



Team Vehicle Raffle Volunteer:

BVHS Volunteer Bond: 8 hour credit to suffice the current season BVHS Volunteer Bond

Role: Volunteer on **Team** responsible for being the liaison between BVHS and the Team families for the BVHS Vehicle Raffle tickets and corresponding funds related to the Team vehicle raffle tickets. Team Vehicle Raffle volunteer is responsible for adhering to AGLC policies.

Responsibilities include:

1. Mandatory attendance at Vehicle Raffle ticket information & distribution meeting.
2. Attend mid-campaign scheduled ticket pick-up date (if team requires additional tickets)
3. Verification and receipt of vehicle raffle tickets from BVHS for distribution to Team families responsible for selling tickets – utilizing “Vehicle Raffle Inventory Log” form (AGLC policy)
4. Maintaining an accurate and detailed “Vehicle Raffle Inventory Log” of vehicle raffle tickets distributed to and collected from individual team families (see attached)
5. Liaison between BVHS and Team families for additional tickets requested by Team families; and detailed documentation of receipt/distribution of additional tickets in Vehicle Raffle Inventory Log.
6. Weekly online submission to BVHS of Team ticket sales and any lost/stolen ticket numbers, online via the BVHS website (WooFoo application).
7. Weekly collection of funds from Tickets sold and deposit of these funds into the Team Bank Account
8. Ensure Weekly Transfer of funds from the Tickets sold deposited in the Team Bank Account to the Bow Valley Truck Fundraising Account
9. Upon completion of the BVHS selling campaign time period, the Team Vehicle Raffle Coordinator is responsible for collecting all ticket stubs (sold tickets) and ticket books (unsold tickets) from ALL Team families.
10. Cash must be collected from Team families for all sold tickets on a weekly basis
11. ALL SOLD ticket stubs must be collected from Team families
12. All UNSOLD tickets must be collected from Team families
13. “Vehicle Raffle Inventory Log” completed for all tickets (& cash) issued to/collected from individual Team families; including signature verification. This includes listing all tickets issued to the team, but not assigned to a family.
14. “Vehicle Raffle Inventory Log” will be submitted to BVHS with all sold and unsold ticket books.
15. “Truck Raffle Fund Transfer Tracking Sheet” will be submitted to BVHS with confirmation of receipt of the funds by BVHS
16. Mandatory attendance on BVHS date that is scheduled for return of all vehicle raffle tickets to be given back to BVHS.
17. Preparation of “package” for return to BVHS. Notification & detailed instructions will be sent via email to you & your Team Manager prior to the ticket collection night. Package includes:
 - a. ALL sold and unsold ticket books with ALL tickets returned in NUMERICAL order, and original books of 10 tickets stapled together
 - b. Truck Raffle Fund Transfer Tracking Sheet completed to be confirmed and signed during the Raffle Tickets return night



- c. TEAM Cheque #1 (issued from TEAM BVHS bank account in the amount \$2000 representing the Operational Fee collected from each team. Cheque made payable to: Bow Valley Hockey Society)
- d. Vehicle Raffle Inventory Log – completed and reconciled to balance all tickets issued to your team.
- e. BVHS Vehicle Raffle Team Summary Sheet – distributed to you prior to collection night