

Raffle Ticket Method

The district expectation is to collect payment using one of the PaySchools electronic payment systems. If you are unable to use on the PaySchools systems, you must receive approval from the Business Office prior to collecting any payments. Specific approval to use this “raffle ticket method” for at the door sales is done on an event-by-event basis and is for exceptions only and cannot be advertised. Do not assume that you are approved to collect payment at the door unless that you have approval from the CVS Business Office.

All District Payment Handling Policies must be followed. These policies, which are posted on the CVS website (Staff Links, Money Matters, Guidelines) for all staff to access, should be reviewed prior to the event. Payments collected always need to be counted and verified by two people, money and tickets sealed in a tamper evident bag and locked in a school safe. No payments collected can be used to pay for any Vendor/expenses that may arise. Payments collected must be deposited in the denominations that they were received and must match the ticket count.

Using a double “raffle” style ticket you would give half to the person paying at the door and keep the other half with the cash box. The number of tickets multiplied by the ticket price shows the total of the cash that is collected. Both pieces of the first ticket and the number after the last ticket sold are kept and turned in with the other tickets and cash.

Using the ticket number below as an example, you keep both pieces of ticket 417004 (ticket number 1), sell 417005 through 417289 (that’s 285 tickets) and then keep both sides of 417290 (ticket after your last ticket sold). 285 tickets * \$10 admission totals \$2850 which should be your deposit amount.

