

MA Elks State Calendar Raffle

Selling Tips and Rules & Procedure for Ticket Sales

Exalted Ruler, Secretary, Treasurer, Members all... First off, again, thank you for taking part in the selling of these tickets! We're all a team to help keep the MA Elks Association strong and solvent, so we can all do even more for our Members and the Community!

Here's what you received as a Lodge:

- 100 Tickets (\$20 each / \$2,000 total worth)
- Spreadsheet of Ticket Numbers
- (2) Large Lodge Flyers to hang in your Lodge

Rules & Procedure for Ticket Sales:

- 1) Tickets can be sold to ANYONE! Sell them to fellow Members, Non-Members, anyone who wants to purchase one is able to.
- 2) When selling a ticket, your Lodge can collect payments in any way you feel fit, cash, check, Venmo payments, etc. These payments must be deposited into your Lodge Account.
- 3) IF ticket is being paid by a check by the purchaser, the check MUST be made out to YOUR LODGE NAME and deposited into your Lodge Account.
- 4) On the ticket stub, be sure the purchaser writes their full contact info CLEARLY as

26	\$50	27	\$25	28	\$25	29	\$25	30	\$25	31	\$25	23	\$50	24	\$25	25	\$25	26	\$25	27	\$100	28	\$25	29	\$50	28	\$50	29	\$25	30	\$25	31	\$25				
												30	\$50																								

Prizes will be mailed to the Name/Address below. Please write legibly.

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

*Donation: \$20.00 per calendar. Ticket sales through 12/15/2024.
Please make checks payable to the Lodge where you purchased this calendar.*

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winners will be mailed a check to their address listed (below is a sample stub.)

- 5) After the purchaser fills out the ticket stub, separate the stub from the calendar portion. The purchaser keeps the top calendar portion, and YOU, the Lodge, MUST keep the bottom stub portion (these stubs will be received by one of your District's State Trustees later.)

- 6) The Spreadsheet of Ticket Numbers that was given to you is used for your Lodge and your State Trustee to mark what is being returned when the State Trustee picks up the stubs and checks.
- 7) One of your District's State Trustees will be in contact with your Lodge to check-in on how sales are going, and to collect the current number of stubs that you sold. At this time, the State Trustee will also want to collect a check from your Lodge for the amount of stubs they are picking up (Example: if your Lodge is turning in 30 stubs, a check for \$600 must also be turned in. **THIS CHECK MUST BE MADE OUT TO "MA ELKS ASSOCIATION."**)
- 8) The State Trustees will be planning on collecting sold stubs and respective checks on 3 separate occasions, around October 1st, November 1st, and near the beginning of December.
- 9) All tickets **MUST BE SOLD** by 12/15/24, however, if you think your Lodge will not be able to sell all of your tickets, **PLEASE** let your State Trustee know **BEFORE** December, so that they can get those extra tickets to a Lodge that needs more to sell.
- 10) If your Lodge sells all 100 tickets that were given to you and you believe that your Lodge can sell more, **PLEASE** let your State Trustee know **ASAP!**
- 11) If you ever have any questions, please contact one of your State Trustees. They are ready and willing to help you!

Selling Tips:

- 1) Exalted Ruler, please designate an Officer or trusted Member to be responsible for the sale of these tickets.
- 2) Post on your Lodge Social Media Pages that these tickets are available at your Lodge. Add articles in your Lodge Newsletters that they are available. (Sample Social Media Posts and Sample Newsletter Articles are available on the MA Elks Website.)
- 3) Speak to your Lodge / Bar Manager and Bartenders about selling these tickets at your bar area. Put up signs at the bar that these tickets are available (8.5" x 11" paper signs are available on the MA Elks Website.) Keep track of the stubs sold and payments for these in a way that fits your Lodge best. Regularly turn in these stubs and payments to the Lodge Secretary.
- 4) During Lodge Meetings, let your Members know that these tickets are available. Have some tickets available at these meetings.

- 5) IF a Member wants to take a few blank tickets to sell to their friends, co-workers, and family members, BE SURE to record who has what numbered tickets and when they took them (you can use the Spreadsheet of Ticket Numbers to do this.)
- 6) Let the ticket buyers know that at the beginning of each month, a list of winning ticket numbers from the previous month will be displayed on the MA Elks Website (only ticket numbers will be displayed, NOT their names!)
- 7) The link below will take you directly to the MA Elks Website Calendar Raffle Page where you and your ticket buyers can find all kinds of additional useful information, including the list of winners.

<https://www.maelks.org/state-calendar-raffle/>

- 8) Again, if you have any questions, please contact one of your District's State Trustees!

Thank you, again!