18 D91 Education Foundation/Teton Toyota Raffle.
This year's prize is a brand new 2018 Toyota Camry

Please review these instructions carefully. **We've made some changes to streamline our process and ensure teams, clubs and organizations get their money more quickly.**

- Any Idaho Falls District 91 athletic team, club, class or group is eligible to sell raffle tickets.
- Raffle tickets are available from the high school and middle school bookkeepers, elementary school secretaries or from Maria Chavez at the district office. To request tickets from the district office, contact Maria at ext. 50500 or at chavmari@d91.k12.id.us.
- The winning raffle tickets will be drawn at the 2018 Emotion Bowl. Date/time TBD.
- Tickets sell for \$10 each. The team, club or organization selling the tickets receives \$9 for every ticket sold, and \$1 goes to the D91 Education Foundation for running the raffle.
- New! Money from ticket sales will now go directly into the team, club or organization's school account, and the school bookkeeper/secretary will send a \$1 for every ticket sold to the D91 Ed Foundation. **This change will ensure teams, clubs and organizations have immediate access to money raised through this fundraiser.**
- Advisors/coaches/teachers are responsible for all tickets checked out to them. When they distribute tickets to students, each student also should receive a Raffle Ticket Tracker form to track sales and money.
- At the conclusion of the sale, students must turn in to their advisor/coach/teacher:
 - The completed Ticket Tracker form
 - All cash and checks (**New! Checks must be made out to your school.**)
 - Completed ticket stubs for all tickets sold with the purchaser's name, phone number and contact information.
 - The stubs are entered into the raffle. The purchaser keeps the rest of the ticket.
 - All unsold tickets
- In a timely manner, the advisor/coach/teacher must turn in the completed ticket tracker forms, cash and checks, ticket stubs and unsold tickets to the school bookkeeper/secretary. Return all materials to your school bookkeeper/secretary even if you got tickets from the district office.
- **Bookkeepers/secretaries: If you recirculate unsold tickets to a new group, please note that on your raffle report.**
- The school bookkeeper or school secretary will keep track of all tickets assigned to a school. At the end of each month, they will complete a Monthly Raffle Report form. Send an electronic version to Deb Davis at the district office, along with electronic copies of all Ticket Tracker forms, a \$1 for every ticket sold and all ticket stubs.
- The 2018 Toyota Camry is available to have at games, school activities or community events. If you would like to reserve the car, contact Maria Chavez at the district office at ext. 50500 or at chavmari@d91.k12.id.us. Please provide at least 48 hours notice, although we will try to respond to emergency requests whenever possible. A responsible adult over the age of 18 with a valid drivers license must be able to check out the car at the district office, drive it to the event and then return it to the district office when the event is over.
- This is a great fundraiser with no better return – your team, club or organization gets \$9 for every \$10 ticket sold. The D91 Ed Foundation will do all we can to help you be successful. If you have questions, contact Acting Ed Foundation Director Margaret Wimborne at ext. 50504 or at wimb marg@d91.k12.id.us.

GOOD LUCK! THANK YOU TO TETON TOYOTA!