

SAHA: Fundraising Application for Board Consideration

Coach Name: _____ Team Rep/SPoC: _____

Team: _____ Contact No.: _____

Reason for Raffle: _____

Raffle Information

Preferred Drawing Date/Time:	
Preferred Drawing Location (within Anchorage):	
Backup Drawing Date/Time:	
Total number of tickets to sell:	
Planned Cost per ticket:	
Number of tickets to sell per player:	
Have parents been notified of raffle?	
Is there a Logo or Graphic to go on the tickets?	

Prize Information

Main Prize:	
Value of Main Prize:	
Second Prize:	
Value of Second Prize:	
Third Prize:	
Value of Third Prize:	
If additional prizes, please describe:	
Is there Proof of Ownership for the prizes?	
If not, why?	

Additional Information Needed

List of Team Players with Parent Contact info will be needed if approved.

Things to consider:
 SAHA Board meets monthly – Applications must be submitted electronically to SAHA President at least 1 week prior to monthly meeting to be considered.
 The Main Contact for the Request must attend Board Meeting to answer any additional questions that may arise.
 Due Date for final ticket sales will be provided by Board when Approval is given.
 Team is responsible for all raffle costs (ticket printing, admin fee, etc.)
Raffle can be cancelled at any time by SAHA Gaming Committee for any reason to ensure Gaming Rules are followed.

Team Rep.: _____ Coach: _____

Requirements for Fundraising conducted by South Anchorage Hockey Association

Required information from Team Representative or Single Point of Contact:

- Team Manager contact information for SPoC
- Application must be submitted to SAHA Board President at least 1 week prior to Board meeting for review (Understanding the board meets monthly) which needs to be well in advance of planned drawing date.
- Team Representative/SPoC will need to present plan to the board or at least appear to answer questions.
- Provide reason for raffle – what raffle is raising funds for
- Drawing date, time, location (must have alternative date)
- Must be local drawing location (Anchorage)
- # of tickets, cost/ticket, prizes/value, structure/order for drawing, # of tickets to be sold per player
- Proof of prize ownership
- Template for tickets to be used (or not) (graphic or logo if available/needed)
- Due date for tickets will be set by SAHA Gaming on a by raffle basis to ensure tickets can be collected in plenty of time for the raffle.
- Have parents been notified?
- Coordinate group meeting for SAHA Gaming Rep to meet with parents in order to hand out tickets to each parent individually.
- Team Representative/SPoC must communicate all requirements to parents.
- List of team players for distribution of tickets specified by SAHA Gaming Committee with contact information
- Parents required to turn tickets into Manager.
- Team Representative/SPoC will need to turn money into SAHA Treasurer/President as they come in and not held till due date.

Team is responsible for all raffle expenses.

- SAHA Gaming will print tickets for raffle.
- Includes printing of tickets, admin fee, etc.
- Fee will be determined by size of raffle.

As a Board, approval of raffle requests will not be provided electronically – Will need to be addressed at monthly board meetings.

Raffle requests will be evaluated “first come first serve” (SAHA comes first).

Prior to approval of new raffle, if raffle has previously been done, team/organization must provide evidence of how the previous monies benefitted the team/organization (especially if same year).

If raffle ends up with extra tickets – they will be held by SAHA Gaming unless requested. Raffle can be stopped at ANY TIME if the guidelines are not adhered too. Money will be returned to purchasers by SAHA.

Any raffle held by SAHA on behalf of any team/organization can be cancelled by SAHA Gaming Committee at any time for any reason.

Team Rep/SPoC.: _____ Coach: _____