**Money Collection Procedure – 50/50 During Football Games**

This document should serve as a guide for VBBI fundraiser 50/50 activity during Football games. The document was written assuming the treasurer was in charge of this activity. If the fundraiser coordinator becomes responsible for this activity, the responsibilities may be shared where applicable between the fundraiser coordinator and the treasurer. The games start at 7:00pm, tickets should be sold before the game and during the game up to 10 minutes to half time. Volunteers need to work in pairs, one volunteer holds and give the ticket(s), the second volunteer collects the money. Tickets may be sold anywhere inside the stadium but not outside. Usually by the main entrance, visitor’s entrance and up in the stands of both sides.

Per rules associated with the raffle license, all tickets and money sold and unsold need to be recorded per volunteer in a ticket log provided by the state. Tickets are pre-counted and assigned to each pair of volunteers using a numbered bag. After all unsold tickets and collected money are counted, a ticket log is completed by the treasurer with a list of volunteers and number of tickets sold/unsold together with the amount collected.

What a volunteer should do prior to start selling:

1. Report to the water room in the band room any time on or after 6:00 pm, game starts at 7:00pm
2. Sign in or let the person in charge know you are there. If nobody there, you can ask the band director who is in charge.
3. Each volunteer should take or be given an apron and a sales sign.
4. Each pair of volunteer should take or be given a ticket box, and a set of pre-separated tickets. Write down the number from the bag next to your name on the sign in sheet or let the person in charge know the number for it to be recorded.
5. Each pair of volunteers should take or be given the start-up money of $35.00 from the treasurer or the person assigned by the treasurer. If nobody there, you can ask the band director who is in charge. Make sure the money is counted in front of you when given.
6. Choose a location to sell that has not been taken yet: Main Entrance, Side Entrance, Visitor’s Entrance, Visitor’s Stands, Home Stands.
7. The volunteers at the entrances can move to the stands when the number of spectators entering the stadium slows down.
8. Tickets can be requested from the treasurer or the person assigned by the treasurer when low in supply. Do not request from another volunteer as tickets need to be counted per volunteer when returning.
9. Change can be requested from another volunteer or the treasurer when needed.

 What a volunteer should do after done selling tickets (10 minutes prior to half time)

1. Report to the press box.
2. Turn in your money collected and unsold tickets to the treasurer or assigned person by the treasurer. Keep unsold tickets and money collected except the $35 start up inside the ticket bag. Only the $35 start-up money needs to be separated and given separately. The $35.00 start up money is not part of the 50/50 price.
3. Count money collected with treasurer or assigned person by the treasurer.
4. Put all the tickets sold in the big red box used to select the winner.
5. Turn in your apron, ticket box, and sales sign to the treasurer or assigned person by the treasurer.
6. After you have turn in everything you can leave the press box or you can stay around until the collected total is determined and the winning ticket has been chosen. Only the person chosen to help verify the amount should stay inside the press box with the treasurer.
7. The winning ticket will be selected by one of the volunteers once all tickets have been collected and the wining amount has been determined. **PLEASE DO NOT SELECT A WINNING TICKET PRIOR TO KNOWING THE WINNING AMOUNT.** When the ticket is announced, the winning amount should be known.
8. The volunteer that selected the ticket can give the ticket and indicate the winning amount to the announcer in the press box for him to announce the winner.

What the treasurer or person designated by the treasurer should do prior to the 50/50 activity

1. Make sure we have a valid State of Michigan Raffle license for the game.
2. Make sure you know what type of license we have, small raffle (less than $500 in winnings) or large raffle.
3. Make sure you have the State of Michigan Log to know the information that needs to be recorded.
4. Have all tickets separated by 60 of 10s, 20 of 5s, 25 of 1s.
5. Assign a number to each bag, usually 6 are set up. This number will be used to record the tickets sold by the volunteer that took the bag.
6. Have balance sheet ready for counting at the press box, you need one per bag of tickets.
7. Have 50/50 Winner Log ready.
8. Have copies of 50/50 guidelines in case anyone needs one.
9. Make sure there are at least 5 $35 start-ups in the safe. There is usually 6 in the safe, 5 for 50/50 and 1 for merchandise.

What the treasurer or person designated by the treasurer should do during the 50/50 activity

1. Provide each volunteer pair with the $35.00 start up money prior to start selling
2. Be available during the game in case tickets or change is needed.
3. Go to the press box 10 minutes prior to half time to collect and count money.
4. Count the money using the balance sheet that splits amounts by $1, $5, $10, $20, $50, $100. This will facilitate the counting process. Use one balance sheet per pair of sellers, indicate the bag number used by the pair. The money is counted inside the press box, we have permission to do so.
5. Select a helper to verify the counted amount.
6. Wait for the winner to claim the winning amount and give him/her the money. If a winner does not come within 30 minutes a new winner could be selected.
7. Fill in 50/50 winner log with the winner’s info.
8. Collect aprons, sales signs, ticket boxes, unsold tickets and start up money from the volunteers.
9. Take the winning and start up money to the safe in the band director’s office. You’ll come back for this later. If comfortable you can keep the money and return the start up at a later time.
10. Place unsold tickets in the black cabinet in the band director’s office. You’ll come back for this later. If comfortable you can keep the unsold tickets and return new sets at a later time.
11. Take aprons, sales signs, ticket boxes to the water room
12. Tickets sold that did not win can be put in the trash can.

What the treasurer or person designated by the treasurer should do to report and balance money collected from 50/50

1. Send email to the board with amount collected and tickets sold/unsold count. Indicate if there is any money unaccounted for.
2. Deposit amount collected
3. If the winner donated the money back
	1. Send name/address to Fundraiser for him/her to send a Thank you letter
	2. Send a proof of donation to the donor for tax purposes, if requested.
	3. Deposit the donated amount separately from the 50/50 band portion
4. Count unsold tickets, log to keep track of average sold, send report to the group with findings
5. Balance number of unsold tickets to amount collected, send report to the groups with findings
6. Re-count tickets and have tickets ready for next game.
7. Complete the State of Michigan Log. Indicate tickets not in sequential order due to the 20, 5, 1 split.
8. Make sure the winnings are within the allowable according to the license obtained. For small license the winnings need to be less than $500.00. If any questions, consult our lawyer.
9. If winnings greater than $600.00 we are required to report to the IRS. Make sure you consult our lawyer if any questions.